



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 26 August 2025

**Held in the Council Chambers, Shire Offices
(Livestreamed)**

Commenced at 6.00pm

Council:

Cr Jo Armstrong (Mayor)

Cr Rob Armstrong

Cr Peter Joyce

Cr Teli Kaur

Cr Luke Preston

Cr Bob Sanders

Cr Bill Waterston

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

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

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

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PRESENT: Cr J Armstrong, Cr Rob Armstrong, Cr Teli Kaur, Cr Luke Preston, Cr Bob Sanders, Cr Bill Waterston, Phuong Au – Strategic Project Lead, Chandra Willmott – Governance & Risk Lead, Rebecca Rodger – Major Projects Lead, Thomas Duncan – Theatre Technical 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 PRESTON

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 R ARMSTRONG

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 KAUR

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

That the apology of Cr Peter Joyce be accepted

MOVED CR KAUR SECONDED CR PRESTON

That the apology of Cr Peter Joyce be accepted

No Councillors spoke for or against the motion

**CARRIED 6/0
5189/25**

ACKNOWLEDGEMENT

The apology of CEO Dr Tim Harrison was acknowledged.

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meeting held on 29 July 2025 be confirmed.

**MOVED CR WATERSTON
SECONDED CR R ARMSTRONG**

That the Minutes of the Council Meeting held on 29 July 2025 be confirmed.

No Councillors spoke for or against the motion

**CARRIED 6/0
5190/25**

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 Declarations of Conflict of Interests received.

SECTION 2 - PUBLIC PARTICIPATION

2.1 PETITIONS AND JOINT LETTERS

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

There were no Petitions or Joint Letters received.

SECTION 3 - REPORTS REQUIRING COUNCIL DECISION

3.1 DELEGATION FROM COUNCIL TO CHIEF EXECUTIVE OFFICER S5

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23322

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 Local Government Act 2020, and a variety of other legislation, makes provision for the appointment of delegates to act on behalf of Council. The delegation of powers is essential to enable day to day decisions to be made and for the effective operation of the organisation.

The purpose of this report is for Council to consider remaking the S5 Instrument of Delegation - Council to the Chief Executive Officer.

DISCUSSION

Under the Local Government Act 2020, Section 11 (1)(b) A Council may by instrument of delegation delegate to the Chief Executive Officer any power, duty or function of a council under this Act or any other Act other than power, duty or function specified in subsection (2)

The S5 Instrument has been drafted to take into account the matters that cannot be delegated by the CEO pursuant to section 11(2) of the 2020 Act. These matters are listed as Conditions and Limitations in the Schedule to the S5 Instrument, including the conditions under section 11(5) that any delegation to enter into a contract must include a financial limit.

Pursuant to section 11(4) of the 2020 Act, a council may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days.

Changes to this delegation include:

- Inserting wording to reflect that the S5 Instrument may be executed with the signature of the CEO and Mayor, or by application of the Council seal; and
- Substituted reference to "fire services property levy" to emergency services and volunteers funding levy" following the commencement of the Fire Service Property Amendment (Emergency Services and Volunteers Fund) Act 2025

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6. Strong and Effective Governance

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

Budget Implications

There are no budget implications arising from the review of the S5 Instrument of Delegation - Council to the Chief Executive Officer.

Policy/Relevant Law

Under the section 11 of the Local Government Act 2020, Councils have the power to delegate to the Chief Executive Officer any power, duty or function of a Council under this Act other than an power, duty or function specified in subsection (2).

Section 11(8) of the Local Government Act 2020 requires that the Council keep a register of delegation. This delegation will be made available to the public.

Section 437 (1) the Environment Protection Act 2017 states that the Governing Board may be instrument delegate all or any of the Authority's powers and functions under this Act to (b) a council.

Sustainability Implications

There are not economic, social or environmental implications in relation to the S5 Instrument of Delegation - Council to the Chief Executive Officer.

Risk Assessment

The remaking of the Instrument of Delegation form Council to CEO ensures ongoing legislative compliance for Ararat Rural City Council.

It is essential that the Instrument of Delegation are kept up to date to ensure that the CEO is properly empowered to undertake the role.

Stakeholder Collaboration and Community Engagement

Any amendments or recommendations regarding the Instrument of Delegation for Council to the Chief Executive Officer have been sources utilising Council's subscription to the Maddocks Lawyers Delegations Service.

The delegation service provides two updates per year and mini updates as required when legislation changes. This review has been initiated following the second update for 2025 and the updated Procurement Policy.

The revocation and consideration of delegations does not require any public consultation; however, Council is required to keep a public register of all delegations.

RECOMMENDATION

That:

In the exercise of the powers conferred by Section 11(1)(b) of the Local Government Act 2020 (the Act), Ararat Rural City Council resolves that -

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attach Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument;*
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument;*
- 3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;*
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and*
- 5. The instrument is signed under the seal of the Council*

MOVED CR WATERSTON
SECONDED CR R ARMSTRONG

That:

In the exercise of the powers conferred by Section 11(1)(b) of the Local Government Act 2020 (the Act), Ararat Rural City Council resolves that -

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attach Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument;**
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument;**
- 3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;**
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and**
- 5. The instrument is signed under the seal of the Council**

Cr Waterston and Cr R Armstrong spoke for the motion

CARRIED 6/0
5191/25

ATTACHMENTS

The S5 Instrument of Delegation – Council to CEO is provided as Attachment 3.1



S5 INSTRUMENT OF DELEGATION TO CHIEF
EXECUTIVE OFFICER

26 AUGUST 2025

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Ararat Rural City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 26 August 2025
1. the delegation
- 1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 1.2 is subject to any conditions and limitations set out in the Schedule;
- 1.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 1.4 remains in force until Council resolves to vary or revoke it.

The COMMON SEAL of the
ARARAT RURAL CITY COUNCIL
Was affixed hereto in accordance with
The resolution of Council made on the
26 August 2025

Mayor _____

Chief Executive Officer _____

SCHEDULE

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
11(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> determine any issue; take any action; or do any act or thing <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p>	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> if the issue, action, act or thing is an issue, action, act or thing which involves <ol style="list-style-type: none"> entering into a contract exceeding the value of \$225,000 for good/services and \$300,000 for works; (unless it is expenditure for contracts of insurance) making any expenditure that exceeds \$225,000 for good/services and \$300,000 for works. for insurance premiums, payment of salaries, wages allowances and associated amount to staff, expenses which Council is required to make by legislation, in which case it must not exceed \$1,500,000. appointing an Acting Chief Executive Officer for a period exceeding 28 days; electing a Mayor or Deputy Mayor; granting a reasonable request for leave under s 35 of the Act; making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; approving or amending the Council Plan; adopting or amending any policy that Council is required to adopt under the Act; adopting or amending the Governance Rules;

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>1.11 appointing the chair or the members to a delegated committee;</p> <p>1.12 making, amending or revoking a local law;</p> <p>1.13 approving the Budget or Revised Budget;</p> <p>1.14 approving the borrowing of money;</p> <p>1.15 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</p> <p>2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;</p> <p>3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;</p> <p>4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a</p> <p>4.1 policy; or</p> <p>4.2 strategy adopted by Council;</p> <p>5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or</p> <p>6. the determining of the issue, the taking of the action or the doing of the act or thing</p>

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			is already the subject of an exclusive delegation to another member of Council staff.

3.2 DELEGATION FROM COUNCIL TO MEMBERS OF COUNCIL STAFF S6

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23323

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

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

DISCUSSION

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

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

The instrument of Delegation has recently been updated to reflect the following changes:

- Amended typographical changes in the Cemeteries and Crematoria Act 2003
- Replaced the Cemeteries and Crematoria Regulations 2015 with the Cemeteries and Crematoria Regulations 2025 which came into operation on 15 June 2025
- Inserted additional powers, implied from the Planning and Environment Act 1987, which are not derived from any specific provisions.

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 their centre through effective financial management, well measured risk management, and implementation of effective community engagement practices.

Budget implications

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

Policy / Relevant Law

The Council is required to keep a register of delegations, and it must be made available for public inspection. This report is presented to reflect the changes in legislation and staff. The Council can amend or revoke any delegated power at any time. Council must review all delegations within a period of 12 months after a general election.

Sustainability Implications

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

Risk Assessment

The amendment of the Instrument of delegation from Council to Members of Council Staff ensures ongoing legislative compliance for Ararat Rural City Council. It is essential that the Instrument of Delegation is kept up to date to ensure that the members of staff are properly empowered to undertake their roles.

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

Stakeholder Collaboration and Community Engagement

The amendments of Instruments of Delegation from Council to Members of Council staff that have been updated using Maddocks Lawyers Delegation Service and RelianSys software.

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

The Chief Executive Officer and relevant officers have reviewed this document.

RECOMMENDATION

That:

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

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

MOVED CR SANDERS
SECONDED CR PRESTON

That:

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

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

Cr Sanders and Cr Preston spoke for the motion

CARRIED 6/0
5192/25

ATTACHMENTS

The Instrument of Delegation from Council to Members of Council Staff S6 is provided as Attachment 3.2



ARARAT RURAL CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

26 August 2025

Instrument of Delegation

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

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

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

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

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 26 August 2025 and

3.2 the delegation:

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

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

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

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

(a) policy; or

(b) strategy

adopted by Council;

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

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

The COMMON SEAL of the
ARARAT RURAL CITY COUNCIL
was affixed hereto in accordance with
the resolution of Council made on
26 August 2025

Mayor _____

Chief Executive Officer _____

Date:

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	MDR	
r 10	Function of receiving application for registration	MDR	
r 11	Function of receiving application for renewal of registration	MDR	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	MDR	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	MDR	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	MDR	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MDR	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	MDR	
r 12(4) & (5)	Duty to issue certificate of registration	MDR	
r 14(1)	Function of receiving notice of transfer of ownership.	MDR	
r 14(3)	Power to determine where notice of transfer is displayed	MDR	
r 15(1)	Duty to transfer registration to new caravan park owner	MDR	
r 15(2)	Duty to issue a certificate of transfer of registration	MDR	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	MDR	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	MDR	
r 17	Duty to keep register of caravan parks	MDR	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MDR	
r 21(2)	Duty to consult with relevant emergency services agencies	MDR	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	MDR	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	MDR	
r 24(2)	Power to consult with relevant floodplain management authority	MDR	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	MDR	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MDR	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MDR	
r 39(3)	Function of receiving installation certificate	MDR	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	MDR	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	MDR	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	N/A	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	N/A	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	N/A	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	N/A	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	N/A	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	N/A	
s 15(4)	Duty to keep records of delegations	N/A	
s 17(1)	Power to employ any persons necessary	N/A	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	N/A	
s 17(3)	Power to determine the terms and conditions of employment or engagement	N/A	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	N/A	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	N/A	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	N/A	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	N/A	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	N/A	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	N/A	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	N/A	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	N/A	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	N/A	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	N/A	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	N/A	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	N/A	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	N/A	
s 20(1)	Duty to set aside areas for the interment of human remains	N/A	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	N/A	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	N/A	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	N/A	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	N/A	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	N/A	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	N/A	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	N/A	Provided the street was constructed pursuant to the Local Government Act 1989
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	N/A	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	N/A	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	N/A	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	N/A	
s 60(2)	Power to charge fees for providing information	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	N/A	
s 64B(d)	Power to permit interments at a reopened cemetery	N/A	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	N/A	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	N/A	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	N/A	
s 70(2)	Duty to make plans of existing place of interment available to the public	N/A	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	N/A	
s 71(2)	Power to dispose of any memorial or other structure removed	N/A	
s 72(2)	Duty to comply with request received under s 72	N/A	
s 73(1)	Power to grant a right of interment	N/A	
s 73(2)	Power to impose conditions on the right of interment	N/A	
s 74(3)	Duty to offer a perpetual right of interment	N/A	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	N/A	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	N/A	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	N/A	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 80(2)	Function of recording transfer of right of interment	N/A	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	N/A	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	N/A	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	N/A	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	N/A	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	N/A	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	N/A	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	N/A	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	N/A	
s 84I(6)(a)	Power to remove any memorial on the place of interment	N/A	
s 84I(6)(b)	Power to grant right of interment under s 73	N/A	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	N/A	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	N/A	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove	N/A	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	any memorial at that place and re-establish at new or equivalent location.		
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	N/A	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	N/A	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	N/A	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	N/A	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	N/A	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	N/A	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	N/A	
s 91(1)	Power to cancel a right of interment in accordance with s 91	N/A	
s 91(3)	Duty to publish notice of intention to cancel right of interment	N/A	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	N/A	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	N/A	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	N/A	
s 100(1)	Power to require a person to remove memorials or places of interment	N/A	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	N/A	
s 100(3)	Power to recover costs of taking action under s 100(2)	N/A	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	N/A	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	N/A	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	N/A	
s 103(1)	Power to require a person to remove a building for ceremonies	N/A	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	N/A	
s 103(3)	Power to recover costs of taking action under s 103(2)	N/A	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	N/A	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	N/A	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	N/A	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	memorial or place of interment if notice under s 106(1) is not complied with		
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	N/A	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	N/A	
s 108	Power to recover costs and expenses	N/A	
s 109(1)(a)	Power to open, examine and repair a place of interment	N/A	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	N/A	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	N/A	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder, with consent of the Secretary	N/A	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	N/A	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	N/A	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	N/A	
s 112	Power to sell and supply memorials	N/A	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	N/A	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	N/A	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	N/A	
s 119	Power to set terms and conditions for interment authorisations	N/A	
s 131	Function of receiving an application for cremation authorisation	N/A	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	N/A	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	N/A	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	N/A	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	N/A	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	N/A	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	N/A	
s 151	Function of receiving applications to inter or cremate body parts	N/A	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	
sch 1 cl 8(8)	Power to regulate own proceedings	N/A	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8

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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, EHOs	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEO, EHOs	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO, EHOs	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the	CEO, EHOs	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise		
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, EHOs	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, EHOs	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, EHOs	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEO, EHOs	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO, EHOs	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEO, EHOs	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, EHOs	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, EHOs	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	MDR	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MDR	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MDR	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MDR	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEO, EHOs	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, EHOs	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, EHOs	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CEO, EHOs	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, PDOs, EHOs	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, EHOs	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEO, EHOs	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, EHOs	Except for an assessment required by a declaration under s 19C or an inspection under ss 39B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEO, EHOs	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEO, EHOs	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEO, EHOs	Where Council is the registration authority
	Power to register or renew the registration of a food premises	CEO, EHOs	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEO, EHOs, PDOs	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, EHOs	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEO, EHOs	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEO, EHOs	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEO, EHOs	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEO, EHOs	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, EHOs	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEO, EHOs	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEO, EHOs	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEO, EHOs	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38D(3)	Power to request copies of any audit reports	CEO, EHOs	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, EHOs	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEO, EHOs	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, EHOs	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEO, EHOs	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, PDO3, EHOs	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, EHOs	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, EHOs	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	CEO, EHOs	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (5)	Duty to comply with a direction of the Secretary	CEO, EHOs	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, PDO3, EHOs	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEO, EHOs	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, EHOs	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, EHOs	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEO, EHOs	
s 40F	Power to cancel registration of food premises	CEO, EHOs	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, PDO3, EHOs	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	CEO, EHOs	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEO, EHOs	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	CEO, EHOs	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, EHOs	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, MDR	Must first obtain Executive Director's written consent

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, MDR	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CEO, MDR, POs	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	CEO, MDR, POs, PDOs	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	CEO, MDR, POs, PDOs	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, MDR	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, MDR	
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, MDR	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, MDR	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, MDR	
s 12B(1)	Duty to review planning scheme	CEO, MDR	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, MDR	
s 12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, MDR	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, MDR	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, MDR, PDOs	
s 17(2)	Duty of giving copy s 173 agreement	CEO, MDR, PDOs	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, MDR	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, MDR, POs, PDOs	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, MDR	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, MDR, POs	Where Council is not the planning authority and the amendment affects land within Council's municipal district, or

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, MDR, POs	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, MDR, POs, PDOs	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, MDR, POs	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, MDR, POs	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, MDR, POs	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, MDR, POs	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, MDR, POs	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, MDR, POs	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, MDR, POs, PDOs	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, MDR, POs, PDOs	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	CEO, MDR	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO, MDR	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	CEO, PDO1, MDR	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, PDO1, MDR	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, MDR	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, MDR, POs	
s 32(2)	Duty to give more notice if required	CEO, MDR, POs	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, MDR, POs	
s 36(2)	Duty to give notice of approval of amendment	CEO, MDR, POs	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, MDR, POs	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, MDR, POs	
s 40(1)	Function of lodging copy of approved amendment	CEO, MDR, POs	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, MDR, POs, PDOs	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, MDR, POs, PDOs	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, MDR, POs	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	CEO, MDR, POs	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, MDR, POs	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, MDR, POs	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, MDR, POs	Where Council is a responsible public entity

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Duty to consider a late submission if directed to do so by the Minister	MDR, POs	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO, FSC, CSAM, MDR, POs	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, FSC, CSAM, MDR, POs	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, FSC, CSAM, MDR, POs	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, FSC, CSAM, MDR, POs	
s 46GT(5)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, FSC, CSAM, MDR, POs	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO, FSC, CSAM, MDR, POs	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO, FSC, CSAM, MDR, POs	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, MDR, POs	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO, FSC, CSAM, MDR, POs	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	CEO, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO, FSC, CSAM, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, MDR, POs	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO, FSC, CSAM, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, MDR, POs	Where Council is a development agency under an approved infrastructure contributions plan

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

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, FSC, CSAM, MDR, POs	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	CEO, FSC, CSAM, MDR, POs	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, MDR, POs	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, MDR	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, MDR	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, MDR	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, MDR	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, MDR	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, MDR	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, MDR	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, MDR	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works,	CEO, MDR	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	services and facilities in respect of which the levy was paid etc		
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, MDR	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, MDR	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, MDR	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, MDR	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, MDR	
s 46QD	Duty to prepare report and give a report to the Minister	CEO, MDR, POs	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	N/A	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	N/A	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	N/A	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, MDR	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, MDR, POs, PDOs	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 50(4)	Duty to amend application	CEO, MDR, POs, PDOs	
s 50(5)	Power to refuse to amend application	CEO, MDR	
s 50(6)	Duty to make note of amendment to application in register	CEO, MDR, POs	
s 50A(1)	Power to make amendment to application	CEO, MDR	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, MDR, POs	
s 50A(4)	Duty to note amendment to application in register	CEO, MDR, POs, PDOs	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, MDR, POs	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, MDR, POs	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, MDR, POs	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, MDR, POs	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, MDR, POs	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, MDR, POs	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, MDR, POs	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, MDR, POs	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, MDR, POs	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, MDR, POs	
s 54(1)	Power to require the applicant to provide more information	CEO, MDR, POs	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, MDR, POs	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	CEO, MDR, POs	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, MDR, POs	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, MDR, POs	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, MDR, POs	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, MDR, POs	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, MDR, POs, PDOs	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, MDR, POs	
s 57A(5)	Power to refuse to amend application	CEO, MDR	
s 57A(6)	Duty to note amendments to application in register	CEO, MDR, POs	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, MDR, POs	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, MDR, POs	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, MDR, POs	
s 58	Duty to consider every application for a permit	CEO, MDR, POs	
s 58A	Power to request advice from the Planning Application Committee	N/A	
s 60	Duty to consider certain matters	CEO, MDR, POs	
s 60(1A)	Duty to consider certain matters	CEO, MDR, POs	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, MDR, POs	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, MDR, POs	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, MDR, POs	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, MDR	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	N/A	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	N/A	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	N/A	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, MDR, POs	
s 62(2)	Power to include other conditions	CEO, MDR, POs	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, MDR, POs	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, MDR, POs	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, MDR, POs	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, MDR, POs	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, MDR, POs	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, MDR, POs	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, MDR, POs	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, MDR, POs	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, MDR, POs, PDOs	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, MDR, POs	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, MDR, POs	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, MDR, POs	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, MDR, POs	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	CEO, MDR, POs	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 71(1)	Power to correct certain mistakes	CEO, MDR, POs	
s 71(2)	Duty to note corrections in register	CEO, MDR, POs, PDOs	
s 73	Power to decide to grant amendment subject to conditions	CEO, MDR, POs	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, MDR, POs	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, MDR, POs, PDOs	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, MDR, POs, PDOs	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, MDR, POs	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, MDR, POs	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, MDR, POs	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, MDR, POs	
s 83	Function of being respondent to an appeal	CEO, MDR, POs	
s 83B	Duty to give or publish notice of application for review	CEO, MDR, POs	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, MDR	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, MDR, POs	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, MDR, POs	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, MDR, POs, PDOs	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, FSC, CSAM, MDR, POs	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, MDR,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		POs, PDOs	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, MDR	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, MDR, POs	
s 91(2)	Duty to comply with the directions of VCAT	CEO, MDR, POs, PDOs	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, MDR, POs, PDOs	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, MDR, POs	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, MDR, POs	
s 95(3)	Function of referring certain applications to the Minister	CEO, MDR, POs	
s 95(4)	Duty to comply with an order or direction	CEO, MDR, POs	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, MDR, POs	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, MDR	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, MDR	
s 96F	Duty to consider the panel's report under s 96E	CEO, MDR	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	CEO, MDR, POs	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, MDR	
s 96J	Duty to issue permit as directed by the Minister	CEO, MDR, POs	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, MDR, POs	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, MDR	
s 97C	Power to request Minister to decide the application	CEO, MDR	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, MDR	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, MDR, POs	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, MDR, POs, PDOs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MH	Duty to provide information or assistance to the Planning Application Committee	N/A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	N/A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, MDR, POs	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, MDR, POs	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, MDR, POs	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, MDR, POs	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, MDR, POs, PDOs	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, MDR	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, MDR	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, MDR	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, MDR	
s 107(1)	function of receiving claim for compensation	CEO, MDR	
s 107(3)	Power to agree to extend time for making claim	CEO, MDR	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, MDR, POs	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, MDR, POs	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, MDR	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, MDR	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, MDR	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	NOT	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	CEO, MDR	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, MDR, POs	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, MDR, POs	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, MDR, POs	
s 149B	Power to apply to the Tribunal for a declaration.	NOT	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, MDR	Where Council is the relevant planning authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(f)	Power to carry out studies and commission reports	CEO, MDR	
s 171(2)(g)	Power to grant and reserve easements	CEO, MDR	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, FSC, CSAM, MDR	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, FSC, CSAM, MDR	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, FSC, CSAM, MDR	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, MDR	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, MDR	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, MDR, POs	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, MDR, POs	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, MDR	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the agreement or otherwise in accordance with Division 2 of Part 9		
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, MDR, POs	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, MDR	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, MDR	
s 178A(5)	Power to propose to amend or end an agreement	CEO, MDR, POs	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, MDR, POs	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, MDR, POs	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, MDR, POs	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, MDR, POs	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, MDR, POs	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, MDR	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, MDR	If no objections are made under s 178D Must consider matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, MDR	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, MDR	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, MDR	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, MDR	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, MDR	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, MDR	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, MDR	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, MDR	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, MDR	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, MDR	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, MDR	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, MDR	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, MDR	
s 182	Power to enforce an agreement	CEO, MDR, POs	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, MDR, POs	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, MDR	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, MDR	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, MDR	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, MDR	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, MDR	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, MDR	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, MDR	
s 198(1)	Function to receive application for planning certificate	CEO, MDR, POs, PDOs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 196(1)	Duty to give planning certificate to applicant	CEO, MDR, POs, PDOs	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, MDR, POs	
s 201(3)	Duty to make declaration	CEO, MDR	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, MDR, POs	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	CEO, MDR	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	CEO, MDR	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	CEO, MDR	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, MDR, POs	
-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, MDR, POs	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, MDR, POs	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, MDR	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, EHOs	
s 522(1)	Power to give a compliance notice to a person	CEO, EHOs	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, EHOs	
s 525(4)	Duty to issue identity card to authorised officers	CEO, EHOs	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO, EHOs	
s 526A(3)	Function of receiving report of inspection	CEO, EHOs	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, EHOs	

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

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, CSAM	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	CEO, CSAM	
s 12(10)	Duty to notify of decision made	CEO, CSAM	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, CSAM	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, CSAM	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, CSAM	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, CSAM	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, CSAM	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, CSAM	
s 16(7)	Power to enter into an arrangement under s 15	CEO, CSAM	
s 16(8)	Duty to enter details of determination in public roads register	CEO, CSAM	
s 17(2)	Duty to register public road in public roads register	CEO, CSAM	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, CSAM	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CEO, CSAM	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO, CSAM	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, CSAM	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, CSAM	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, CSAM, TOAs	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, CSAM, TOAs	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, CSAM, TOAs	
s 21	Function of replying to request for information or advice	CEO, CSAM	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, CSAM	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	CEO, CSAM	
s 22(5)	Duty to give effect to a direction under s 22	CEO, CSAM	
s 40(1)	Duty to inspect, maintain and repair a public road	CE2, CEO, CE1, CSAM, CE3, TOAs	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CE2, CEO, CE1, CSAM, CE3	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CE2, CEO, CE1, CSAM, CE3, TOAs	
s 42(1)	Power to declare a public road as a controlled access road	CEO, CSAM	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, CSAM	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, CSAM	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO, CSAM	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, CSAM	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, CSAM	
s 49	Power to develop and publish a road management plan	CEO, CSAM	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, CSAM	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, CSAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, CSAM	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, CSAM	
s 54(6)	Power to amend road management plan	CEO, CSAM	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, CSAM	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, CSAM	
s 63(1)	Power to consent to conduct of works on road	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, CE1, EMC, CSAM, TOAs	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, CSAM	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, CSAM, TOAs	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	NOT, CEO	
s 72	Duty to issue an identity card to each authorised officer	HRBP, CEO, PAYO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 85	Function of receiving report from authorised officer	CEO, MDR	
s 86	Duty to keep register re s 85 matters	CEO, CSAM	
s 87(1)	Function of receiving complaints	CEO, RGL, CSAM	
s 87(2)	Duty to investigate complaint and provide report	CEO, CE1	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, CSAM	
s 112(2)	Power to recover damages in court	CEO, CSAM	
s 116	Power to cause or carry out inspection	CEO, CE1, CSAM, TOAs	
s 118(2)	Function of consulting with the Head, Transport for Victoria	CEO, CSAM	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CE2, CEO, CE1, CE3	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CE2, CEO, CE1, CE3	
s 121(1)	Power to enter into an agreement in respect of works	CEO, CSAM	
s 122(1)	Power to charge and recover fees	CEO, CSAM, TOAs	
s 123(1)	Power to charge for any service	CEO, CSAM	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, CSAM	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, CSAM	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, CSAM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, CSAM	
sch 2 cl 5	Duty to publish notice of declaration	CEO, CSAM	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, CSAM, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CE2, CEO, CE1, CE3	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CEO, CSAM, TOAs	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CEO, CSAM, TOAs	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, CSAM	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, CSAM, TOAs	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, CSAM	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	NOT, CEO	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, CSAM, TOAs	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, CSAM	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, CSAM	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, CSAM, TOAs	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO, CSAM	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	CEO, CSAM	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	CEO, CSAM	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 36	Duty to ensure that cemetery complies with depth of burial requirements	N/A	
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	N/A	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled	N/A	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	
r 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	N/A	
r 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	N/A	
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	N/A	
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	N/A	
r 46(2)	Power to release cremated human remains to certain persons	N/A	Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	N/A	
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	N/A	
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	N/A	
r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to intern or dispose of remains at expiry of 12 month period	N/A	
r 48	Power to approve certain activities under the r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	N/A	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	N/A	
r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies	N/A	
r 52	Power to approval the arrangement or conduct of a funeral	N/A	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	N/A	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of internment and memorials	N/A	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	N/A	
r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	N/A	
r 57(1)	Power to approve the use of fire in a public cemetery	N/A	
r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	N/A	
r 59	Duty to display the hours during which the public can access the cemetery	N/A	
	Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	N/A	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	N/A	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	N/A	
r 40	Power to approve a person to play sport within a public cemetery	N/A	
r 41(1)	Power to approve fishing and bathing within a public cemetery	N/A	
r 42(1)	Power to approve hunting within a public cemetery	N/A	
r 43	Power to approve camping within a public cemetery	N/A	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 45(1)	Power to approve the removal of plants within a public cemetery	N/A	
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	N/A	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	N/A	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	N/A	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	N/A	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	N/A	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	N/A	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	N/A	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	N/A	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	N/A	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	N/A	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	N/A	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	N/A	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, MDR, POs	where Council is not the planning authority and the amendment affects land within Council's municipal district; or

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

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

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

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, CSAM	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, CSAM	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, CSAM	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, CSAM	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, CSAM	
r 16(3)	Power to issue permit	CEO, CSAM, TOAs	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, CSAM, TOAs	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	NOT, CEO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, CSAM	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CE2, CEO, CE1, CSAM, CE3, TOAs	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, CSAM, CSOs	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, CSOs	

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

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 22(2)	Power to waive whole or part of fee in certain circumstances	CEO, CSAM, TOAs	Where Council is the coordinating road authority

3.3 MAV STATE COUNCIL MOTION REGARDING WESTERN HIGHWAY

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23324

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

Ararat Rural City Council received a memorandum sent from the Chief Executive Officer (CEO) of Horsham Rural City Council to the member councils of the Western Highway Action Committee regarding a proposed MAV Motion to the upcoming MAV State Council meeting.

The proposed motion seeks MAV's support in calling for the Victorian and Australian Governments to ensure sufficient funding and expedite the required legal and administrative processes, to enable the delayed section of works near Ararat to recommence as soon as possible. This report recommends that Ararat Rural City Council supports the proposed motion.

DISCUSSION

The duplication of the Western Highway has been an Ararat Rural City Council priority for many years, and the section from Buangor to Ararat remains a top priority in Council's Advocacy Program 2025.

Council is a member of the Western Highway Action Committee (WHAC). An objective of WHAC is to pursue the upgrading of the Western Highway to achieve improvements to safety, transport efficiency and amenity.

The Proposed Motion is:

"Understanding that duplication of the Western Highway from Ballarat to Stawell was scheduled to be completed in 2018, THAT, the Municipal Association of Victoria support the ten member Councils of the Western Highway Action Committee (WHAC) in calling for the Victorian and Australian Governments to ensure sufficient funding and expedite the required legal and administrative processes, to enable the delayed section of works near Ararat to recommence as soon as possible. This project is imperative, in light of the continuing numbers of serious accidents, including fatalities, on that particularly perilous section of the Western Highway, which affects all western Victorians, as well as interstate travellers (including B-double and road train heavy vehicles) and tourists."

The context provided in the memorandum from the Horsham Rural City Council CEO is also included below:

"The Western Highway is Australia's third busiest interstate freight route.

- Duplication of the Western Highway commenced with the Bacchus Marsh bypass in about 1972.
- Since then duplication has progressed to reach Buangor, east of Ararat, 155 km from Caroline Springs on Melbourne's western edge, and only about 38% of the 408 km to the South Australian border. Progress of duplication to the border has averaged about 0.7% per year.
- While some of the delays may have been beyond the control of the Governments, the intent of this motion is to call on Governments to do all within their powers to expedite the supporting legal and administrative processes which are also required to enable works to recommence.

- For example, work on a new Cultural Heritage Management Plan is understood to be significantly advanced. The Governments are urgently requested to expedite any supporting processes necessary to enable that to be considered by the Registered Aboriginal Party.
- In the period 2020-24, the unduplicated section of the Western Highway from Buangor to Stawell experienced 5 fatalities and 26 serious injuries as a result of collisions. Four of the five fatalities arose from head-on collisions, which may have been less serious if duplication had been completed.
- The collision statistics continue to increase, with a further three fatalities and four serious injuries occurring so far in 2025 (to July). Tragically, the three fatalities were in a single accident."

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

3. Developing and Maintaining Key Enabling Infrastructure

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

Budget Implications

There are no budget implications to Council arising from this report.

Policy/Relevant Law

Not applicable

Sustainability Implications

The Western Highway continues to experience unacceptable levels of traffic accidents, disruptive road closures and detours onto rural roads. This has an impact on the environment and economic productivity.

Risk Assessment

The upgrade of this key transport route is urgently needed to reduce fatalities and injuries.

Stakeholder Collaboration and Community Engagement

Council is regularly contacted by the local community who are deeply concerned about safety on the existing Western Highway and the lack of progress on the upgrade. As a member of WHAC, Council is also actively participating in advocacy efforts and activities to progress the Western Highway upgrade.

RECOMMENDATION

That:

1. *Council supports the Proposed Motion to the Municipal Association of Victoria's (MAV) State Council calling for the Victorian and Australian Governments to recommence the duplication of the Western Highway as soon as possible.*
2. *Council delegates the Mayor and CEO the ability to work with other Councils to develop a consolidated motion if required prior to the adoption of Motions at MAV State Council.*

MOVED CR R ARMSTRONG
SECONDED CR WATERSTON

That:

- 1. Council supports the Proposed Motion to the Municipal Association of Victoria's (MAV) State Council calling for the Victorian and Australian Governments to recommence the duplication of the Western Highway as soon as possible.**
- 2. Council delegates the Mayor and CEO the ability to work with other Councils to develop a consolidated motion if required prior to the adoption of Motions at MAV State Council.**

Cr R Armstong, Cr Waterston, Cr Preston, Cr Kaur and Cr J Armstrong spoke for the motion

CARRIED 6/0
5193/25

ATTACHMENTS

There are no attachments relating to this item

3.4 MAV STATE COUNCIL MOTION REGARDING ABUSE DIRECTED AT COUNCILLORS AND STAFF

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO OFFICE
REFERENCE: 23326

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

Councils across Victoria have been experiencing negative behaviours and attacks on social media directed at Councillors and staff. Abusive behaviour towards other people is simply unacceptable and never appropriate.

The Municipal Association of Victoria will hold another State Council meeting later this year. Hepburn Shire Council have endorsed a Proposed Motion aimed at addressing this issue, and other councils in Victoria may propose similar motions.

This report recommends that Ararat Rural City Council supports MAV State Council Motions that seek to end abusive and negative behaviours towards Councillors and Council staff.

DISCUSSION

Councils have an important role in service delivery, providing infrastructure and supporting our communities to thrive. Many of council responsibilities and functions are legislated, and councils are required to adhere to laws, regulations and policies. With the diversity of views, circumstances and contexts in the community, as well as the breadth of services delivered by councils, occasionally customers may have an issue they need rectified or they may disagree with a council decision.

Despite having a clear and publicly available Complaints Handling Policy that provides a an efficient, fair and accessible framework for resolving complaints, Ararat Rural City Council staff and Councillors have experienced abuse and harassment in their workplace, on social media and in their personal lives. Complainants also have a responsibility to conduct themselves in a manner that supports the resolution of the issue, and the conduct that Council will and will not accept from complainants are outlined in the Complaints Handling Policy. Abusive and inappropriate behaviour has also been directed at Councillors and Council staff by others in the community who have seen misinformation. Reacting to false information does not warrant negative, abusive behaviour, and it is simply not acceptable. Our Council team work hard to serve the community, and they can not serve to the best of their abilities if they are concerned about their own or their families' well-being.

Similar issues are experienced by other Councils, and this type of inappropriate behaviour is not tolerated anywhere. At their July 2025 Council Meeting, Hepburn Shire Council unanimously voted to endorse the following Motion for MAV State Council:

"That the Municipal Association of Victoria (MAV) should initiate a comprehensive, statewide communications and marketing campaign that promotes positive messages about the vital role of Local Government and the wide array of services it provides. This campaign should also include targeted messaging aimed at countering negative community behaviours and addressing social media attacks directed at Councillors and Officers."

The MAV State Council meeting is expected to be held in October 2025, and other councils in Victoria may propose similar motions. It would be unnecessary for Ararat Rural City Council to propose its own Motion, and these efforts should be supported to manage health and wellbeing risks to Council staff and Councillors, and to promote positive communities.

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 their centre through effective financial management, well measured risk management, and implementation of effective community engagement practices.

Budget Implications

There are no budget implications to Council arising from this report.

Policy/Relevant Law

Not applicable

Sustainability Implications

This report supports social sustainability and promotes respectful interactions.

Risk Assessment

Supporting efforts to reduce or eliminate abusive and inappropriate behaviour towards Councillors and Council staff will help to reduce the likelihood of psychosocial injuries.

Stakeholder Collaboration and Community Engagement

Councillors and Council staff are frequently contacted by other members of the community who do not support the abusive and inappropriate behaviours that they have observed or heard. The vast majority of the Ararat Rural City want to see civil and respectful behaviour in their communities, and disagreements resolved without attacks on other parties on social media or abusive behaviour directed towards staff who are simply doing their jobs.

RECOMMENDATION

That:

- 1. Council supports Motions to the Municipal Association of Victoria's (MAV) State Council that seek to end abusive and negative behaviours towards Councillors and Council staff.*
- 2. Council delegates the Mayor and CEO the ability to work with other Councils to develop a consolidated motion if required prior to the adoption of Motions at MAV State Council.*

**MOVED CR SANDERS
SECONDED CR KAUR**

That:

- 1. Council supports Motions to the Municipal Association of Victoria's (MAV) State Council that seek to end abusive and negative behaviours towards Councillors and Council staff.**
- 2. Council delegates the Mayor and CEO the ability to work with other Councils to develop a consolidated motion if required prior to the adoption of Motions at MAV State Council.**

Cr Sanders, Cr Kaur and Cr J Armstrong spoke for the motion

**CARRIED 6/0
5194/25**

ATTACHMENTS

There are no attachments relating to this item

3.5 RURAL COUNCILS VICTORIA

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23327

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

Ararat Rural City Council ceased its membership of Rural Councils Victoria (RCV) in 2022. This report provides considerations for re-joining RCV, including consideration of their value proposition, and recommends that Ararat Rural City Council not re-join.

DISCUSSION

This report discusses the value proposition to Ararat Rural City Council (ARCC) for re-joining Rural Councils Victoria (RCV). The value they provide to Council could be defined within the following categories:

1. Advocacy
2. Sharing of information
3. Access to or discounts for resources, such as software tools.

Of the above, 'Advocacy' appears to provide the most value. This is interrogated further in the table below:

For Rejoining	Against Rejoining
RCV are active and able to communicate the perspectives of rural councils in the relevant forums.	ARCC is able to effectively communicate the unique perspectives of Ararat Rural City to the required audiences.
If our advocacy priorities are aligned, we are more likely to achieve the outcomes we are seeking by combining with RCV's advocacy efforts.	We can pick and choose which RCV priorities align with our own and make media statement accordingly.
Joining will add weight to RCV's efforts	As at March 2025, RCV represented 33 rural councils, but there are 38 councils classified as 'rural'. The other rural councils that are not members include: Bass Coast, Baw Baw, Queenscliffe, and Surf Coast.
There is a State Election in 2026, which is a good opportunity to advocate for changes and commitments	ARCC proactively and effectively advocates for its priorities.
RCV was one of the organisations on the Vic Gov's Drought Response Taskforce, represented by Deputy Chair, Cr Kate Makin. Their number 1 priority in their submission dated 1 June 2025 to the Taskforce was for rate relief for farmers. The Primary Producer Support Payment was announced on 4 July 2025, for a 40% reduction on property rates.	N/A. This was a good outcome for our farm ratepayers.

RCV have done advocacy work in housing, industrial trunk infrastructure and other matters.	ARCC have achieved significant outcomes during the period that we have not been a member. We expect this will continue.
RCV relies on councils being members in order to continue to operate. They are overall beneficial for rural councils in Victoria.	The future benefits to ARCC by re-joining do not currently justify the membership fee.

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 their centre through effective financial management, well measured risk management, and implementation of effective community engagement practices.

Budget Implications

Re-joining RCV will cost \$5,500, while not joining will have no budget implications.

Policy/Relevant Law

Not applicable

Sustainability Implications

There are no immediate economic, social or environmental implications in relation to the item

Risk Assessment

There are pros and cons to either choice to re-join or not.

Stakeholder Collaboration and Community Engagement

The Mayor sought information from RCV on their value proposition and this information was considered as part of the preparation for this report.

RECOMMENDATION

That:

1. *Ararat Rural City Council not re-join Rural Councils Victoria*

MOVED CR WATERSTON SECONDED CR PRESTON

That:

1. **Ararat Rural City Council not re-join Rural Councils Victoria**

Cr Waterston and Cr Preston spoke for the motion

**CARRIED 6/0
5195/25**

ATTACHMENTS

There are no Attachments relating to this item

3.6 ROAD NAMING PROPOSAL

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23328

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 need has arisen for Council to formally name an unnamed road located off Moyston-Dunkeld Road in Moyston, opposite White Patch Road. A new dwelling constructed along this road now requires a formal address to ensure accurate property identification for essential services, including postal delivery, utilities, and most importantly, emergency response.

Council is asked to consider commencing the statutory consultation process to formally name the road.

DISCUSSION

Guidelines developed by Geographic Names Victoria provide direction to Councils in relation to road naming. These guidelines recommend community consultation with those in the immediate area.

A property owner directly affected by the proposed naming has suggested the name Prospectors Lane, referencing Moyston's rich history associated with the Victorian gold rush and its past mining activity. This name is considered to meet the requirements of the *Naming Rules for Places in Victoria* (2022), specifically Section 2, Principle C - *Linking the name to the place*.

Preliminary checks also indicate that Prospectors Lane does not duplicate or conflict with any existing road names within a 30 kilometre radius, consistent with Principle D - *Ensuring Names are not Duplicated*.

The road type "Lane" is considered suitable, as it applies to a narrow country roadway.

Formally naming the road will ensure accurate property identification for emergency services, postal delivery, and utility connections.

Council is now asked to consider whether to commence proceedings to officially name the road. To build awareness of the proposal and invite feedback, it is appropriate to undertake public consultation. This would include written notice to adjoining landowners, publishing a notice on Engage Ararat, and promotion through Council's social media channels. In accordance with the Naming Rules, consultation with the immediate community must be undertaken for a minimum period of 30 days.

A map showing the road and surrounding area is provided below.



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 their centre through effective financial management, well measured risk management, and implementation of effective community engagement practices.

Budget Implications

There are no budget implications arising from this report.

Policy/Relevant Law

Schedule 10 of the Local Government Act 1989 provides Council with the power to name roads. The Geographic Place Names Act 1998 provides for the naming and registration of place names.

Sustainability Implications

There are no economic, social or environmental implications in relation to the item.

Risk Assessment

Low.

Stakeholder Collaboration and Community Engagement

Council's intention to name the road will be published on Engage Ararat. Abutting landowners and relevant stakeholders will also be consulted.

RECOMMENDATION

That:

1. Council advertise its intention to name the road off Moyston-Dunkeld Road, Moyston, as Prospectors Lane; and
2. Council consider any submissions received during the consultation period at a future Council meeting.

**MOVED CR SANDERS
SECONDED CR R ARMSTRONG**

That:

- 1. Council advertise its intention to name the road off Moyston-Dunkeld Road, Moyston, as Prospectors Lane; and**
- 2. Council consider any submissions received during the consultation period at a future Council meeting.**

Cr Sanders and Cr R Armstrong spoke for the motion

**CARRIED 6/0
5196/25**

ATTACHMENTS

There are no Attachments relating to this item.

3.7 PRE-SEASON FIRE PREVENTION

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23329

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

Fire prevention are activities aimed at minimising the incidents of bushfires and grassfires. Fire prevention aims to apply principles to identify, analyse, priorities, treat and evaluate all fire related risks by

- Reducing the number of unplanned fires
- Assisting the rapid control of fires
- Increasing community awareness and preparedness.

Fire prevention involves a wide range of stakeholders at the local, regional and state level. This report discusses the involvement of resident's responsibility and how Council can assist residents in their pre-season preparation.

DISCUSSION

Fire prevention involves a wide range of stakeholders. Some have legislative responsibilities while other have a commercial, community or personal interest and involves a holistic approach that involves residents, CFA and local brigades, Fire Rescue Victoria, DEECA/FFMV and Public Authorities.

Each year Council engages with the community in a range of ways to help mitigate and reduce the risk of bush and grass fires around private property. The private property owners within the municipal that that Council actively engages with are identified through the Victorian Fire Risk Register as residing in a are that has been rated high to extreme risk.

Engagement with these property owners in previous years has been in the form of a letter from Council outlining their responsibilities and the provision of two green waste vouchers that can be redeemed at our Resource Recovery Centres to help with any clean up prior to the start of the fire danger period where Council will commence inspections of properties.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

5. Enhancing Community Life

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

Budget Implications

There are budget implications arising from the issuing of the Green Waste Vouchers and need to be taken into consideration.

Policy/Relevant Law

Under the Country Fire Authority Act 1958, municipal councils have a legal obligation to reduce the community's risk from bushfire and are authorized to inspect private land and direct owners to perform hazard reduction works.

Sustainability Implications

Providing free green waste vouchers supports circular economy, as green waste can be turned into mulch or compost for reuse, while also encouraging vegetation clearing that reduces fire risk. To be sustainable, such programs should be balanced with education initiatives, appropriate limits and monitoring to ensure the environment benefits outweigh potential drawbacks.

Risk Assessment

There is a risk of increased cost to council with the processing of the additional green waste and will need to be monitored and manage the increase of green waste in a cost effective way.

Stakeholder Collaboration and Community Engagement

Stakeholder engagement includes working with the Municipal Fire Management Planning Committee, local CFA brigade and community feedback.

RECOMMENDATION

That:

1. *Council will engage with residents who reside in areas that are high to extreme fire danger areas as identified in the VFRR website and offer 2 x green waste vouchers per property to assist with pre fire season cleanups.*

**MOVED CR PRESTON
SECONDED CR SANDERS**

That:

1. **Council will engage with residents who reside in areas that are high to extreme fire danger areas as identified in the VFRR website and offer 2 x green waste vouchers per property to assist with pre fire season cleanups.**

Cr Preston and Cr Sanders spoke for the motion

**CARRIED 6/0
5197/25**

ATTACHMENTS

There are no Attachments relating to this item

3.8 2024/2025 CAPITAL WORKS PROGRAM - ALTERATION OF BUDGETED WORKS

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23330

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

The Council has approved its 2025/2026 Capital Works Program as a fundamental component of the current budget. With a substantial capital works investment totalling \$12.437 million, the budget primarily targets infrastructure enhancements.

As a part of Council commitment to improving local infrastructure this report details an alteration to budget allocations to specific areas of work and them being recommitted to Gravel Road Sheeting, Road Widening and Alternative Seals with further OTTA seals work being completed in the 25/26 fiscal year.

DISCUSSION

The current Capital Works Budget includes significant external funding for completion of works, and within these projects such as Mt William Road, Buangor Ben Nevis Road and the Housing Support Fund for 87 Queen Street, Ararat, areas for replacement of assets such as drainage, bridges and other infrastructure types will meet our targets through funded money.

With this it is suggested to nominate transfer of allocated budgets to increasing the amount of OTTA seals we can complete on municipal roads. The OTTA seals is a cost effective road sealing option that has been proven on a number of our rural roads to be a significant upgrade from our gravel surface infrastructure that requires continual ongoing maintenance. By undertaking these works we can continue to reduce our road maintenance costs into the future and increase our asset renewal ratio for the coming year.

Budget reallocation of \$1.5m to Resheeting, Road Widening and Alternative Seals is suggested and can be achieved with the changes detailed below:

	Current Budget		Notes
PROPERTY - CAPITAL			
Property Capital	\$550,000		
PLANT & EQUIPMENT			
Plant and Equipment	\$640,000		
INFRASTRUCTURE			
Works by others			
Woorndoo Streatham Road	\$683,000	-	Council Contribution to works.
Roads			

Gravel Road Sheeting, Widening & Alternative Sealing	\$1,800,000	\$5,345	Fully Expended 24/25
Reseal Program	\$1,000,000		Fully Expended 24/25
Buangor Ben Nevis Road	\$1,000,000		
Urban Road Gravel to Seal	\$1,000,000		
Road Reconstruction Program	\$2,324,000		
Buangor Ben Nevis Road Contribution	-\$500,000		
Mt William Road Contribution	-\$1,250,000		
Bike Network Contribution	-\$133,000		
Remaining Budget	\$441,000	Transfer \$400,000	All programmed works are allowed for within Capital Works Budget or Funding Allocations
Major Patching	\$100,000	-	
Bridges	\$400,000	Transfer \$400,000	All programmed bridge works are covered through Roads to Recovery Funding. No additional works are intended for 25/26.
Footpath Renewal Program	\$400,000		
Urban Drainage Works	\$750,000	Transfer \$400,000	Urban drainage works will be undertaken within the Housing Support Project at Queen St and asset replacement ratio should be met within the altered budget and funded work.
Kerb and Channel	\$300,000	Transfer \$300,000	Programmed works for Basham Street will be carried over to 26/27 financial year as works can not commence in this area until gas works are completed within the road envelope.
		\$1,500,000	

This report requests Council approve the suggested amendments to the capital works program as detailed.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The key financial drivers align strongly with the thrust of the Council Plan 2025-2029, particularly the following:

- 4.1** Ensure that asset development and renewal during the planning period matches that identified in Council's Asset Plan 2025-2035.
- 4.2** Work directly with asset users to manage and develop new and existing assets.
- 4.3** Deliver infrastructure outcomes that support economic are mindful of intergenerational equity and enhance community wellbeing and safety. These approaches will explore strategic use of debt to fund long-term assets and ensure Council's financial sustainability.
- 6.1** Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness.

Budget Implications

The 2025/2026 Capital Works Program represents a significant element of Council's 2025/2026 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 2025/2026 Capital Works Program complies with the program funded in the 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 Capital Works Program has been developed as an element of the 2025/2026 Budget. There was extensive community engagement undertaken prior to adoption.

RECOMMENDATION

That:

- 1. That Council approve the amended Capital Works Program as detailed.*

**MOVED CR KAUR
SECONDED CR R ARMSTRONG**

That:

- 1. That Council approve the amended Capital Works Program as detailed.**

Cr Kaur, Cr R Armstrong and Cr J Armstrong spoke for the motion

**CARRIED 6/0
5198/25**

ATTACHMENTS

There are no Attachments relating to this item

3.9 MONTHLY PERFORMANCE REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23331

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

The financial statements and performance indicators have been prepared for the period ended 31 July 2025.

Based on the information provided by responsible officers and managers Council's overall financial performance is in line with budget.

DISCUSSION

Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

Key Financial information:

Income Statement (Attachment 1)

The Income Statement measures how well Council has performed from an operating nature. It reports revenues and expenditure from the activities and functions undertaken, with the net effect being a surplus or deficit. Capital expenditure is excluded from this statement, as it is reflected in the Balance Sheet.

Attachment 1 shows that Council generated \$18.771 million in revenue and \$3.679 million in expenses to 31 July 2025. This has resulted in an operating surplus of \$15.092 million for the month ended 31 July 2025.

Income

Rates and charges account for 54% of the total budgeted income for 2025/26. Rates and charges are recognised when the rates have been raised, not when the income has been received. An amount of \$17.716 million has been recognised as income for the month ended 31 July 2025.

User fees account for 5% of the total budgeted income for 2025/26 and \$0.359 million has been received to 31 July 2025. The majority of this relates to transfer station fees, fitness centre income and commercial waste management charges.

Non-recurrent Operating Grants total \$0.328 million to 31 July 2025. 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.

Non-Recurrent Operating Grants	Budget 2025/26 \$'000	Income 2025/26 \$'000	Unearned Income \$'000
Ararat Housing Transition	-	-	300
Digital Twin Victoria	-	-	950
Free Public WiFi Services	-	-	1,243
Supported Playgroups	67	6	-
Ararat Rural City Sport, Active Recreation & Open Space Strategy	-	-	36
CALD Outreach Workers Initiative	129	129	-
Tiny Towns Fund - Pomonal Community Hub	-	-	119
Natural Disaster Relief	-	102	-
Council Support Fund - Pomonal Fires	-	-	-
Engage - Youth Events Activities & Happenings	55	-	-
Centenary Park Dog Park	100	-	25
Queen Street Housing Program	-	91	3,391
Ararat Hills Adventure Sports Precinct	-	-	400
Early Career Educators	-	-	103
Ararat Active Bike Network	266	-	-
Ararat City Tennis Sports Lighting and Accessibility	-	-	280
Other Minor Grants (under \$30,000)	-	-	-
	617	328	6,847

Non-recurrent Capital Grants have not been recognised as income up to 31 July 2025, as detailed in the table below. The amounts shown as unearned income will be treated as income in future accounting periods once the performance obligations of the grant have been met.

Non-Recurrent Capital Grants	Budget 2025/26 \$'000	Income 2025/26 \$'000	Unearned Income \$'000
Pedestrian Infrastructure Program	-	-	50
Tiny Towns Fund - Buangor Recreation Reserve Pavillion Redevelopment	-	-	50
Tiny Towns Fund - Buangor Cobb & Co Stables	-	-	30
Pony Club Sports Arena	1,490	-	433
Queen Street Housing Program	-	-	1,683
Ararat Library Lighting & Exterior Upgrade	-	-	51
TAC Safe Local Roads and Streets Program	-	-	468
Jack & Jill Kindergarten Upgrade	-	-	75
Other Minor Grants (under \$30,000)	-	-	10
	1,490	-	2,850

Note

It is important to note the following:

1. The Grants Operating (recurrent) figure in the Original Budget was \$8.909 million and in the Current Budget is recorded as \$4.721 million, as \$4.188 million was paid to Council in 2024/25 by the Victorian Local Government Grants Commission (VLGGC) for the 2025/26 financial year. Council has still received the expected VLGGC income, to be spent in 2025/26, however it will be reported over two financial years.
2. Unearned revenue received in prior years has been adjusted between the Original Budget and Current Budget with an additional \$6.659 million for Grants Operating (non-recurrent), \$0.386 million for Grants Capital (recurrent) and \$2.282 million for Grants Capital (non-

recurrent) included in the Current Budget on the assumption that each of the grant projects will be completed during the 2025/26 financial year.

3. These changes in the budget, plus the note reported under expenses, create a change in the reported surplus position from a projected surplus of \$2.050 million to a surplus of \$3.028 million for 2025/26. The year-end variance is a surplus of \$0.163 million when the actual year to date expenses are compared to the year to date budget.

Expenses

Employee Costs account for approximately 37% of the total budgeted expenditure for 2025/26. For the month ended 31 July 2025 Council has incurred \$0.950 million in employee costs.

Materials and Services account for approximately 28% of the total budgeted expenditure for 2025/26. For the month ended 31 July 2025, Council has incurred \$1.686 million in materials and services costs. There are a number of projects, including those carried forward from 2024/25 that are expected to be completed before the end of the financial year.

Note

It is important to note the following:

There has been an increase in expenditure on materials and services from \$9.186 million in the Original Budget to \$13.357 million in the Current Budget for 2025/26. This has resulted from a carry forward amount of \$4.171 million from the 2024/25 financial year unspent grant funds which will be used to complete the projects in 2025/26.

Balance Sheet (Attachment 2)

The Balance Sheet is one of the main financial statements and reports Council's assets, liabilities and equity at a given date, in this case 31 July 2025. Comparative figures have been provided as at 31 July 2024.

Council's current assets have increased by \$17.695 million from \$17.747 million as at 31 July 2024 to \$35.442 million as at 31 July 2025. Cash and cash equivalents have decreased by \$2.263 million from \$14.841 million to \$12.578 million. Trade and other receivables have increased by \$19.943 million from \$2.835 million as at 31 July 2024 to \$22.778 million as at 31 July 2025 which is predominantly due to the full year rates being raised in July 2025.

Total liabilities have decreased from \$16.464 million in 2024/25 to \$15.936 million in 2025/26. Trade and other payables have decreased by \$1.288 million and trust funds and deposits have increased by \$0.089 million. Unearned income increased by \$0.746 million, which 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 \$14.841 million have decreased by \$2.263 million to \$12.578 million as at 31 July 2025.

Net cash of \$1.822 million was used in operating activities, \$0.356 million was used in investing activities, and \$0.085 million was used in financing activities.

Investing activities includes payments for property, plant and equipment, and infrastructure.

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	30/6/2025	31/07/2025
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	120%	249%
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	0.86%	0.66%
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	8.02%	9.38%
Rates concentration <i>Measure - Rates compared to adjusted underlying revenue</i> Expected values in accordance with the Local Government Performance Reporting Framework - 30% to 80% Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability	50.13%	94.38%
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	\$4,948	\$493
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	\$2,002	\$2,035

Indicator	30/6/2025	31/07/2025
Indicator - Percentage of total rates collected The internal audit conducted in 2019 on Rates Revenue and Rate Debtor Management found no routine or regular reporting of large and long outstanding rates debtors. The outstanding Rates Debtors is reported in the Annual Financial report. As at 31 July 2025 the outstanding Rates Debtors totalled \$19.524 million compared to \$2.466 million as at 30 June 2025, an increase of \$17.058 million. In percentage terms 5.5% of the rates raised have been collected at 31 July 2025 compared to 5.1% up to 31 July 2024. Outstanding rates are currently charged 10% interest. Council issues approximately 7,900 rate notices. In 2024/25 there were 2,158 assessments paying by instalments compared with 2,640 assessments in 2023/24.	87.8%	5.5%
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.	99.92%	36.12%

The Local Government Performance Reporting Framework provides "Expected ranges" for each indicator. The framework has been developed to consider results at the end of the financial year so some results during the year are outside the expected range due to the timing of receipts and payments.

Explanations are provided in Attachment 4 for those indicators that are outside the "expected ranges".

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

Council's financial performance is in line with expectations. Council's cash position was expected to reduce in the first month of the year to pay for the outstanding accounts at year end.

Policy/Relevant Law

Section 97 - Quarterly Budget Report of the Local Government Act 2020 states:

1. As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

2. A quarterly budget report must include–
 - a. a comparison of the actual and budgeted results to date; and
 - b. an explanation of any material variations; and
 - c. any other matters prescribed by the regulations.
3. In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Sustainability Implications

There are no economic, social or environmental implications in relation to the item

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.

Stakeholder Collaboration and Community Engagement

Council's financial performance reports will continue to be published monthly.

RECOMMENDATION

That:

1. *The Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 31 July 2025 be received and adopted.*

**MOVED CR WATERSTON
SECONDED CR SANDERS**

That:

1. **The Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 31 July 2025 be received and adopted.**

Cr Waterston and Cr Sanders spoke for the motion

**CARRIED 6/0
5199/25**

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.9

Attachment 1
Comprehensive Income Statement for the month ended 31 July 2025

	Original Budget \$'000	Current Budget \$'000	YTD- Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Variance
Income						
Rates and charges	18,425	18,425	17,704	17,716	12	0%
Statutory fees and fines	277	277	15	13	(2)	-13%
User fees	1,631	1,641	328	359	31	9%
Contributions - cash capital	-	-	-	-	-	0%
Contributions - cash operating	93	93	-	-	-	0%
Grants - operating (recurrent)	8,909	4,721	272	337	65	24%
Grants - operating (non-recurrent)	617	7,276	306	328	22	7%
Grants - capital (recurrent)	2,338	2,724	-	-	-	0%
Grants - capital (non-recurrent)	1,490	3,772	-	-	-	0%
Net gain/(loss) on disposal of property, plant and equipment	20	20	-	-	-	0%
Other income	630	630	52	18	(34)	-65%
Fair value adjustments for investment property	-	-	-	-	-	0%
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	-	-	-	-	-	0%
Total income	34,430	39,579	18,677	18,771	94	
Expenses						
Employee costs	11,961	11,961	991	950	(41)	-4%
Materials and services	9,186	15,357	1,824	1,686	(138)	-8%
Bad and doubtful debts	-	-	-	-	-	0%
Depreciation	10,469	10,469	872	969	97	11%
Amortisation - right of use assets	308	308	26	38	12	46%
Borrowing costs	2	2	1	1	-	0%
Finance costs - leases	60	60	5	11	6	120%
Other expenses	394	394	29	24	(5)	-17%
Total expenses	32,380	36,531	3,748	3,679	(69)	-2%
Surplus for the year	2,050	3,028	14,929	15,092	163	1%
Other comprehensive income						
Net asset revaluation increment	-	-	-	-	-	
Total comprehensive result	2,050	3,028	14,929	15,092	163	

Attachment 2
Balance Sheet as at 31 July 2025

	31/07/2025 S'000	30/06/2025 S'000
Assets		
Current assets		
Cash and cash equivalents	12,578	14,841
Trade and other receivables	22,778	2,835
Financial assets	-	-
Inventories	86	71
Prepayments	-	-
Total current assets	35,442	17,747
Non-current assets		
Trade and other receivables	4	4
Investments in joint venture	1,502	1,502
Property, plant and equipment, infrastructure	446,798	447,411
Right of use assets	1,746	1,784
Investment property	2,102	2,102
Total non-current assets	452,152	452,803
Total assets	487,594	470,550
Liabilities		
Current liabilities		
Trade and other payables	1,069	2,357
Trust funds and deposits	404	315
Unearned Income	10,083	9,337
Provisions	2,173	2,175
Interest-bearing loans and borrowings	117	156
Lease liabilities	392	426
Total current liabilities	14,238	14,766
Non-current liabilities		
Provisions	286	286
Interest-bearing loans and borrowings	-	-
Lease liabilities	1,412	1,412
Total non-current liabilities	1,698	1,698
Total liabilities	15,936	16,464
Net Assets	471,658	454,086
Equity		
Accumulated surplus	111,068	93,496
Reserves	360,590	360,590
Total Equity	471,658	454,086

Attachment 3
Statement of Cash Flows for the month ended 31 July 2025

	Month to 31/07/2025	Forecast Year End to 30/06/2026
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000
Cash flows from operating activities		
Rates and charges	637	18,545
Statutory fees and fines	11	277
User fees	243	1,794
Grants - operating	760	5,363
Grants - capital	597	3,370
Contributions - monetary	49	93
Interest received	21	400
Trust funds and deposits taken	19	-
Other receipts	26	253
Net GST refund/payment	(313)	733
Employee costs	(985)	(11,960)
Materials and services	(2,529)	(14,277)
Trust funds and deposits repaid	(328)	-
Other payments	(30)	(394)
Net cash provided by (used in) operating activities	(1,822)	4,197
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(356)	(12,999)
Proceeds from sale of property, plant and equipment, infrastructure	-	1,050
Proceeds from investments	-	-
Payments for investments	-	(500)
Net cash provided by (used in) investing activities	(356)	(12,449)
Cash flows from financing activities		
Finance costs	(1)	(2)
Repayment of borrowings	(39)	(156)
Proceeds from borrowings	-	-
Interest paid - lease liability	(11)	(60)
Repayment of lease liabilities	(34)	(296)
Net cash provided by (used in) financing activities	(85)	(514)
Net increase (decrease) in cash and cash equivalents	(2,263)	(8,766)
Cash and cash equivalents at the beginning of the financial year	14,841	14,841
Cash and cash equivalents at the end of the period	12,578	6,075

Printed 21/08/2025

Attachment 4 Financial Performance Indicators for the month ended 31 July 2025		Result	Material Variations
LIQUIDITY			
Dimension - Operating position			
Indicator - Adjusted underlying result			
<i>Measure - Adjusted underlying surplus (or deficit)</i>		80.40%	
<i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>		Outside Expected Range	This indicator is high due to the total amount of rates & charges has been recognised as income and the expenses are only for part of the financial year.
Expected range in accordance with the Local Government Performance Reporting Framework		-20% to 20%	
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position			
Dimension - Liquidity			
Indicator - Working capital			
<i>Measure - Current assets compared to current liabilities</i>		249%	No material variation.
<i>[Current assets / Current liabilities] x100</i>			
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>		13.95%	No material variation.
<i>[Unrestricted cash / Current liabilities] x100</i>			
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			

Financial Performance Indicators for the month ended 31 July 2025	Result	Material Variations
OBLIGATIONS		
Dimension - Obligations		
Indicator - Loans and borrowings		
<i>Measures - Loans and borrowings compared to rate</i>	0.60%	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>Measures - Loans and borrowings repayments compared to rate</i>	0.23%	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%	
Indicator - Indebtedness		
<i>Measures - Non-current liabilities compared to own source revenue</i>	9.38%	No material variation
[Non-current liabilities / Own source revenue] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	2% to 70%	
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations		
Indicator - Asset renewal (& Asset Upgrade included now also)		
<i>Measures - Asset renewal & Upgrade compared to depreciation</i>	35.12%	This indicator is currently low with less than anticipated capital works undertaken to 31 July 2025.
[Asset renewal expenses / Asset depreciation] x100		
	Outside permissible Range	
Expected range in accordance with the Local Government Performance Reporting Framework	40% to 130%	
Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations		
STABILITY		
Dimension - Stability		
Indicator - Rates concentration		
<i>Measures - Rate compared to adjusted underlying revenue</i>	94.38%	This indicator is high due to the total amount of rates & charges has been recognised as income with minimal government grants received to 31 July 2025.
[Rate revenue / Adjusted underlying revenue] x100		
	Outside Expected Range	
Expected range in accordance with the Local Government Performance Reporting Framework	30% to 80%	
Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability		
Indicator - Rates effort		
<i>Measures - Rate compared to property value</i>	0.27%	No material variation
[Rate revenue / Capital improved value of rateable properties in the municipality] x100		
Expected range in accordance with the Local Government Performance Reporting Framework	0.15 to 0.75%	
Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden		

Financial Performance Indicators for the month ended 31 July 2025	Result	Material Variations
EFFICIENCY		
Dimension - Efficiency		
Indicator - Expenditure level		
<i>Measure - Expenses per property assessment</i>	\$402.50	This indicator is below the expected range as there are only three months of expenses included in the calculation.
[Total expenses / Number of property assessments]	Outside Expected Range	
Expected range in accordance with the Local Government Performance Reporting Framework	\$2,000 to \$5,000	
Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency.		
Indicator - Revenue level		
<i>Measure - Average rate per property assessment</i>	\$2,035.07	
[Total rate revenue (general rates and municipal charges) / Number of property assessments]	Outside Expected Range	The average rate per property assessment is slightly above the 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.		

SECTION 4 - INFORMATION REPORTS

4.1 2024/2025 CAPITAL WORKS PROGRAM - JULY 2025

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23332

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

The Council has approved its 2025/2026 Capital Works Program as a fundamental component of the current budget. With a substantial capital works investment totalling \$12.437 million, the budget primarily targets infrastructure enhancements.

Key initiatives include:

- Year two of Mount William Road Construction - supported by Federal Government funding.
- Buangor Ben Nevis Road Construction - including replacement of bridge one at the Warrak end of the project.
- The covered sports arena at the Ararat Pony Club facilities.
- Urban Gravel to Seal Road Upgrades continuing to upgrade accessibility across urban areas.
- Maintenance of Footpaths, Drainage, and Kerb and Channel.

These projects underscore the Council's commitment to improving local infrastructure and fostering community development in the 2025/2026 fiscal year.

DISCUSSION

Council's 2025/2026 Capital Works Program continues our shift to reintroduction of larger road and bridge construction projects post-pandemic. The program's budget has substantial state and federal funding targeting road construction works and road safety initiatives.

The focus for 2025/2026 remains on renewing and updating Council assets, leveraging in-house capabilities, and supporting local employment and contractors, and the tender of works with the expectation of possible budget savings in a softening construction market.

Key areas include:

- Enhanced roads reseal program.
- Urban drainage improvements
- Footpath network upgrades
- Major urban road gravel to seal program
- Year two of Mt William Road Reconstruction
- Roads to Recovery funded projects (Webb Street & McCrows Road Bridge)
- Safe Local Roads and Street funding projects

Budget Status:

As of 31 July 2025, <1% of the budget is expended.

Mt William is expected to commence work in late August with final cultural heritage inductions now complete, design time frames for bridge one on Buangor Ben Nevis Road will be confirmed in coming weeks and commencement dates confirmed.

Tenders for the Ararat Pony Club and Jack and Jill Kindergarten projects are expected to go out to market by the end of August.

Final plans are being completed for the Safe Local Roads and Streets program with detailed design due to the funding body by late September with works to commence either by in-house team or tendered to the market.

The works on Webb Street funded through the Roads to Recovery Funding is commencing with services being altered and road works to commence in September with the return of better weather.

	Budget	Committed/ Contracted	Expended	%	Notes
PROPERTY -CAPITAL					
Property Capital	\$550,000				
Funding Property Capital Co-Contribution Allocations	-\$404,388				
Remaining Budget	\$145662	-	-		
TOTAL PROPERTY CAPITAL		-	-	0%	
PLANT & EQUIPMENT					
Vehicle Purchases	\$240,000				
Major Plan Purchases	\$260,000				
Computer Equipment	\$100,000				
Book stock - Library Book Replacement	\$40,000				
TOTAL PLANT & EQUIPMENT		-	-	0%	
INFRASTRUCTURE					
Works by others					
Woorndoo Streatham Road	\$683,000	-	-		Works for this road is being undertaken by Moyne Shire. The budget amount is Council's contribution.
Roads					
Gravel Road Sheeting, Widening & Alternative Sealing	\$1,800,000	-	\$5,345		Fully Expended 24/25
Reseal Program	\$1,000,000	-	-		Fully Expended 24/25
Buangor Ben Nevis Road	\$1,000,000	-	-		These works will make up part of project in Funded projects - Roads
Urban Road Gravel to Seal	\$1,000,000	-	\$5,676	<1%	Works Allocated for: <ul style="list-style-type: none"> Alexandra Avenue (in conjunction with SLRSP Funding) Coral & McNeil Stret Maude Street (in conjunction with Pony Club Project)

Road Reconstruction Program	\$2,324,000	-			
Buangor Ben Nevis Road Contribution	-\$500,000				
Mt William Road Contribution	-\$1,250,000				
Bike Network Contribution	-\$133,000				
Remaining Budget	\$441,000		\$120	<1%	
Major Patching	\$100,000	-	-	0%	
Bridges	\$400,000	-	-	0%	
Footpath Renewal Program	\$400,000	-	\$615	<1%	<i>Works Allocated for:</i> <ul style="list-style-type: none"> • High Street (Vincent to Queen St) • Taylor Street (Barkly to View Point - in conjunction with SLRSP Funding)
Urban Drainage Works	\$750,000	-	\$510	<1%	
Kerb and Channel	\$300,000	-	\$2,941	1%	
TOTAL INFRASTRUCTURE		-	\$15,207	<1%	
TOTAL CAPITAL WORKS		-	\$15,207	<1%	

FUNDED PROJECTS - PROPERTY CAPITAL

Current Funded Projects	Budget	Funding Amount	Council Contribution	Community Contribution	Previous Years Expenditure	Expended (25/26)	Overall Total	%	Notes
Former Cobb & Co Staging Stables (Disaster Recovery Heritage Program)	\$60,000	\$60,000	Nil		\$1,237		\$1,237	2%	Ararat Maintenance Plumbing has commenced works on this project.
Ararat Pony Club - Covered Sports Area (Play our Way Program)	\$1,490,000	\$1,490,000	Nil		\$14,270		\$14,270	1%	Tender documents currently being compiled for design and construction of pavilion. Expected to be out to market by September 2025.
Centenary Park - Dog Park (Open Space for Everyone Program)	\$112,000	\$100,000	\$12,000		\$1,172	\$4,536	\$5,708	6%	Detailed design being completed inhouse and to be approved by funding body in September 2025. Works to commence via inhouse team by November 2025.
Buangor Sports Pavilion Redevelopment (Tiny Towns Program)	\$631,000	\$50,000	\$581,000 (\$220k Property Capital) (\$361k Property Reserve)		\$303	\$2,727	\$3,030	<1%	Detailed design currently being completed by Contractor. Funding requires building approval by September 2025.
Jack and Jill Kindergarten Redevelopment (Building Blocks improvement grants program)	\$821,000	\$745,000			\$26,000		\$26,000	3%	Documentation expected from Architect in the coming weeks and project will go to tender.
Ararat City Tennis Sports Lighting Installation and accessibility upgrade (Regional Community Sports Infrastructure Fund)	\$700,000	\$560,000	\$120,000	\$20,000	NA		-	0%	New Grant Received July 2025. Schematic drawings to be approved and works can commence.
Gordon Street Cricket Nets Upgrade (Australian Cricket Infrastructure Grant)	\$39,985	\$15,000	\$24,985		NA		-	0%	Currently arranging quotes for concrete and synthetic covers to be undertaken.

26 AUGUST 2025
COUNCIL MEETING MINUTES



Pomonal Hall Battery Project (Powering Resilience in the Regions Program)	\$148,760	\$141,407	\$7,353		NA	\$7,353	\$7,353	5%	Council have paid their contribution to the project and the tender is currently out to market.
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FUNDED PROJECTS - ROADS & INFRASTRUCTURE

Current Funded Projects	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Expended 25/26	Overall Total	%	Notes
Webb Street Reconstruction (Roads to Recovery 24/25)	\$400,000	\$400,000		\$13,822	\$595	\$14,417	2%	Services and levels are currently being set and road works will commence in September with the return of better weather.
Buangor Ben Nevis Road (Roads to Recovery 24/25 & 25/26)	\$2,143,000	\$1,643,000	\$500,000 (Roads Program 25/26)	\$269,592		\$269,592	12%	Staging of works is being finalised, commencement dates will be advised when confirmed.
Buangor Ben Nevis Road (SILRP Funding 26/26)	\$5,000,000	\$5,000,000						Council contribution of \$1,250,000 required in 26/27 Budget
Mt William Road (HSVPP Funding 24/25)	\$6,250,000	\$5,000,000	\$1,250,000 (Roads Program 25/26)	\$217,582		\$217,582	3%	Traditional owner site commencement meeting is booked in for 20 August 2025. Works will commence in the fortnight following this meeting.
Buangor Ben Nevis Road - Bridge 7001.14 Design and Construct (Roads to Recovery - 25/26)	\$1,300,000	\$1,300,000		\$68,723	\$1,289	\$70,012	5%	Contract No. 731 - Awarded July 2025 \$1.109m - Road and Bridge Pty Ltd \$100,000 allowance for Permits and Vegetation offsets.
McCrows Road Bridge (Roads to Recovery)	\$350,000	\$350,000		\$17,738		\$17,738	5%	Budget is estimate only - going to market to test pricing.
Ararat Active Bike Network (Active Transport Fund)	\$399,000	\$266,000	\$133,000 (Roads Program 25/26)	\$13,525		\$13,525	3%	Detailed designs are being finalised and tenders for the works are expected to be called in September 2025.
Banfield Street - School Crossing (Road Safety Program - School Safety Improvements 20-25)	\$19,009	\$19,009		\$8,244	\$4,085	\$12,329	65%	These works are complete.
Queen Street Housing Support Program	\$7,380,000	\$7,380,000		\$152,580	\$91,371	\$243,951	3%	Sub-division planning and associated reporting are still in progress before submission to Council.

(Housing Support Program - Community Enabling Infrastructure)								Demolition works are progressing.
SAFE LOCAL ROADS AND STREETS PROGRAM								
View Point, Tobin & Taylor St Intersections	\$224,000	\$224,000		\$581		\$581	<1%	The detailed design for this project is expected to be complete by early September 2025, then works will be tendered. This project will be run in conjunction with Footpath project for Taylor Street.
Ingor Street - Raised Crossing	\$110,000	\$110,000		\$600	\$139	\$739	<1%	The detailed design for this project is expected to be complete by early September 2025, then works will be tendered.
King Street - Raised Crossing	\$110,000	\$110,000		\$4,702	\$155	\$4,857	4%	Detailed design is nearing completion and works will be undertaken by an in-house team.
View Point & High St Intersection	\$117,000	\$117,000		\$1,526	\$2,385	\$3,911	3%	Detailed design is nearing completion and works will be undertaken by an in-house team.
Moore & Princes Street Intersection	\$131,000	\$131,000		\$145		\$145	<1%	The detailed design for this project is expected to be complete by early September 2025, then works will be tendered.
Vincent Street & Alexandra Avenue - Raised Crossing	\$321,000	\$321,000		\$239		\$239	<1%	The detailed design for this project is expected to be complete by early September 2025, then works will be tendered. This project will be run in conjunction with Gravel to Seal project for Alexandra Avenue.
Queen & Moore Street Roundabout	\$548,000	\$548,000		\$1,531	\$202	\$1,733	<1%	The detailed design for this project is expected to be complete by early September 2025, then works will be tendered.
SAFE SYSTEM PEDESTRIAN INFRASTRUCTURE PROGRAM (23/24)								
Barkly Street Raised Crossing	\$312,232	\$312,232		\$398	\$202	\$591	<1%	This project is awaiting final design approval from the department of transport for the works to commence.
High Street Raised Crossing								This project is awaiting final design approval from the department of transport for the works to commence.

FUNDED PROJECTS - MISCELLANEOUS

Current Funded Projects	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Expended (25/26)	Overall Total	%	Notes
Roadside Weeds and Pest Program 25/26 (Funding of the same name)	\$74,135	\$74,135		NA		-	0%	The tender for the contractor for this program is currently out to market with tenders closing on 12 August 2025.
Sport & Active Recreation Strategy (Local Sports Infrastructure Funding 23/24)	\$55,000	\$40,000	\$15,000	\$12,452		\$12,452	23%	CommunityVibe is undertaking the works associated with this project. Community engagement has been undertaken and draft reporting is underway.
Community Road Safety Action Plan (TAC Local Govt Funding)	\$49,540	\$59,540		\$437		\$437	1%	DWB Engineering is undertaking the works associated with this project. Community engagement has been completed and draft reporting is being compiled
Unlocking Ararat North East (Streamlining for Growth 22/23)	\$85,000	\$85,000		NA			0%	Beveridge Williams is undertaking the works for this project. They are working with our Planning Department and Strategic Project Lead to progress the outcomes of the funding.
Ararat City Tennis Sports Lighting Installation and accessibility upgrade - Participation Initiative. (Regional Community Sports Infrastructure Fund)	\$50,000	\$50,000		NA			0%	This grant was received in July 2025 and will run in conjunction with the infrastructure project for Sports Lighting and accessibility upgrades.
Lake Bolac Kindergarten Carpark (YMCA received funding for work)	\$80,339	\$80,339		\$61,358	\$12,200	\$73,558	91%	Funding was received by the YMCA to undertake the carpark works at Lake Bolac Kindergarten. Council procured the contractor and project managed the works with the funding amount being paid to Council on completion of the works. Work are now complete.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The key financial drivers align strongly with the thrust of the Council Plan 2025-2029, particularly the following:

- 4.1** Ensure that asset development and renewal during the planning period matches that identified in Council's Asset Plan 2025-2035.
- 4.2** Work directly with asset users to manage and develop new and existing assets.
- 4.3** Deliver infrastructure outcomes that support economic are mindful of intergenerational equity and enhance community wellbeing and safety. These approaches will explore strategic use of debt to fund long-term assets and ensure Council's financial sustainability.
- 6.1** Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness.

Budget Implications

The 2025/2026 Capital Works Program represents a significant element of Council's 2025/2026 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 2025/2026 Capital Works Program complies with the program funded in the 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 Capital Works Program has been developed as an element of the 2025/2026 Budget. There was extensive community engagement undertaken prior to adoption.

RECOMMENDATION

That:

1. That Council receive the Capital Works Program - July 2025 report.

**MOVED CR PRESTON
SECONDED CR SANDERS**

That:

- 1. That Council receive the Capital Works Program - July 2025 report.**

Cr Preston, Cr Sanders and Cr R Armstrong spoke for the motion

**CARRIED 6/0
5200/25**

ATTACHMENTS

There are no Attachments relating to this item

4.2 BUANGOR BEN NEVIS ROAD - SCOPE OF WORKS

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23333

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 Buangor Ben Nevis Road is an essential link between the Pyrenees and Western Highways, servicing major freight services and residents of the municipality.

The proposed works include reconstruction of a 10 kilometre stretch of road between Warrak Township and the Western Highway. Works include excavation and removal of existing pavement, new stabilised road base course layers, drainage, widened road seal, line marking, safety barriers and associated signage.

Two bridges will also have works completed with one being strengthened, while the other is to be reconstructed, both projects allowing for safer travel routes for vehicles in this area.

With the safety and efficiency of our roads being one of our highest priorities it is project is of great significance, with funding from Council through its capital works budget and \$5 million from the Federal Government through the Safe Local Roads and Infrastructure Program.

This report details the project scope of works and timeframe for works to be undertaken.

DISCUSSION

The Buangor Ben Nevis Road renewal works will be conducted in stages as set out in the table below. Chainage measurements are taken from the southern extent of the road (western Highway end).

It is designed to accommodate B-double traffic, with a stabilised pavement design similar to that being used on Mt William Rd. The road will have a 7.2m wide seal, targeted shoulder width is 1.5m however there will be narrower sections due to ecology and cultural heritage constraints.

Vertical alignments have been optimised to make the road safer by reducing grade changes and increase sight distances as much as possible.

The Cultural Heritage Management Plan for road and bridge renewal works between Warrak and the Western Highway has been finalised, there are several no-go zones within the project area but these will not impede project delivery.

Ecological impacts have been assessed at the whole of project level. Environment Protection and Biodiversity Conservation Act 1999 (EPBC) and Flora Fauna Guarantee Act 1988 (FFG) species will be impacted during works, as such there will need to be permits sought from state and federal authorities where required. Offsetting for general ecology impacts is also necessary. Detailed assessments and mitigation/offsetting is to be carried out at individual project stages, enabling works to commence sooner while allowing time for relevant assessment and permitting of higher-complexity sections.

Federal funding classifies this project as a road safety project, which enables Council to undertake works in accordance with relevant planning scheme exemptions where applicable. This reduces complexity in general ecology impact assessments and offsetting and will support proposed actions when reporting FFG and EPBC impacts.

Disruptions to traffic will be unavoidable, through traffic will be maintained using shuttle flow arrangements as much as possible, however road closures will be necessary at times, particularly during bridge works.

Stage	Ch Start	Ch End	Projected completion
1	9065	10740	FY 25/26
2	0	1317	FY 25/26
3	2070	4152	FY 26/27
4	4785	7860	FY 26/27
5	7860	9065	FY 26/27
6	4152	4785	FY 27/28
7	1317	2070	FY 27/28

Stage 1

- 1.7km section, currently narrow seal. Warrak fire station (approximately) to bridge 7001.14 (Mount Cole Creek)
- Minimal ecology impacts, will tie in with the renewal of bridge 7001.14.

Stage 2

- 1.3km section, currently narrow seal. Western Highway to bridge 7001.02 (Billy Billy Creek).
- Lower habitat value, some vegetation removal will be necessary. EPBC referral is unlikely to be required, FFG permits to take may be required. Delays in permitting are not anticipated.

Stage 3

- 2.1km section, currently narrow seal.
- FFG and EPBC referrals and permits to take likely required.

Stage 4

- 3.1km section, currently narrow seal.
- FFG and EPBC referrals and permits to take likely required.

Stage 5

- 1.2km section, wide seal (poor pavement condition)
- FFG and EPBC referrals and permits to take likely required.

Stage 6

- 0.6km section, wide seal (poor pavement condition)
- FFG and EPBC referrals and permits to take likely required.

Stage 7

- 0.8km section, wide seal (poor pavement condition)
- FFG and EPBC referrals and permits to take likely required.

Bridge deck renewal - 7001.02 (Billy Billy Creek)

- Designs have been completed for strengthening of the existing bridge abutments and renewal of the superstructure (deck), which will achieve SM1600 compliance and a 100-year design life.
- Deck replacement is more economical and provides greater assurance of long-term reliability (100-year design life instead of 30-50 year).

- The exiting abutments will be capped with a reinforced layer of concrete, tying both abutments together to enhance stability and achieve 100-year design life.
- This project is being prepared for tender and construction is anticipated to be completed in the first half of 2026. Disruptions will be limited to 1-2 weeks closure, with limited access either side of that period (traffic light controlled shuttle flow likely).
- Culturally significant artefacts were found in the vicinity of this bridge, existing no-go zones should not impede works but there is a heightened potential for additional artefacts to be uncovered during works, which may delay progress.

Bridge renewal - 7001.14

- The bridge will be 28m long, double span, SM1600 compliant (suitable for B-doubles), with 2 x 3.6m traffic lanes.
- The bridge superstructure is a "Super-T beam" design (precast concrete deck sections), which reduces future maintenance requirements by significantly reducing the number of joins in the deck compared to traditional designs.
- Concrete piles, abutments and wingwalls will be cast in-situ.
- Planned construction commencement is 13 October 25, planned completion is 12 December 25.
- Road closures will span 4-5 weeks from 13 October 25, every effort will be made to minimise the impacts of this closure.
- Due to ecological sensitivities within the site, it will not be possible to construct a temporary crossing while the bridge is out of service.
- Vehicles will be required to detour via Ararat (38km/19 min journey increase). Light vehicles may detour via Warrayatkin Road however this should not be signed, to discourage heavy vehicle use.
- The bridge is to current standards for heavy vehicle traffic and will have a 100-year design life.

Other bridges and major drainage

There are three other small bridges within this section of Buangor-Ben Nevis Road. They are currently in acceptable conditions but strengthening works will be necessary as heavy vehicle traffic increases. A number of major culverts will need to be renewed during road reconstruction stages and have been considered as part of the total project costs.

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.

Budget Implications

The Capital Works Budget currently has \$3,143,000 through Council contribution and Roads to Recovery (Year 1) Funding. The Safe Local Roads and Infrastructure Program has provided \$5 million in funding with a Council contribution in the 26/27 Capital Works budget of \$1.25 million. The renewal of bridge 7001.14 as awarded at the July council meeting has \$1.3 million funded through Roads to Recovery (Year 2).

Policy/Relevant Law

- Local Government Act 2020
- Relevant Funding Agreements
- ARCC Procurement Policy
- Environment Protection and Biodiversity Conservation Act 1999
- Flora Fauna Guarantee Act 1988
- Cultural Heritage Management Plan 20159

Sustainability Implications

There are a number of sustainability implications noted within the report and include issues related to Environment Protection and Biodiversity Conservation Act 1999, Flora Fauna Guarantee Act 1988, Cultural Heritage Management Plan 20159

Risk Assessment

Risks associated with this project have been considered through funding applications and project design phases. Related risks will be identified and managed based on the stage of works being undertaken.

Innovation and Continuous Improvement

Staging of this project allows an agile response to market conditions. A capacity to rework strategy based on a changing environment is a critical element undertaking such significant projects.

Stakeholder Collaboration and Community Engagement

Stakeholder engagement has been undertaken through various planning stages of this project, including, design, funding, cultural heritage and ecological engagements.

RECOMMENDATION

That:

1. Council receive the Buangor Ben Nevis Road – Scope of Works report.

**MOVED CR WATERSTON
SECONDED CR SANDERS**

That:

1. Council receive the Buangor Ben Nevis Road – Scope of Works report.

Cr Waterston, Cr Sanders and Cr J Armstrong spoke for the motion

**CARRIED 6/0
5201/25**

ATTACHMENTS

There are no Attachments relating to this item

4.3 ANNUAL PLAN 2025/26 UPDATE (JULY 2025)

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO OFFICE
REFERENCE: 23334

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

The Council Plan 2025-29 contains 18 strategic objectives that have been broken down into 53 actions that are to be undertaken during the 2025/2026 (Year 1) financial year. These actions are provided in the Annual Plan 2025/26 and their progress is reported monthly at Council Meetings.

One action has been completed, thirty five are in progress, six have not commenced and eleven are ongoing.

DISCUSSION

The Annual Plan 2025/26 contains 53 actions. Progress on these actions are summarised below.

Status	Number of Actions
Completed	1
In progress 51-99%	2
In progress 0-50%	33
Not Started	6
Ongoing	11

Further details on each action is provided in the table below.

Council Plan Objectives	Actions	Progress	Officer Comment
1.1 Develop a strategic land use planning framework with annual targets to support sustainable urban growth.	1.1.1 Complete a review of Council's Planning Scheme as required under Section 12B of the Planning Environment Act 1987	Not Started	The Planning Practice Note for 'Review of Planning Schemes' is currently being reviewed by the Victorian Government. The review will commence once the Planning Practice Note is updated.
	1.1.2 Establish annual targets for sustainable urban growth	Not Started	This action is closely linked to action 1.1.1 and will occur concurrently.
	1.1.3 Complete the 'Unlocking Ararat North East' Structure Plan project	In progress 0-50%	Contractor has been engaged and work has commenced.
1.2 Support innovative housing models that work to overcome market failure and create the capacity to increase the population of Ararat Rural City.	1.2.1 Deliver enabling infrastructure for well-located homes that address critical housing gaps in central Ararat, with support from the Housing Support Program: Community Enabling Infrastructure Stream.	In progress 0-50%	Pre-construction planning and design for the enabling infrastructure is underway, and demolition and site clearing has commenced.
	1.2.2 Continue to develop the Ararat Housing	In progress 0-50%	Pre-construction planning for the four homes is underway or complete.

	Enterprise P/L, delivering another four houses in Ararat during 2025/2026.		Construction is expected to commence soon.
	1.2.3 Work with developers to submit EOI application/s to the National Housing Infrastructure Facility Crisis and Transitional Housing (NHIF CT) program	In progress 0-50%	Consultations between developers and potential crisis and transitional housing providers is underway.
1.3 Work with other levels of government, business, educational institutions and not-for-for profits to develop programs to increase in-migration to Ararat Rural City to grow our population.	1.3.1 Complete the Jack and Jill Kindergarten Refurbishment, with support from the Building Blocks Improvement Grant	In progress 0-50%	Specifications and designs for tender are being prepared.
	1.3.2 Establish a new childcare centre in Lake Bolac	In progress 0-50%	Council officers are continuing to liaise with developers and potential childcare providers to deliver
	1.3.3 Deliver the CALD Outreach Initiative	In progress 0-50%	The CALD Outreach Officer has actively engaged families and a range of health and support services to facilitate, support and improve access to early childhood education.
2.1 Partner with Federation University Australia to deliver the Ararat Jobs and Technology Precinct with a focus on engaging with local agribusiness, industry and community.	2.1.1 Build stronger connections between AJTP and local industry, including promotion of industry internships for research students.	Ongoing	The AJTP Advisory Group and the Future of the Regions group are focused on industry and stakeholder engagement. As PhD students commence their research projects the level of industry engagement is increasing.
	2.1.2 Work with Federation University, community and industry stakeholders to apply for a grant for National Science Week in August 2026	Not Started	National Science Week grant applications are expected to be due in October 2025. Engagement to develop the program of activities for National Science Week 2026 is planned for commencement in September.
	2.1.3 Continue to support the delivery of TAFE courses at the Ararat Jobs and Technology Precinct	Ongoing	Cert 3 in Early Childhood Education and Care courses are continuing at the Precinct. The Ararat Best Start Workshop Series, supported by a Dept. Education Innovation Grant, held its first face to face session at the Precinct on 12 August 2025.
2.2 Work with other levels of government, local business, and private investors to develop a business park within Ararat Rural City, focused on agricultural value adding and advanced manufacturing, potentially leveraging "behind the meter" power.	2.2.1 Work with Invest Victoria, Regional Development Victoria and private sector partners to develop plans for the ARCC Circular Economy Precinct.	Ongoing	Council is working with Invest Victoria, Regional Development Victoria and a number of private sector partners to make a case for a state significant circular economy hub in Ararat
	2.2.2 Continue to support Valorify P/L to develop a biogas plant in Ararat which uses straw as the major input.	Ongoing	Council continues to strongly support Valorify P/L. An engagement session was held in Ararat on 7 August 2025 to provide an update to stakeholders.
	2.2.3 Seek funding from the Victorian Government's \$10 million fund to unlock industrial trunk infrastructure to accelerate new industrial developments	In progress 0-50%	Regional Development Victoria and the Department of Transport and Planning have been engaged on our industrial trunk infrastructure needs.

2.3 Engage with Grampians Wimmera Mallee Tourism and local businesses to improve the quality of experience and drive growth in high yield tourist outcomes.	2.3.1 Deliver the Ararat Hills Outdoor Adventure Precinct Feasibility Study	In progress 0-50%	The establishment of the Project Control Group is underway.
	2.3.2 Partner with local hospitality, accommodation, food and wine industry to develop an annual fine wine and food event within the municipality.	In progress 0-50%	Following the successful delivery of the 'Take Another Breathe' event in June 2025, the Economic Development team continues to liaise closely week with the local industry to identify potential opportunities for an annual fine wine and food event.
	2.3.3 Work with operators and Grampians Wimmera Mallee Tourism to deliver 4 star and above accommodation	In progress 0-50%	Council is supporting the development of a range of accommodation businesses in the municipality.
3.1 Position Ararat Rural City Council as a prime mover in driving circular economy policy in waste management, including local processing and management of recyclables, and in use of renewable energy for Council purposes.	3.1.1 Develop and adopt an ambitious business based on key partnerships and production of higher value outputs, that views municipal "waste" as an economic resource.	Not Started	Work on this action has not yet commenced in the 2025/26 year
	3.1.2 Continue to support PlastOil to develop a plastics recycling facility in Ararat	Ongoing	Council continues to strongly support PlastOil through the Economic Development team.
3.2 Develop innovative energy solutions utilising locally produced waste	3.2.1 Continue to support Valorify P/L to develop a biogas plant in Ararat which uses straw as the major input.	Ongoing	Council continues to strongly support Valorify P/L. An engagement session was held in Ararat on 7 August 2025 to provide an update to stakeholders.
	3.2.2 Work with Federal and State Government and private sector partners to plan, fund and develop a circular economy industrial precinct.	In progress 0-50%	Council is working with Invest Victoria, Regional Development Victoria and a number of private sector partners to make a case for a state significant circular economy hub in Ararat.
	3.2.3 Continue to advocate for greater policy confidence and support for renewable gas generation	Ongoing	Council issued a statement in July 2025 calling for the Victorian Government to provide clear policy direction and greater support for renewable gas production.
3.3 Partner with local organisations and scientific experts to implement the Environment Strategy 2024-34, with a focus on circular economy, emissions reduction and sustainable management of Council assets.	3.3.1 Deliver the Pomonal Community Hall Battery Project with the Central Victorian Greenhouse Alliance and with support from the 100 Neighbourhood Batteries Grants Program	In progress 0-50%	Tender for this project has opened.
	3.3.2 Deliver the Roadside Weeds and Pests Program (subject to State Government funding)	In progress 0-50%	State funding as been confirmed. Planning is now underway.
	3.3.3 Explore a model for collaborating with community asset committees to use rooftop solar to increase use of renewable energy at community facilities.	In progress 0-50%	An application to the Community Energy Upgrades Fund Round 2 was submitted in June 2025 and we are awaiting the outcome.

4.1 Ensure that asset development and renewal during the planning period matches that identified in Council's Asset Plan 2025-2035.	4.1.1 Develop the Asset Plan 2025-35	In progress 0-50%	Drafting of the Asset Plan 2025-35 is underway
	4.1.2 Continue to advocate for the Western Highway Upgrade from Buangor to Ararat	Ongoing	Advocacy efforts are ongoing with the Western Highway Action Committee (WHAC), and with support for a Motion to the MAV State Council
	4.1.3 Continue to advocate for a North South Heavy Vehicle Route	Ongoing	Advocacy on this issue has not yet commenced in the 2025/26 year
4.2 Work directly with asset users to manage and develop new and existing assets.	4.2.1 Progress plans and costings for a new indoor sports facility and the outdoor pool upgrade	In progress 0-50%	Gender Impact Assessments are in progress.
	4.2.2 Deliver the Community Road Safety Strategy	In progress 51-99%	Contractor was engaged and community consultation undertaken in 2024/25. Preparation of the draft Strategy is in progress.
	4.2.3 Deliver the Ararat Rural City Sport and Active Recreation Strategy	In progress 51-99%	Contractor was engaged and community consultation undertaken in 2024/25. Preparation of the draft Strategy is in progress.
4.3 Deliver infrastructure outcomes that support economic growth, are mindful of intergenerational equity and enhance community wellbeing and safety. These approaches will explore strategic use of debt to fund long-term assets and ensure Council's financial sustainability.	4.3.1 Deliver the 2025/26 Capital Works Program	In progress 0-50%	Refer to the Capital Works Program report.
5.1 Open up Council's arts and culture assets to greater community participation, ownership and engagement in decision-making	5.1.1 Deliver artist and community group exhibits in the Barkly St Laneway and Community Wall within the Ararat Gallery TAMA	In progress 0-50%	Expressions of Interest (EOIs) closed in June 2025. A higher number of submissions was received than expected and assessments of the EOIs has required additional time. The Visual Arts Coordinator will correspond to the applicants once the assessments are complete and the 2026 community program is finalised.
	5.1.2 Increase participation in programs at Ararat Gallery TAMA	In progress 0-50%	Ararat Gallery TAMA has launched a new Analog Art Club program with the first session held on 9 August 2025. Promotions for the new and existing programs has been delivered via the Ararat Gallery TAMA social media channels, Council's Focus Page, and email newsletters.
	5.1.3 Investigate ways to maximise scheduling of community events at the Town Hall	In progress 0-50%	A review of the Ararat Town Hall's previous years usage and available days has commenced to identify future scheduling opportunities.
	5.1.4 Identify innovative ways to increase the promotion and reach of performances at the Town Hall	In progress 0-50%	A grant application has been submitted to Creative Australia's Playing Australia Audience Development Multi-Year Investment Program 2026-2028, and the outcome is pending.

5.2 Develop models of volunteering that recognise, support and properly utilise the skills that community volunteers bring to community life.	5.2.1 Deliver the first of three years of the Youth Events, Activities and Happenings (YEAH) Crew	In progress 0-50%	The inaugural YEAH Crew has been established and has eight members. Six members have participated in event management training in August 2025.
	5.2.2 Deliver young people's programs across schools, largely through the Crazy Ideas College	In progress 0-50%	The Ararat Youth Activators program 2025 is underway.
	5.2.3 Work with community groups to deliver an annual Volunteer Expo	Not Started	National Volunteer Week will be celebrated from 19-25 April 2026. Planning for the Ararat Volunteer Expo will commence towards late 2025.
	5.2.4 Promote the benefits and achievements of volunteers, to encourage participation	Ongoing	Council has publicly thanked our dedicated volunteers as part of Aged Care Employee Day on 7 August 2025.
5.3 Partner with community groups, not-for-profits, and Traditional Owner organisations to develop Ararat Rural City into a more inclusive, welcoming, tolerant and diverse community.	5.3.1 Develop the Disability Action Plan	In progress 0-50%	The draft Terms of Reference and indicative meeting schedule is being prepared. An EOI for the Working Group will open in September
	5.3.2 Develop the Municipal Public Health and Wellbeing Plan 2025-29	In progress 0-50%	The Draft Municipal Public Health and Wellbeing Plan 2025-29 has been released for public consultation
	5.3.3 Hold quarterly meetings of the Child Friendly Cities and Communities Working Group	In progress 0-50%	A quarterly meeting of the CFCC Working Group was held on 20 August 2025.
	5.3.4 Deliver multicultural events	In progress 0-50%	Staff have participated in event management training in August 2025 and planning is underway.
6.1 Deliver responsible budget outcomes linked to strategy, that deliver value, innovation and rating fairness.	6.1.1 Deliver operational efficiencies to reduce avoidable overtime and improvements in casual staff rostering	In progress 0-50%	A review of trends for the previous financial year is underway.
	6.1.2 Undertake a review of Council's insurance coverage and policies to ensure they continue to provide value for money	In progress 0-50%	An analysis of the existing insurance coverage and opportunities for reducing insurance risks is underway.
6.2 Ensure appropriate risk management is applied to Council and organisational decisions. Council's internal function is applied to areas of perceived risk.	6.2.1 Deliver organisational efficiencies and improvements through IT infrastructure and systems upgrades	In progress 0-50%	IT infrastructure and systems upgrades are underway
	6.2.2 Undertake the Strategic Internal Audit Program – 5 years.	In progress 0-50%	Progress is being made on the items in the Strategic Internal Audit Program.
	6.2.3 Develop the 2026-2030 Gender Equality Action Plan (GEAP)	Not Started	Council officers are finalising reporting on the 2021-2025 GEAP before commencing the 2026-30 GEAP.
	6.2.4 Ensure appropriate analysis of all inquiry and investigation reports relevant to Council operations are examined	Ongoing	Each external enquiry and investigation undertaken in the local government sector is examined and appropriate actions undertaken. Significant issues and remedies are

	and recommendations implemented.		reported to the audit and risk committee.
6.3 Continuously improve Council's community engagement process and practices in line with deliberative engagement practices, while ensuring that Councillors' roles as elected community representatives are understood and reflected in decision-making.	6.3.1 Deliver a new Customer Request Management System (CRMS) integrated with the Snap Send Solve app	Complete	The new CRMS and integration with the Snap Send Solve app is now complete. Council officers will continue to encourage residents to install the app.
	6.3.2 Develop a regular biannual program of face-to-face community engagement opportunities	In progress 0-50%	Planning for face-to-face engagement sessions has commenced.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The Annual Plan 2025/26 aligns with all strategic objectives of the Council Plan 2025-29

Budget Implications

The Annual Plan 2025/2026 does not have any additional budget implications. All actions in the Annual Plan have been budgeted in the 2025/2026 Budget or have no additional resourcing requirements.

Policy/Relevant Law

Section 90 of the Local Government Act 2020 requires that Council produces a Council Plan for a minimum of a four year period. The Annual Plan is a document related to operationalising the Council Plan.

Sustainability Implications

The Annual Plan provides specific actions that will be undertaken for the key theme 5. Preserving Our Environment.

Risk Assessment

Implementing the Annual Plan has some inherent risks around project and program delivery on time, at cost and at an acceptable quality. These risks are managed through careful budget monitoring, a focus on effective project management and appropriate stakeholder engagement. Council has a commitment to improved performance across all of these areas.

Stakeholder Collaboration and Community Engagement

Stakeholders and community groups will be engaged during the development and delivery of the actions, where applicable.

RECOMMENDATION

That:

1. Council receives the Annual Plan 2025/26 - July 2025 report

**MOVED CR SANDERS
SECONDED CR PRESTON**

That:

- 1. Council receives the Annual Plan 2025/26 - July 2025 report**

Cr Sanders, Cr Preston and Cr J Armstrong spoke for the motion

**CARRIED 6/0
5202/25**

ATTACHMENTS

There are no Attachments relating to this item

4.4 ARARAT PONY CLUB PROJECT UPDATE

RESPONSIBLE OFFICER: STRATEGIC PROJECT LEAD
DEPARTMENT: CEO OFFICE
REFERENCE: 23335

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

This report provides a status update on the project titled 'New Covered Sports Arena for the Ararat Pony Club', funded by a \$1.49 million grant from the Federal Government's Play Our Way grants program.

The grant agreement was executed on 26 March 2025, enabling the project to commence. A feature survey and geotechnical investigation was undertaken on the Ararat Pony Club site, these are a necessary step in the preparation of concept plans and layouts on the site. Preliminary layout plans have been presented to the Ararat Pony Club and an agreed layout plan option has been confirmed.

The Ararat Pony Club tender is now being finalised and is expected to open in late Aug/early Sept 2025.

DISCUSSION

Since the announcement of the successful grant to deliver a new covered arena at the Ararat Pony Club, Council officers have been undertaken the necessary pre-construction planning tasks and liaising with the Club on the details of the project.

A feature survey and geotechnical investigation of the site has been undertaken. The feature survey provides the details of the existing assets on the site, such as the existing uncovered arenas, structures, utility connections and other features of the site that inform the development of new infrastructure. A geotechnical investigation was undertaken to assess the soil properties for the design of the foundation for the proposed development. Once these site details were received, suitable site layouts were assessed, and two preliminary layout options were presented to the Ararat Pony Club.

The Ararat Pony Club have confirmed their preferred site layout as shown in the image below.



Council officers are now finalising the specifications for the tender for the project, and will open the tender as soon as possible. This is expected to occur in late August or early September. Once the tender closes and the contract is awarded, the detailed designs for the project will be finalised by the successful contractor prior to the commencement of construction.

Construction activity will commence after the satisfactory completion of the detailed designs and the successful contractor's availability to commence works.

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 deliver strong public value. Existing infrastructure will be managed, renewed, and maintained to ensure that it continues to serve identified public needs.

4.2 Work directly with asset users to manage and develop new and existing assets.

Budget Implications

There are no budget implications arising. This project has been fully funded by a Play Our Way grant and the project is forecasted to remain within budget.

Policy/Relevant Law

Not applicable

Sustainability Implications

The pre-construction planning work undertaken thus far ensures that the new infrastructure can be delivered in a manner that requires as minimal ongoing maintenance and intervention as possible. The consultation that has occurred with the Ararat Pony Club ensures that the social benefits arising from this project will meet the needs of existing and future users, and sustain the benefits long term.

Risk Assessment

The pre-construction planning and consultations reduces project and construction risks.

Stakeholder Collaboration and Community Engagement

The Ararat Pony Club have been closely consulted and kept informed of the progress of the project.

RECOMMENDATION

That:

1. Council receive the Ararat Pony Club Project Update

**MOVED CR R ARMSTRONG
SECONDED CR PRESTON**

That:

- 1. Council receive the Ararat Pony Club Project Update**

Cr R Armstrong and Cr Preston spoke for the motion

**CARRIED 6/0
5203/25**

ATTACHMENTS

There are no Attachments relating to this item

4.5 POMONAL COMMUNITY HALL BATTERY PROJECT

RESPONSIBLE OFFICER: STRATEGIC PROJECT LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23336

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

Ararat Rural City Council has partnered with Central Victorian Greenhouse Alliance (CVGA) to deliver a state-of-the-art energy backup system for the Pomonal Community Hall, a key community hub, meeting space, and the designated emergency relief and recovery centre. This project is part of the CVGA-led Powering Resilience in the Regions (PRITR) Project, funded under Round 2 of the Victorian Government's 100 Neighbourhood Batteries Program.

The PRITR Project involves a total of ten local governments across three Victorian Greenhouse Alliances. The procurement for the project is being undertaken as a joint tender to achieve cost efficiencies. Ararat Rural City Council has supported the joint tender by releasing it via our eProcure channel.

DISCUSSION

The Pomonal community had been seeking to enhance energy resilience through the establishment of a 'Community Energy Hub' at the Pomonal Community Hall. This facility is used as a community service hub and an emergency relief and recovery centre. A backup energy solution was sought for the Pomonal Community Hall to achieve disaster resilience and cost-saving benefits for the local community, and to reduce reliance on diesel-fuelled generators that are costly to fuel and maintain and have negative health and environmental impacts.

This project will deliver an energy backup system with a 25 kW/50 kWh battery integrated with existing solar PV at the Pomonal Community Hall. This will future-proof this site as a designated emergency relief centre and create a Community Power Hub for residents of Pomonal and nearby rural areas to access power and support services during extended grid outage and emergency events.

The proposed system would provide up to 2 days backup power for critical power and lighting circuits from the battery alone, with capacity to charge from solar in island-mode to extended backup power duration if required.

Energy cost savings generated from this system would enable the Pomonal Community Hall and Recreation Reserve Community Asset Committee to invest more funds into maintaining the facilities in the best interest of the community and to promote use of the facility as a community asset and service hub.

To deliver the battery infrastructure, Ararat Rural City Council has joined with 10 other councils in the CVGA-led Powering Resilience in the Regions (PRITR) Project and a joint tender.

This joint tender is open and closes on 1 September 2025.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

3. Preserving our Environment

We will take pragmatic approaches to ensuring that Ararat Rural City Council takes a regional lead in responsible environmental management and engagement with the circular economy

- 3.3** Partner with local organisations and scientific experts to implement the Environment Strategy 2024-34, with a focus on circular economy, emissions reduction and sustainable management of Council assets.

Budget Implications

This project is included in the 2025/26 Budget and no further budget implications are anticipated.

Policy/Relevant Law

Procurement Policy

Sustainability Implications

This project supports environmental and social sustainability.

Risk Assessment

Participating in the joint tender reduces the financial and project risks to Council.

Stakeholder Collaboration and Community Engagement

The Pomonal Community Hall and Recreation Reserve Community Asset Committee have been kept informed of progress. Further engagement will occur in the lead up to the installation of the battery to minimise disruptions to users of the Hall.

RECOMMENDATION

That:

1. *That Council receive the Pomonal Hall Community Battery Project Report*

MOVED CR WATERSTON SECONDED CR R ARMSTRONG

That:

1. **That Council receive the Pomonal Hall Community Battery Project Report**

Cr Waterston spoke for the motion

**CARRIED 6/10
5204/25**

ATTACHMENTS

There are no Attachments relating to this item

4.6 KINDERGARTEN INFRASTRUCTURE AND SERVICES PLAN

RESPONSIBLE OFFICER: STRATEGIC PROJECT LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23337

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

As part of the Victorian Government's Best Start, Best Life reforms, Ararat Rural City Council has been working with the Department of Education to update the Kindergarten Infrastructure and Services Plan (KISP) for Ararat Rural City. This document includes an estimate of the forecast demand for kindergarten places from 2025 to 2036, and supports the planning for services and infrastructure to meet the demand. The latest KISP is now finalised and publicly available. It estimates that the demand for 3 Year Old Kindergarten and Pre-Prep will exceed the supply of kindergarten places from 2026 onwards.

Ararat Rural City Council does not deliver kindergarten programs directly. There are six sessional kindergarten programs in Ararat Rural City that are delivered by the Y Kinders (also known as the Y), and there are two approved kindergarten programs in long day care settings. Four of the sessional kindergartens by the Y Kinders are delivered from Council managed facilities in Ararat, Lake Bolac and Willaura.

The Department of Education will use the latest KISP to plan for more kindergarten services and infrastructure to meet the future demand, with input from stakeholders, including Council.

DISCUSSION

As part of the Victorian Government's Best Start, Best Life reforms, 4 Year Old Kindergarten in Ararat Rural City transitioned from 15 hours per week to a 30 hour per week Pre-Prep program in 2025. In preparation for the roll out of Pre-Prep, Council have been working with the Department of Education since late 2023 to update the previous KISP completed in 2021, which had not factored in the increased demand for kindergarten places created by Pre-Prep and the forecasted population growth.

The purpose of the KISP is to enable the Department of Education to identify where and when new infrastructure will be required to support both the Best Start, Best Life reform implementation and population growth. The latest KISP estimates that in the Ararat SA2 (ie the suburb of Ararat), there will not be enough kindergarten places to meet demand from 2026 onwards. The KISP modelling also shows that there are enough kindergarten places in the Ararat Surrounds SA2 (ie Lake Bolac and Willaura) to meet demand until 2036. The Department of Education will investigate options for new and expanded kindergarten infrastructure in Ararat to meet this demand. They will seek input from stakeholders, including Council.

Council manages a number of facilities that are used by the Y for their kindergarten program, but does not run the kindergarten programs directly. In May 2024, Council identified its kindergarten infrastructure priorities and actions. The priorities at the time and the status of these is summarised below.

1. **Ararat North Kindercare:** Council sought to work with the Y to advocate for facility upgrades at Ararat North Kindercare. This work is continuing.
2. **Ararat Early Learning Centre:** Council worked with the Ararat Early Learning Centre to find an alternative solution to their kindergarten infrastructure needs. The Ararat Early Learning Centre have since found a suitable farm-based facility to support their Pre-Prep program.

3. **Carey Street Kindergarten:** Council sought to replace the existing building at this location because the building is approaching the end of its useful life. The Department of Education are aware that this site is an option for new kindergarten infrastructure to deliver sufficient kindergarten places for Ararat.
4. **Jack & Jill Kindergarten:** Council worked with the Y to secure a Building Blocks - Improvement Grant to refurbish the facilities. This project will be delivered as part of the Council's Capital Works Program for 2025/26.
5. The kindergarten services that were not mentioned in the May 2024 Council Report were engaged and supported, where possible.

Council officers will continue to liaise with stakeholders and advocate to the Department of Education to ensure that there will be new and/or expanded kindergarten infrastructure to meet the forecasted demand for kindergarten places.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

1. Growing our Place

- 1.3 Work with other levels of government, business, educational institutions and not-for-for profits to develop programs to increase in-migration to Ararat Rural City to grow our population.

4. Developing and Maintaining Key Enabling Infrastructure

- 4.2 Work directly with asset users to manage and develop new and existing assets.

Budget Implications

There are no budget implications arising from this report.

Policy/Relevant Law

Victorian Government's Best Start, Best Life reforms

Sustainability Implications

There are no sustainability implications in relation to the item

Risk Assessment

There is a risk that new kindergarten places will not become available in time to meet demand. Council will continue to engage with the early childhood education sector to monitor unmet demand and engage closely with the Department of Education to ensure our children do not miss out on a kindergarten or Pre-Prep place.

Stakeholder Collaboration and Community Engagement

Council officers will continue to work closely with the local kindergarten and childcare providers, and the Department of Education, to deliver early years services and infrastructure.

RECOMMENDATION

That:

1. Council receives the Kindergarten Infrastructure and Services Plan

**MOVED CR PRESTON
SECONDED CR SANDERS**

That:

2. Council receives the Kindergarten Infrastructure and Services Plan

Cr Preston and Cr Sanders spoke for the motion

**CARRIED 6/0
5205/25**

ATTACHMENTS

The Kindergarten Infrastructure and Services Plan is provided as Attachment 4.6



Kindergarten Infrastructure and Services Plan

Ararat Rural City

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Department
of Education

1. Introduction

1.1. Reform context

The Victorian Government's \$14 billion Best Start, Best Life (BSBL) reforms are the most significant change to Victoria's early childhood sector in a generation.

The BSBL reforms include:

- **Free Kinder:** Free Kinder is now available for Victorian 3- and 4-year-old children at participating services in standalone (sessional) kindergartens and long day care centres – a saving of up to \$2,500 per child, every year.
- **Pre-Prep:** Four-Year-Old Kindergarten will gradually transition to 'Pre-Prep' – increasing to a universal 30-hour-a-week program of play-based learning for 4-year-old children in Victoria by 2036.
- **Three-Year-Old Kindergarten:** the continued roll-out of Three-Year-Old Kindergarten, with programs increasing to 15 hours a week across the state by 2029.
- **Early learning and childcare centres:** the establishment of 50 Victorian government-owned and operated early learning and childcare centres. These centres will be built in areas with the greatest need and will make it easier for families to access early childhood education and childcare. The first of the centres will open in 2025.

These initiatives demonstrate a clear commitment to improving early learning outcomes for Victorian children, workforce participation and access for families, and present the most significant change to Victoria's early childhood sector in a generation.

Pre-Prep will roll-out in Ararat Rural City in 2025. Statewide, Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services, will be able to access up to 25 hours of Pre-Prep in 2026, increasing to up to 30 hours from 2028. Children who have (or have a parent or guardian who has) a Commonwealth concession card and children who are a multiple birth child (triplets or more) across the state will be able to access up to 25 hours of Pre-Prep in 2028, increasing to up to 30 hours from 2030.

1.2. Purpose of Kindergarten Infrastructure and Services Plans (KISPs)

New and expanded infrastructure is key to delivering the BSBL reforms and will require a large expansion of kindergarten facilities across the State. KISPs, which are jointly developed with Local Governments, indicate where and when new infrastructure will be required to support both reform implementation and population growth in each of Victoria's 79 local government areas (LGAs). KISPs help all kindergarten providers meet demand and collectively provide a clear picture of infrastructure need across the State.

KISPs support planning for services and future capital works and include detailed information about:

- Current capacity and demand for funded kindergarten

- Capacity to be delivered for planned infrastructure projects and future demand for kindergarten
- Forecast 'unmet demand' for kindergarten – that is, the kindergarten places needed that cannot be met by current or planned capacity
- Information specific to each local government area and its early childhood education and care landscape.

KISPs were initially developed to support the roll-out of Three-Year-Old Kindergarten and have now been updated to incorporate Pre-Prep.

KISPs are intended to support planning. They are not funding documents and do not commit any party to addressing the unmet demand identified.

However, it is expected that future investment requests through Building Blocks and funding decisions about Local Government, not-for-profit projects (including non-government schools) would align with the relevant KISP (including Section 3: Local Context).

1.3. Structure of the KISP

Each KISP consists of the following sections:

- **Section 1:** A short introduction to the Best Start, Best Life reform and the KISP.
- **Section 2:** A map of existing and planned Early Childhood Education and Care services.
- **Section 3:** Local context and knowledge of key information in Ararat Rural City relevant to early childhood education.
- **Section 4:** Unmet demand estimates in Ararat Rural City over the life of the reform.

1.4. Disclaimer

All data presented in this document is published for information purposes only. Operational and business decisions should not be based solely on this document. Neither the Department nor Ararat Rural City Council warrants, guarantees, makes any representation or assumes any duty of care in relation to the data, including as to its suitability, completeness, accuracy or adequacy.

2. Map of Early Childhood Education services in Ararat Rural City

The map below shows the distribution of currently operating and new State-supported services that are planned to open in the future in Ararat Rural City. Planned services by the private sector are not included.

This map has been prepared using departmental data, from both the National Quality Agenda IT System (NQAITS) and the Victorian School Building Authority (VSBA).



3. Local context

3.1 Purpose

Local, place-based knowledge and context play an important role in supporting the implementation of the BSBL reforms across Victoria. This section of the KISP documents this knowledge and context and should be considered alongside the kindergarten demand estimates in Section 4.

Information provided as local context may support applications through the Building Blocks Capacity Building and Planning Grants streams.

3.2 Key considerations

Aboriginal Self Determination in Early Childhood Education and Care

The proportion of the Ararat Rural City's population that is Aboriginal and/or Torres Strait Islander persons is 1.89%, close to double of the proportion of 1.01% in Victoria (ABS Census 2021). Within the age cohort of 0-4 years, the proportion of Aboriginal and/or Torres Strait Islander children is also much higher at 2.77% in Ararat Rural City, compared to 1.87% in Victoria.

The local early childhood education and care providers are recognising the need to have culturally inclusive programs. The Ararat Early Learning Centre has a Reconciliation Action Plan through the Narragunnawali online platform, and has RAP Network Connections with Carey St Kindergarten and St Andrews Kindergarten.

The Gariwerd Local Aboriginal Education Consultative Group (LAECG) has recently been re-established under the Victorian Aboriginal Education Association Inc (VAEAI). LAECGs are voluntary bodies made up of a broad range of local Koorie community (parents, carers and community members), and at a local level play an important role in providing important links between the Koorie communities and educational institutions such as early childhood education services, schools, TAFEs and Universities.

Key demographic trends that influence demand for kindergarten

Ararat Rural City's Community Vision 2035 includes the goal of "Strong population growth trajectories that buck trends in rural Victoria". The Ararat Rural City has a target to grow the population by 1000 by June 2029 in the Council Plan 2025-29. This growth in the overall population will also increase the population of children, which increases demand for kindergarten places and puts pressure on the capacity of the infrastructure.

This target population growth has a very high likelihood of being achieved. Victorian Government strategies to grow advanced manufacturing, food production and exports, transition to renewable energy, boost regional health and tourism services, strengthen major transportation links and support the resettlement of migrants have attracted both public and private sector investment and are generating hundreds of new jobs in Ararat.

In many other rural and regional areas, workforce attraction and population growth have been dampened by lack of housing. Over the last few years Council have undertaken bold new approaches to overcome housing market failure, support local jobs and transform its community and economy. Council actively pursued new housing options and supported innovative housing models that work to overcome market failure and create capacity to increase the population of Ararat Rural City.

In 2021, Council secured \$950,000 investment from the Victorian Government to alleviate the upfront capital cost burden of trunk utilities and civil infrastructure to the Ararat East Development

Zone, which has unlocked the private investment needed to build more homes¹. Other similar examples of addressing the partial market failure has yielded results. There is now a pipeline of over 500 housing lots in the Ararat township across Green Hill Lake, Evans Park, and Omaroo Estates, and Ironbark Lane, and many new houses being built across Ararat.

Council has also partnered with local philanthropists, reputable and capable property developers and businesses to rapidly increase supply of suitable, sustainable, safe and affordable housing. Examples include the establishment of the Ararat Housing Enterprise, a public-private partnership between Ararat Rural City Council and a private enterprise headed by ACE Radio Network owners and Willaura farmers, Rowly and Judy Paterson. The first Ararat Housing Enterprise home was completed in December 2024 with new tenants moving in before Christmas.

Council has also secured \$7.3 million from the Commonwealth Government's Housing Support Program in January 2025 to build enabling infrastructure for more housing. With the bottleneck of housing shortages beginning to be addressed, local major employers have greater confidence and are actively recruiting to fill job vacancies in 2025. Examples include Corrections Victoria, AME Systems, East Grampians Health Service and others. As at the September 2024 quarter, the unemployment rate in Ararat LGA was 4.8%. Unemployment rates of 5% or lower is considered by some as full employment, where anyone who is able and wants to work is already employed. This means many of the job vacancies in the Ararat municipality will be filled by new residents and families moving to this region. These new families, if they have children, will create increased demand for kindergarten places.

More major economic initiatives are also on the near horizon, which will create more jobs and support population growth. For example, the new Ararat Bioenergy² project and associated industrial developments and new businesses that could access "behind the meter" gas & electricity is expected to generate over 600 jobs. Ararat is the location of the first PlastOil Australia plant, a soft plastics recycling facility and is expected to create over 100 ongoing jobs.

Ararat Rural City Council's focus on creating a strong economy with a stable housing supply, lifestyle and affordability is giving first home buyers and young families the confidence and security to move to regional Victoria for employment opportunities and to buy a home. These trends and opportunities are expected to result in more and more workers, their families and young children moving to the region, placing increasing demand for kindergarten places.

Projects or trends that may influence supply of early childhood education and care

As at the end of 2024, all existing sessional kindergartens operated from single-rooms and most are located in single-room facilities. Ararat North Kindercare (sessional) has two rooms available, however the second room is much smaller than the main classroom and is used for support playgroup and other uses.

All of the existing sessional kindergarten infrastructure is aged and/or poorly configured, poorly insulated for heating and cooling, and there is very limited natural lighting at one of the locations. One facility is reaching its end of life and will require replacement in the near future, or if it is unable to be replaced, would result in a loss of supply. The long term tenure of another site is also uncertain, creating challenges for the planning of future facility refurbishments and upgrades as well as forecasting of the long term supply of places. Most other facilities have not been refurbished or updated since they were built, some many decades ago.

¹ Premier of Victoria media release 4 September 2024, Laying The Foundations For More Homes In Ararat: <https://www.premier.vic.gov.au/news/laying-foundations-more-homes-ararat>, accessed 31 January 2025.

² Premier of Victoria media release 1 December 2023, Huge Homes Boost For Regional Workers: <https://www.premier.vic.gov.au/news/huge-homes-boost-regional-workers>, accessed 31 January 2025.

³ Ararat Rural City Council media release 13 December 2024, Ararat Continues To Break Ground On Affordable Housing: <https://www.ararat.vic.gov.au/news/ararat-continues-break-ground-affordable-housing>, accessed 31 January 2025.

⁴ Australian Government media release on 18 January 2025, The Albanese Government is full-on charging housing in Victoria: <https://www.industry.gov.au/news/media-releases/the-albanese-government-is-full-on-charging-housing-in-victoria>, accessed 31 January 2025.

⁵ BLS/PLA/N unemployment trends: <https://www.bls.gov/news.release/archives/br10.htm>, accessed 31 January 2025.

⁶ Ararat Bioenergy: <https://the-ararat.com.au/>, accessed 31 January 2025.

⁷ PlastOil Australia: <https://www.plastoil.com.au/>, accessed 31 January 2025.

The aged and tired state of the sessional kindergarten facilities presents challenges in attracting and retaining staff to supply early childhood education and care. Particularly recent graduates and early career ECTs who, generally speaking, can relocate more easily and would choose workplaces that are more modern, appealing and closer to metropolitan areas. Higher quality infrastructure may support attraction and retention of staff.

The Long Day Care (LDC) based kindergarten services have set aside one dedicated room for kindergarten programs, retaining their other rooms for LDC services which have high demand. Attraction and retention of staff has been a challenge for LDC providers as well. Workforce issues have prevented one centre from meeting kindergarten funding requirements since 2021.

Ararat Rural City Council are working proactively with training providers and the local ECEC providers to have the Cert 3 and Diploma courses in Early Childhood Education and Care delivered within the municipality. Council are also working with providers to promote and upskilling to ECT. Collaborative efforts are also underway to actively promote the lifestyle and employment opportunities in Ararat Rural City to attract and build the local workforce.

However, the increasing demand for ECEC workforce across Victoria may result in the loss of staff to other, more attractive, workplaces. New or improved infrastructure is critically needed to support the attraction and retention of more early childhood education and care staff in Ararat Rural City, as well as to enable optimal efficiency.

Key local geographic considerations or information relevant to Three-Year-Old Kindergarten and Pre-Prep

Ararat Rural City has two SA2s, one is the Ararat township and the second is Ararat Surrounds, which encircles the Ararat township. There are two kindergarten providers located in Ararat Surrounds between 35km and 50km south of the Ararat township in Willaura and Lake Bolac.

Children located in Ararat Surrounds in the north, east and west of the Ararat township would attend kindergarten services located in the Ararat township rather than within the Ararat Surrounds SA2, because the kindergartens in the Ararat Township are simply closer or more practical for these families than kindergartens in Willaura and Lake Bolac. Part of the Ararat Surrounds SA2 demand is therefore allocated to the Ararat township. This provides a more accurate prediction of where the kindergarten demand will occur.

Other information about the expansion of early childhood services

The expected increase in population will also increase demand for early childhood education and care services other than 3 Year Old Kindergarten and Pre-Prep, including long day care and outside of school hours care. The Ararat Rural City also has townships such as Lake Bolac that are already severely underserved for these other forms of early childhood services. New early childhood services will be needed in Ararat and Lake Bolac to meet this demand.

Ararat Rural City is also becoming increasingly culturally diverse. Council has partnered with the Wyndham Community and Education Centre to deliver the Gramplans New Settlement and Workforce Pilot to fill chronic workforce shortages. The impact of the New Settlement project will be the continued in-migration of culturally diverse families from Wyndham and other metropolitan areas to Ararat. Early childhood services will see an increase in the number of culturally and linguistically diverse children attending their programs and services.

4. Unmet demand estimates between 2025 - 2036 for Ararat Rural City

4.1 Purpose

As the BSBL reforms are rolled out and Victoria's population grows, demand for kindergarten and Pre-Prep places will increase significantly. While additional capacity will be needed to meet this demand, this will vary across the State and over time, due to differences in the capacity of existing services, growth trends and sector composition.

To identify where, when and how many additional kindergarten places are expected to be required over the roll-out in Ararat Rural City, Council and the department have developed:

1. a summary of the current provision of kindergarten within Ararat Rural City (Section 4.3).
2. an estimate of kindergarten places that cannot be met through existing services for the 2025 - 2036 period, taking into account the additional demand that can be accommodated by optimising utilisation of existing services and infrastructure (Section 4.4).

Local governments and providers can use these published estimates to inform reform implementation activities such as service planning, kindergarten program expansion, infrastructure investments and Building Blocks funding applications in alignment with future demand over the roll-out.

4.2 Methodology

The estimated kindergarten places used in the following sections have been agreed between Ararat Rural City Council and the department, and were informed by:

- demand projections developed by the department which draw on a range of inputs, including population forecasts and current enrolments
- the estimated capacity of existing and planned services in the LGA (Section 2)
- where applicable, modelling undertaken by Ararat Rural City and service level information; and
- local knowledge and context provided by the local government (Section 3) that explains particular issues and trends in their area.

Kindergarten places explainer

The KISP measures a service's capacity to deliver funded kindergarten in terms of the number of **15-hour places** (referred to as "kindergarten places") available for Three-Year-Old kindergarten and Pre-Prep (noting that, by 2036, two kindergarten places will be required for one Pre-Prep enrolment). The number of kindergarten places is different from a service's licensed or approved places, which count the number of children permitted to attend the service at any one time under the license. Many services can enrol more children in their funded kindergarten program(s) than they have licensed places for because they can run more than one kindergarten program per week. Kindergarten places are therefore a more accurate measure of service kindergarten capacity than licensed places.

Kindergarten places have been presented as 15-hour places so that new Three-Year-Old Kindergarten places and the additional 15-hour places required for Pre-Prep can be easily compared to existing 15-hour Four-Year-Old Kindergarten places. This is because, when Three-Year-Old Kindergarten is fully rolled out in 2029, three-year-old children will have access to 15-hours of kindergarten. When Pre-Prep is fully rolled out in 2036, four-year-old children will have access to up to 30-hours of kindergarten, an increase of the current offering of 15-hours per week.

It is important to note that enrolments are not equivalent to 15-hour places. One 15-hour place can support a total of 15 hours of delivery per week split between one or more children, including but not limited to the following examples:

One 15-hour place (15 hours of delivery)		
Example 1	1 child	1 x 3YO attending 15 hours per week
Example 2	1 child	1 x 4YO attending 15 hours per week
Example 3	2 children	2 x 3YOs attending 7.5 hours per week
Example 4	3 children	3 x 3YOs attending 5 hours per week

Two 15-hour places can support a total of 30 hours of delivery per week split between one or more children, including but not limited to the following examples:

Two 15-hour places (30 hours of delivery)		
Example 1	1 child	1 x 4YO attending 30 hours per week
Example 2	2 children	2 x 3YOs attending 15 hours per week
Example 3	2 children	1 x 3YO, and 1 x 4YO both attending 15 hours per week
Example 4	3 children	2 x 3YOs attending 7.5 hours per week, and 1 x 4YO attending 15 hours per week

Geographic boundaries used in the KISP

These estimates have been developed at an LGA and community level to show the overall forecast and variation within an area. The KISP defines community at the Statistical Area Level 2 (SA2), which is a medium-sized area which represents a community that interacts socially and economically, with an approximate population range of 3,000 to 25,000 people, and an average population of about 10,000 people. The KISP uses 2021 SA2 boundaries. More information is available at the [Australian Bureau of Statistics website](https://www.abs.gov.au/australian-bureau-of-statistics).

Supply contributed by pipeline projects

Ararat Rural City and the department have added any new places that will be made available through planned expansions of existing services or new services into estimates of existing supply, where this

information is available. This may include projects being delivered by not-for-profit providers (including non-government schools) with support from the Victorian Government, planned Kindergartens on School Sites, and government-owned and operated early learning and childcare centres.

The KISP does not estimate how and when the broader sector will expand to meet the additional demand for kindergarten places that are estimated over the roll-out period.

4.3 Summary of current kindergarten provision

The figures below provide a summary of current kindergarten provision within the LGA and provide relevant context for the estimates of demand for funded kindergarten places included in Section 4.5. The data included in this section are largely drawn from:

- the department's Kindergarten Information Management System (KIMS), as at 2023.
- the National Quality Agenda IT System (NQAITS), as at October 2024.

Number of services by service type (NQAITS)	
Stand-alone kindergartens	6
Long day care centres (including services not currently delivering funded kindergarten)	3

Percentage of services by management type, LGA level (NQAITS)	
Type	Percentage
Local Government	0%
Private not for profit	67%
Private for profit	33%
Other	0%

Current kindergarten offering in Ararat Rural City	
Three-Year-Old Kindergarten participation rate (KIMS):	96%
Four-Year-Old Kindergarten participation rate (KIMS):	92%
Number of services that offer a funded kindergarten program (KIMS):	8

4.4 Agreed estimates of demand for kindergarten places

The below estimates (Table 1 onwards) have been developed by Ararat Rural City Council and the department to illustrate the estimated:

- Demand – the total number of kindergarten places expected to be required over the roll-out period to support the current provision of Four-Year-Old Kindergarten, the BSBL reforms, and population growth

2. Supply – the total number of kindergarten places that can be accommodated by existing services and infrastructure, and planned, State-supported services which are yet to open.
3. Unmet demand – kindergarten places that cannot be accommodated by optimising existing services and infrastructure (i.e. the shortfall between demand and supply).

Interpreting the estimates

Infrastructure need in the LGA and its local communities is indicated by the bottom rows of the tables in this section (Table 1 onwards): *Unmet demand*. If the number of kindergarten places in this row is above zero, it means that the area is estimated to need additional infrastructure capacity. Any type of provider – local government, not-for-profit (including non-government schools) or for-profit – can build this additional infrastructure.

Sub-SA2 factors may need to be considered to give a holistic picture of unmet demand. For example, in rural communities, one SA2 may contain several small towns, some with excess supply and some with unmet demand. At the SA2-level, demand may appear to be met because all supply and demand is considered in aggregate; however, it is not feasible for families to drive long distances to access kindergarten capacity in another town. Sub-SA2 factors are covered in Section 3: Local context.

Table 1: Estimated kindergarten places required between 2025 - 2036 in Ararat Rural City

Ararat Rural City estimates	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Demand for kindergarten places	354	380	396	402	411	419	425	430	434	437	441	446
Unmet demand	0	10	31	35	43	47	52	56	60	63	66	70

Community estimates

Table 2-A: Estimated kindergarten places required between 2025 - 2036 in Ararat

Ararat estimates	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Demand for kindergarten	301	329	350	357	365	372	377	381	385	388	391	395
Kindergarten supply	305	319	319	322	322	325	325	325	325	325	325	325
Unmet demand	0	10	31	35	43	47	52	56	60	63	66	70

Table 2-B: Estimated kindergarten places required between 2025 - 2036 in Ararat Surrounds

Ararat Surrounds estimates	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Demand for kindergarten	53	51	46	45	47	47	48	49	49	49	51	51
Kindergarten supply	99	99	99	99	99	99	99	99	99	99	99	99
Unmet demand	0	0	0	0	0	0	0	0	0	0	0	0

5. Authorisation

The Area Executive Director of the Department of Education and the Chief Executive Officer of Ararat Rural City endorse this Kindergarten Infrastructure and Services Plan (KISP) for Ararat Rural City Council by signing on02 / .07..... 2025....

This KISP is not intended to create legal relations or constitute a legally binding contractual agreement between the parties. The parties may review this KISP in 2028 to publish a new version that will replace the previous version.

Signed for and on behalf and with the authority of Ararat Rural City Council.



Signature

Name:Dr Tim Harrison.....

Title:Chief Executive Officer.....

Signed for and on behalf and with the authority of the Department of Education



Signature

Name:Anne Gawith.....

Title:Acting Executive Director, Central Highlands Area.....

4.7 COMMUNITY ASSET COMMITTEES' HALF YEAR REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 23338

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.

DISCUSSION

Chief Executive Officer Update:

I have attended a variety of different meetings of Council's CACs over the past six months since the last report to Council. 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 development of current facilities.

Following the extreme heat and bushfire conditions of the 2024/25 season, some Committees have had discussions about their facility being used as a community refuge for residents without access to air conditioning on extreme heat days. Another example of how a Community Asset can be used to support vulnerable members of the community.

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, together with the Facilities Maintenance Grant for 2024/25 paid to each Committee in the past six months for anything needed to maintain or improve their facility.

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 as an attachment show that the Committee members have been very busy over the past six 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	27 March 2025, 24 July 2025 (AGM minutes not supplied)	Quarterly meetings scheduled.
Buangor Community Sports Centre	16 April 2025, 14 May 2025, 11 June 2025, 16 July 2025 (minutes not supplied)	Monthly meetings scheduled.
Elmhurst Public Hall	14 May 2025, 20 August 2025	13 November 2025 (AGM)
Lake Bolac Memorial Hall	No meetings held.	No meetings scheduled.
Maroona Recreation Reserve	No meetings held.	No meetings scheduled.
Mininera Recreation Reserve	26 February 2025 (AGM & ordinary)	No meetings scheduled.
Moyston Public Hall	11 February 2025, 13 May 2025, 17 June 2025	Regular meetings scheduled.
Pomonal Hall and Recreation Reserve	6 January 2025, 10 February 2025, 5 May 2025, 2 June 2025, 7 July 2025, 4 August 2025 (minutes not supplied)	Monthly meetings scheduled.
Streatham Memorial Hall	19 May 2025	No meetings scheduled.
Tattoon Hall and Recreation Reserve	24 February 2025	September 2025 (AGM).
Warrak Public Hall	2 December 2024 (AGM)	No meetings scheduled.
Wickliffe Recreation Reserve	9 May 2025 (AGM)	No meetings scheduled.
Willaura Memorial Hall	6 February 2025, 5 June 2025	Bi-monthly meetings scheduled.
Willaura Recreation Reserve	14 April 2025, 16 June 2025	Monthly meetings scheduled.
Yalla-Y-Poora Community Centre	No meetings held.	No meetings scheduled.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objectives of the Council Plan 2025 - 2029:

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).

Stakeholder Collaboration and Community Engagement

The Chief Executive Officer or delegated Officer has attended the majority of Community Asset Committees since the last report in January 2025.

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

RECOMMENDATION

That

- 1. the Community Asset Committee Half Year report be received*

**MOVED CR R ARMSTRONG
SECONDED CR WATERSTON**

That

- 1. the Community Asset Committee Half Year report be received**

Cr R Armstrong and Cr Waterston spoke for the motion

**CARRIED 6/0
5206/25**

ATTACHMENTS

Community Asset Committee Meeting Minutes provided.

**ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE ARARAT
MINUTES OF A MEETING
HELD AT THE R.S.L. ARARAT
THURSDAY MARCH 27TH 2025 AT 6:00PM**

WELCOME:

Chairman Wayne Gason extended a welcome to members present.

PRESENT:

Wayne Gason, Heather Lockland, Michael Egan, Kathleen Leggett and Dr.T Harrison Chief Executive Officer Ararat Rural City.

APOLOGIES:

J.Gunstone, R.Cocu, and C.Healy

M.Egan

That apologies be accepted.

K.Leggett

MINUTES OF PREVIOUS MEETING HELD 21/11/24:

K.Leggett

That Minutes of meeting held

H.Lockland

21/11/24 be taken as true and correct.

CARRIED.

BUSINESS ARISING OUT OF MINUTES:

Window Cleaning. After many months, chairman Wayne was successful in arranging for windows to be cleaned. Arranging for dates, times and cost was rather difficult but the finished product was far from satisfactory. A recommendation for further work from this man would not be advised.

INWARDS CORRESPONDENCE:

1. From Ararat Rural City requesting completion of forms to Obtain Facilities Maintenance Grant for 2025.

OUTWARDS CORRESPONDENCE:

1. To Ararat R.C. Enclosing copy of Minutes of 21/11/24
2. To Ararat R.C. Returning completed Facilities Maintenance Grant application and requesting maintenance items from last minutes be attended to when staff can fit this into the work schedule.
3. To Mr. K.Johnson congratulating him on his retirement and expressing our Committee's appreciation of his advice over many years and enclosing a voucher for his use.

M Egan

H.Lockland

That Inwards Correspondence be received and Outwards Correspondence be approved.

CARRIED.

Page 2

27/03/2025

TREASURER'S REPORT
STATEMENT OF INCOME AND EXPENDITURE 08/03/25

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire:		Power Main	\$354.93
Badminton Ass'n	\$600.00	" Guide	\$39.09
Trash & Treasure	\$390.00	Cleaning	\$60.00
Guide Hall	\$250.00	Petty Cash	\$29.70
Canine & Obedience	\$580.00	Window Cleaning	\$180.00
Aunt Ina Training(AVID P/L)	\$600.00		
Table Tennis Ass'n. Grant	\$240.00		
A.R.C.C. (Maint. Grant)	\$2,400.00		
Miscellaneous Alex Hall	\$50.00		
Bank Interest	59		
	<u>\$5,110.59</u>		<u>\$663.72</u>

BANK RECONCILIATION

Balance C/F	\$16,031.97	Bank Statement Balance	\$20,478.84
Plus Income	<u>\$5,110.59</u>		
	\$21,142.56		
Less Expenditure	<u>\$663.72</u>		
TOTAL	\$ 20,478.84		\$20,478.84

BANK STATEMENT BALANCE **\$20,478.84**

TERM DEPOSIT

Balance Carried Forward	\$45,670.57		
Plus Interest Received	<u>\$2,192.35</u>		
TOTAL	\$47,862.92		\$47,862.92

TOTAL FUNDS AVAILABLE **\$68,341.76**

The Term Deposit was automatically rolled over for a further 12 months at a rate of 4.50% until 11/01/2026.

Treasurer presented receipts for Cleaning Reqs \$13.10, Postage 22.50, Voucher \$100.00 Totalling \$135.60 for re-imburement.

K.Laggett.
M.Egan

That the Treasurer's Report be
Received and reimbursement of
\$135.60 be made.

CARRIED

Page 3...

27/03/2025

GENERAL BUSINESS:

Guide Hall (1) Building & Facilities Officer has been in discussion regarding full use of the store room. Various messages have been sent out requesting all old Guide Groups collect their equipment to no avail. The hall is very busy being booked this term Monday, Tuesday & Wednesday from 3:30pm to 8-9pm. Storage is required to be available. Clearing out of kitchen cupboards also required.

Kath Leggett to contact Guide Groups possibly Horsham, may be interested in the badges and booklets on Guiding.

(2) Over the past month or so Chairman Wayne and Sec. Joy, (mostly Wayne) have spent time checking out possibilities of having new window coverings obtained. Quotation has been received from Ararat Dollar Curtains for \$4,154.00 incl. G.S.T Sheer-Saba /Black Copper, with Blackout-Nova Yen. Some minor maintenance and painting to frames will also be required.

M.Egan

K.Leggett

That we accept the quotation of \$4,154.00 from Dollar Curtains for window coverings in Guide Hall. CARRIED

GENERAL MAINTENANCE:

Painting, and fixing ceiling in kitchen where temporary repairs were carried out last winter - Chairman to obtain quotes when repairs are completed. Other areas to be repaired as follows:

Ceiling in ladies toilet - rain damage - painting

Outside lighting - C.E.O to follow up,

Graffiti on exterior back wall,

Guttering on roof needs inspection before winter and action if required.

HIRE OF MAIN HALL SUNDAYS (EXCLUDING 2ND SUNDAYS of MONTH.)

Olive Tree branch of Church of Christ may require hire of main hall for an expected period of three months due to the renovation of their premises. This would be possible with little or no change to any yearly bookings.

There being no further General Business the meeting was declared closed at 7:55pm

NEXT MEETING.....THURSDAY 24/07/2025 AT 7:00PM
FOLLOWED BY ANNUAL MEETING AT 7:45PM - GUIDE HALL.

W.GASON
CHAIRMAN

April Minutes 2025

BCSC General Meeting- 16.04.2025

Open-6:38PM Closed- 7:37PM

Attending – Dave, Ben F, Pitch, Loz, Mary, John McG, Tim W, Poach, Skiddy, Marie, Rebecca, Gerry White

Apologies – Jodie, Sally, Sparks

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 –

Special Guest - Rebecca - Council & Gerry White

Items to Discuss-

Treasures Report – (Moved-John Second - Pitch)

Previous Minutes – (Moved- Dave Second-John)

*Grants - Dave hasn't heard from Council about the biggest grant of the year, he will touch base tomorrow. ~~Loz~~ Going to talk to the Council.

*Fish n Chip Night - Good Friday. Poach and Kaz getting Fresh Fish. Will have a working bee closer to the event.

* C&C Renos - Paul and Co have been having some progress at the C&C. Wait till Feb ish and re-visit Crickets again Will call him after the easter break.

* Liquor Rep Course - will get sorted ASAP ~~Loz~~ Dave

* Defib - ~~Loz~~ will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new one ~~Loz~~ In pipeline * Council has heard crickets.

*GWM- Water Filters Dave will confirm the end with them. Dave will call them

after Easter if nothing has come up in the next few days.

*Bore Licence ? has been paid by council - we will put a pipe under the road and

utilise the water for the dam. (Remove)

Windows Cobb & Co - in council hands as of now. (Remove)

*Kitchen - Looking at a new builder with a new quote through the council. Council have met with us and Russell Pearce from Hotondo Homes to discuss the change of plans for the kitchen, last design was around \$750,000, Russell has gone and redrew the design to save us money but it has doubled the size of the kitchen itself. Toilet areas can be open separately for use by school, public or whatever. It's just a shell design at the moment. Council is putting in with money that's been held for us in the budget, otherwise she says council will look at ways they can fund it. Toilets possibly accessible to the public, our discretion needs to weigh up the options. **Council**

*Truck Show - Spoken to people who went to Horsham truck Show said it was amazing for a 1st show. Skiddy has been amazing at handing out flyers. * 30 cars from Grampians vintage car club, we need to know what liability insurance we need, permits for marquees, public toilets, we have volunteers from traffic management. Applying for grants to help cover. Need to sort tiers of sponsorships. Working Bee - Skiddy **10**

*They want a plaque for the old blacksmith shop bronze for Harry Hovey original Buangor Blacksmith at the cfa shed for about \$500. Gerry is here to discuss this monument. Gerry has gone through the history of Harry Hovey how he was involved in the community, he thinks the blacksmith shop was built in conjunction with the Cobb & Co due to the town needing one with the horse change over etc. He has said his items should be on display in the rightful place, he would like to commemorate his efforts for his community enthusiasm within Buangor. He would like to get his original anvil onsite at the CFA shed as a memorial. The CFA has approved the spot, CFA has said they're not responsible for any upkeep or moving it later on. He would like it to the left of the fire shed. Main discussion is to make sure it's secured. John adds in conjunction with Gerrys part, Acknowledging the people where the bluestone rocks came from, acknowledging who made this place happen.

*Stubby holders for club - Mel is sourcing Maroon holders and a Design.

*Bins to be moved, some permanent bins at playground and picnic tables, Rebecca from council will organise these and tell the bin man to collect the bins from inside the grounds where he does a u turn anyway.

FUTURE

* SHED and we want to call it something catchy (run a comp to name it).

The Council will help fund it, looking at talking with the schools about getting kids involved with an excursion to start with then look at branching out to an after school program or weekend program.

Name /purpose /members. DYER

*Cricket nets/Shed Drainage needs scoria and drainage - Working bee - Cricket had a working bee

*Shelter over Picnic Table Needs Solar Lighting set up and a Name - maybe a naming day BBQ - Sort

Plaque once a name is sorted- Penny Solar

* Elvis/Tom Jones Night- Set a Date. - 2025

*Car Rally - Kaz and Sally

Community Dates to be mindful of:

- Easter Fish n Chip Night 18th April
- 4th October Truck Show

Agenda Items for Next Meeting

Title	Discussion	Who is following up	

Meeting closed: 7.37pm

Next meeting – May 14th 2025

Working Bee

BUANGOR COMMUNITY SPORTS CENTRE

196 COACH RD
BUANGOR, VIC
3375

buangorcommunitysportcentre@gmail.com



INC. A0061188D

Income & Expenditure

Buangor Community Sports Centre Inc

For the period 20 February 2025 to 16 April

Account	20 Feb-16 Apr 2025
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Trading Income

Drink sales	6,497.00
Interest Income	0.36
Total Trading Income	6,497.36

Gross Income	6,497.36
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Operating Expenses

Bank Fees	62.72
Bar expenses	9,137.26
Insurance	622.00
Licences, fees & registration	61.00
Printing & Stationery	442.00
Repairs and Maintenance	947.11
Water	90.18
Total Operating Expenses	11,362.27

Net Income (Loss)	(4,864.91)
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Treasurer's note:

Big outlays over the past two months put us in the red. Hopefully some recovery over this Easter weekend.

MAY Minutes 2025

BCSC General Meeting- 14.05.2025

Open-6:35PM Closed- 7.42pm

Attending – Ben F, Pith, Loz, Tim W, Poach,Skiddy,Marie, Gerry White,Rebecca, Sally

Apologies – Jodie, Sparks, Dave, Mary, John McGrath

Welcome to Country – Djab Wurring

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 –

Special Guest - Rebecca - Council & Gerry White

Items to Discuss-

Treasures Report – (Moved-Fenny Second - Sally)

Previous Minutes – (Moved-Marie- Second- Tim)

*Grenta - Dave hasn't heard from Council about the biggest grant of the year, he will touch base tomorrow. **Dave** Going to talk to the Council. Bec told Dave to put in for council Grant. Chandra Defib. Disaster funding could take a couple of months to hear back. Maintenance Grant goes up.

* C&C Renos - Paul and Co have been having some progress at the C&C. Wait till Feb ish and re-visit Crickets again. Will call him after the easter break. **Dave**

* Liquor Rep Course-**Dave** and Fenny

* Defib -**Dave** will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new one on **Dave** in pipeline * Council has heard crickets. Read under grants

*GWM- Water FiltersDave will confirm the end with them. Dave will call them

after Easter if nothing has come up in the next few days.) Loz to question Dave!

*Kitchen - Looking at a new builder with a new quote through the council.Council have met with us and Russell Pearse from Hotondo Homes to discuss the change of plans for the kitchen, last design was around \$750,000, Russell has gone and redraw the design to save us money but it has doubled the size of the kitchen itself. Toilet areas can be open separately for use by school, public or whatever. It's just a shell design at the moment. Council is putting in with money that's been held for us in the budget, otherwise she says council will look at ways they can fund it. Toilets possibly accessible to the public, our discretion needs to weigh up the options. **Council**

Bec has a redraw of design with doors, shower etc how we all agreed on. The pitch of the roof is still under design so will reduce the pitch. 1-4 degree pitch, Russell is going to start with internal designs.

*Truck Show - Spoken to people who went to Horsham truck Show said it was amazing for a 1st show. Skiddy has been amazing at handing out flyers. * 30 cars from Grampians vintage car club, we need to know what liability insurance we need, permits for marquees, public toilets, we have volunteers from traffic management. Applying for grants to help cover. Need to sort tiers of sponsorships. Working Bee - Skiddy

*They want a plaque for the old blacksmith shop bronze for Harry Hovey original Buangor Blacksmith at the cfa shed for about \$500. Gerry is here to discuss this monument. Gerry has gone through the history of Harry Hovey how he was involved in the community, he thinks the blacksmith shop was built in conjunction with the Cobb & Co due to the town needing one with the horse change over etc. He has said his items should be on display in the rightful place, he would like to commemorate his efforts for his community enthusiasm within Buangor. He would like to get his original anvil onsite at the CFA shed as a memorial. The CFA has approved the spot, CFA has said they're not responsible for any upkeep. He would like it to the left of the fireshed. Main discussion is to make sure it's secured. John adds in conjunction with Gerrys part, Acknowledging the people where the bluestone rocks came from, acknowledging who made this place happen. Has had progress since last meeting, rather than having it on a frame it used to sit on a black stump and it was mentioned to replicate it but he wants to use an actual stump with x sections and rio in the stump with concrete, it would make it hard to pull out. Skiddy has asked what will happen with the stump when it rots away. Gerry has said he will ask the guy who is making it what will happen, Its a good point to put forward and ask. Would you consider a replication of a stump, he believes it wont rot away. Anvil is at Ballarat getting checked out at the moment. Gerry had to hire a bunnings ute to move it. Poach has asked if we could instead do a replica of the anvil and use the original anvil in the mens shed. Gerry has said being 200 years old it should probably be retired. Penny has suggested we use it for a blacksmithing display. There is another Anvil around which we could use.

Gerry is interested in the heritage part of the town and would like to be involved. He would like to have a sub committee, which we have explained how that works. . .

*Stubby holders for club - Mel is sourcing Maroon holders and a Design. Approved

*Bins to be moved, some permanent bins at playground and picnic tables, Rebecca from council will organise these and tell the bin man to collect the bins from inside the grounds where he does a u turn anyway. Working well, have 2 surrounds have selected places.

*Working Bee for Truck show

* Culvert for paddock next door for paddock, Bec says we can do it might be a \$69 permit.

* Any event Ideas we need something more than the truck show

* Fish n Chip Night needs to change ticket prices. We need to pay for frytol.

*Cobb n Co. Website and promotions Marie will help take. Council are happy to help getting the word out there,

*Fennys gunna clean the creek up.

* Skiddy wants the alcohol to go up by a dollar and the soft drink. Bec says Alexandra Function Centre is \$6 for beer. Look at finances this month to next month.....

*School looking at Movie Night.... We can do food. Movie Nights, Music Night.

* Can use the bus from the school Skiddy more than happy to drive.

FUTURE

* SHED and we want to call it something catchy (run a comp to name it).

The Council will help fund it,looking at talking with the schools about getting kids involved with an excursion to start with then look at branching out to an after school program or weekend program.

Name /purpose /members. DYER

*Cricket nets/Shed Drainage needs scoria and drainage - Working bee - Cricket had a working bee

*Shelter over Picnic Table Needs Solar Lighting set up and a Name - maybe a naming day BBQ - [REDACTED] Sort Plaque once a name is sorted- Fenny Solar

* Elvis/Tom Jones Night- Set a Date. - 2025 [REDACTED]

*Car Rally - Kez and Sally

Community Dates to be mindful of:

- 4th October Truck Show

Agenda Items for Next Meeting

Title	Discussion	Who is following up	

:: Meeting closed: 7.37pm

Next meeting – May 14th 2025

Working Bee

BUANGOR COMMUNITY SPORTS CENTRE

196 COACH RD
BUANGOR, VIC
3375

buangorcommunitysportscentre@gmail.com



INC. A0061188D

Income and Expenditure

Buangor Community Sports Centre Inc

For the period 15 May 2025 to 11 June 2025

Account	15 May-11 June 2025
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Trading Income

Drink sales	2,678.00
Total Trading Income	2,678.00

Gross Income	2,678.00
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Operating Expenses

Bank Fees	78.86
Bar expenses	497.25
Licences, fees & registration	245.00
Telephone & internet	369.60
Water	139.82
Total Operating Expenses	1,330.53

Net Income	1,347.47
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Treasurer's note:

This month was a healthy, simple month with almost double income over expenditure. A good change in direction for our books compared with the previous 4 months.

June Minutes 2025

BCSC General Meeting- 11.06.2025

Open-6:37pm Closed- 7.24pm

Attending – Ben Fenn, Josiah Pitcher, Lauren Smithwick, David Gregg, Tim Webby, Xavier Burns, Shayne Skidmore, Marie Crow, Mary Brennan, John McGrath

Apologies – Jodie Simpson, Sally Peacock, Marcus Cuthbertson, Rebecca Rogers

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 – Bookings, Trophy Prices

Special Guest -

Items to Discuss-

Treasures Report – (Moved-John Second -Loz)

Previous Minutes – (Moved-Ben Second-Skiddy)

*Grants - Dave hasn't heard from Council about the biggest grant of the year, he will touch base tomorrow.

Dave Going to talk to the Council. Bec told Dave to put in for council Grant. Chandra Defib. Disaster funding could take a couple of months to hear back. Maintenance Grant goes up. ** Ongoing

* C&C Renos - Paul and Co have been having some progress at the C&C. Wait till Feb ish and re-visit Crickets again. Will call him after the easter break. **Dave*****Ongoing

*Liquor Licence Rep - Waiting on the Application to be okayed by the local police. Weeks, possibly days!

* Defib - **Dave** will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new one on **Dave** in pipeline * Council has heard crickets. Read under grants.

*GWM- Water FiltersDave will confirm the end with them. Dave will call them after Easter if

nothing has come up in the next few days.) Loz to question Dave! Ongoing

*Kitchen - Looking at a new builder with a new quote through the council.Council have met with us and Russell Pearce from Hotondo Homes to discuss the change of plans for the kitchen, last design was around \$750,000, Russell has gone and redrew the design to save us money but it has doubled the size of the kitchen itself. Toilet areas can be open separately for use by school, public or whatever. It's just a shell design at the moment. Council is putting in with money that's been held for us in the budget, otherwise she says council will look at ways they can fund it. Toilets possibly accessible to the public, our discretion needs to weigh up the options. **Council**

Bec has a redraw of design with doors, shower etc how we all agreed on. The pitch of the roof is still under design so will reduce the pitch. 1-4 degree pitch, Russell is going to start with internal designs..

Truck Show - Spoken to people who went to Horsham truck Show said it was amazing for a 1st show. Skiddy has been amazing at handing out flyers. 30 cars from Gramplans vintage car club, we need to know what liability insurance we need, permits for marquees, public toilets, we have volunteers from traffic management. Applying for grants to help cover. Need to sort tiers of sponsorships. Working Bee, trophy prices - **Skiddy**

*Gerry White wants a plaque for the old blacksmith shop bronze for Harry Hovey original Buangor Blacksmith at the cfa shed for about \$500. Gerry is here to discuss this monument. Gerry has gone through the history of Harry Hovey how he was involved in the community, he thinks the blacksmith shop was built in conjunction with the Cobb & Co due to the town needing one with the horse change over etc. He has said his items should be on display in the

rightful place, he would like to commemorate his efforts for his community enthusiasm within Buangor. He would like to get his original anvil onsite at the CFA shed as a memorial. The CFA has approved the spot, CFA has said they're not responsible for any upkeep. He would like it to the left of the fire shed. Main discussion is to make sure it's secured. John adds in conjunction with Gerrys part, Acknowledging the people where the bluestone rocks came from, acknowledging who made this place happen. Has had progress since last meeting, rather than having it on a frame it used to sit on a black stump and it was mentioned to replicate it but he wants to use an actual stump with x sections and rio in the stump with concrete, it would make it hard to pull out. Skiddy has asked what will happen with the stump when it rots away, Gerry has said he will ask the guy who is making it what will happen, its a good point to put forward and ask. Would you consider a replication of a stump, he believes it wont rot away. Anvil is at Ballarat getting checked out at the moment. Gerry had to hire a bunnings ute to move it. Poach has asked if we could instead do a replica of the anvil and use the original anvil in the mens shed. Gerry has said being 200 years old it should probably be retired, Fenny has suggested we use it for a blacksmithing display. There is another Anvil around which we could use.

Gerry is interested in the heritage part of the town and would like to be involved. He would like to have a sub committee, which we have explained how that works. . .

*Stubby holders for club - Mel is sourcing Maroon holders and a Design. Approved Skinny STUBBIES & CANS

*Some permanent bins at the playground and picnic tables, Rebecca from council will organise these. Have 2 surrounds and selected places. Loz has shown Rebecca

* Culvert for paddock next door for paddock, Bec says we can do it might be a \$69 permit.

* Any event Ideas we need something more than the truck show -

*Burger and Chip night 13th July Sunday From 2PM Food from 4pm for kids . \$12 per head Hamburgers, Chicken burgers, Nuggets, Savloys. Bus from school for Buangor people. LOZ

* Fish n Chip Night needs to change ticket prices. We need to pay for frytol.

*Cobb n Co. Website and promotions Marie will help take. Council is happy to help get the word out there.

*Fennys going to clean the creek up.

* Skiddy wants the alcohol to go up by a dollar and the soft drink, Bec says Alexandra Function Centre is \$6 for beer. Look at finances this month to next month, Put the donation tin back on the bar..... Can we get local wines in from Langi, Mountainside.

*School looking at Movie Night.... We can do food. Movie Nights, Music Night.

* Can use the bus from the school Skiddy more than happy to drive.

*Council - Ask if we can get an Animal Poo bag station set up and signage for no horses allowed on the oval.

*Holes in the oval to be dressed and sorted before the truck show.

*Wedding expo to be held at the Cobb & Co. Guy at penola on FB - Feb

FUTURE

* SHED and we want to call it something catchy (run a comp to name it).

The Council will help fund it, looking at talking with the schools about getting kids involved with an excursion to start with then look at branching out to an after school program or weekend program. Name /purpose /members. DYER

*Cricket nets/Shed Drainage needs scoria and drainage - Working bee - Cricket had a working bee *Shelter over Picnic Table Needs Solar Lighting set up and a Name - maybe a naming day BBQ - [REDACTED] Sort Plaque once a name is sorted- Fenny Solar

* Elvis/Tom Jones Night- Set a Date. - 2025 [REDACTED]

*Car Rally - Kez and Sally

Community Dates to be mindful of:

- * 13th July Burger Night
- * 16th August Traceys Bday
- * 13th September Fyms Bday
- * 27th September AFL Grandfinal
- * 3rd,4th,5th October Truck Show
- * 15th November Howells (Cobb n Co)
- * 22nd November Phils Wedding

Agenda Items for Next Meeting

Title	Discussion	Who is following up	

∴ Meeting closed: 7.24 pm Next meeting 16th July 2025



AGM MEETING MINUTES

Committee of Management: Minnera Recreational Reserve
Date of Annual General Meeting: 26.2.25
Time of Meeting: 7pm
Venue: Minnera Rec

Present:	
Chairperson:	<u>Garry Meek</u>
Minute taker:	<u>Onora Meek</u>
Committee Members:	<u>Rosly Parsons, Judy Parsons, Phil Meek, Irene Meek, Albing Cameron, Julie Horan, Jarome Bor</u>
Council Officers:	<u>Dr. Tim Harrison</u>
Others:	
Apologies:	<u>Conna Wilson, Linda Colts, John Bor, Denny Cameron</u>
Quorum Failure Time:	<u>Yes</u> <u>No</u> 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:	CAC Members:
Declarations:	Council Officers:

Welcome by Chairperson: Name Garry Meek

Confirmation of minutes of the previous AGM	That the minutes of the previous AGM of the <input checked="" type="checkbox"/> Committee held on <u>26.2.25</u> be confirmed Moved: <u>Julie Lisa</u> Seconded: <u>Phil Meek</u> Outcome: <input checked="" type="checkbox"/>
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Item: Annual Management Report	
Chairperson's Report	<u>Garry spoke of the disappointment of the incompetence of GWM, which has now deemed us invalid for receiving water from the pipeline. Zone 5 (minerals) has been completely cancelled. He also spoke of the state of the oval. 3000 water was tested at 3,750 parts. Everyone disappointed we will not have access to fresh water from the pipeline to manage the oval.</u>
User Groups	
Injuries and Accidents Report	
Maintenance Undertaken for Financial Year	
Evaluation of Operations	
That the Chairperson's Report be received and adopted.	

CARRIED

Item: Secretary's Report

Sharon spoke to hire rates sent from APC council with a quote line of what correspondence - Outwards to change New APC grade for maintenance

Item: General Business

Discussion has successfully Action Items Responsible Due
Jon B. organized grant money for a portable ramp which will be used for special events
Scrap metal going well New agents have cleaned up area very well

Sewerage - Dr. Tim assured us we would have grant from shire in 2025 once our budget has been finalised and adopted

CARRIED We will have new rollers and sewerage system to begin

Financial Information:

What is your typical annual turnover: ie. Total income and total expenses for a year. Please complete the following table

Financial Statement

For end of financial year:

Income	\$ Amount
Trading Receipts (sales, merchandise, etc)	
Memberships/Fees/subscriptions for members	
Fundraising receipts	
Grants (Government/Corporate)	
Donations	
Sponsorships	
Bank Interest Received	
Gate Takings	
Other income (specify)	
Total Income (A)	\$
Expenditure	
Trading costs (eg. Bar stock, merchandise, etc)	
Rent/hire (hall, meeting room, equipment, etc)	
Water, rates, gas, electricity, insurance, etc	
Salaries and Wages	
Superannuation	
Workcare	
Office expenses (stationery, postage, phone, etc)	
Fundraising costs	
Bank fees and charges	
Provision for Capital/Asset replacement (eg. Buildings, facilities, club etc, etc)	

Lighting - Tao informed us 2 lights were
arrived with the grants from Zandiga Bank
Tristan Ritchie was installing next week.
LED - high power.

Everyone very happy with installation
of score board although the
actual installation was very
expensive - over \$8000

Howard Ag to resow oval
Change seed - try a new variety
of Ryegrass.

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

That the Treasurers Report be received and adopted.

CARRIED

Justin Lister, Paul Patterson

Once again Dr. Tim oversaw the

Next Meeting: nominations and it was unanimous

Date: _____

Time: _____

Venue: _____

Forward meeting dates: List for next 12 months

-
-
-

Garry Meek remain President,
Shard Meek Secretary
Justin Lister Treasurer

Meeting closed at: 7.30

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

CONFIRMATION OF MEETING RESULTS

To be completed by the Council members who attended the meeting prior to the meeting and signed at the end of the meeting.

Approved by Council Members:

Approved by Council Members:



MEETING MINUTES

Committee of Management: Mininara Reserve & Reserve
Date of Meeting: 26.2.25
Time of Meeting: 7.30pm
Venue: Mininara Dec

Present:	
Chairperson:	<u>Garry Meek</u>
Minute Taker:	<u>Steve Meek</u>
Committee Members:	<u>Boudy Petersen, Judy Petersen, Robbie Cameron, Tom Fox, Quenne Lister, Phil & Irene Meek</u>
Council Officers:	
Apologies:	<u>Danny Cameron, Cora Wilson, Kirsta Cook</u>
Quorum Failure Time:	<input checked="" 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	CAC Members:
Declarations:	Council Officers:
Confirmation of minutes of the previous meeting	That the minutes of the previous meeting of the <input type="checkbox"/> Committee held on <input type="checkbox"/> be confirmed Moved: <u>Tom Fox</u> Seconded: <u>Phil Meek</u> Outcome: <input type="checkbox"/>

Items: Business Arising Out of the Previous Meeting			
Discussion - List Business	Action Items	Responsible	Due
<p><u>Tom discussed new aircons - a quote for \$17,000 which seemed to expensive.</u></p> <p><u>Discussions of new mower for oval Dr Tim will investigate possibility of purchasing second hand mower for council. Dr Tim also will look into a gas plumber who could quote on removal of old gas heater and that the business arising out of the Previous Meeting report be received.</u></p> <p><u>CARRIED</u> <u>install a new one</u></p> <p><u>Discussion of applying for a grant from Bendigo Bank for a new cool room.</u></p>			

Item: Secretary's Report

Boudy enquired about grants from Bendigo Bank

Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Correspondence – Inwards			
Discussion – List Correspondence	Action Items	Responsible	Due

That the Secretary's report including correspondence be received.
CARRIED

Item: Treasurer's Report			
The Treasurer's Report includes receipts and expenditure of the period just passed and shows the balance in hand. Attach the Treasurer's report. The Treasurer moves for the adoption of the report.			
Discussion	Action Items	Responsible	Due

That the Treasurer's Report be adopted.
CARRIED

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

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

Item: Agenda Items			
Discussion	Action Items	Responsible	Due
1. Maintenance Undertaken (standing Agenda Item)	Blocked spars. Dr Tim will organise council to unblock.		
Jono to investigate new carper for man room + umpires room. Jono received quote.			
for parkirons in mens showers but felt it was to expensive			

Community Asset Committee Governance Guide – Meeting Minutes
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That the Standing Agenda Items Report be adopted.
CARRIED

Item: General Business			
Discussion	Action Items	Responsible	Due
Abbie suggested a movie night in the hall with new screen.			
Sharon will purchase 4 new roller seats			
Old ones cracked + need replacing.			
Sharon to get quote for new blinds in main room + change rooms.			
Myles has organized S.F.S to hire rooms on April 19			
That the General Business Report be adopted. CARRIED			

Next Meeting:

Date: _____
Time: _____
Venue: _____

Forward meeting dates: List for next 12 months

-
-
-

Meeting closed at: _____ 8pm

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 and the Meeting Minutes have been confirmed and accepted at the next meeting of the Committee.

Meeting Chair/Member (as confirmed)

Chairperson Signature & Date



Mininera Recreation Reserve

2025 AGM FINANCIAL REPORT

Income	\$ Amount
Bank interest	\$ 174.82
Footy club dinner	\$ 1,500.00
Christmas party	\$ 580.00
ARCC facilities grant	\$ 4,000.00
Total Income (A)	\$ 6,254.82
Expenditure	
Power	\$ 1,111.46
Christmas party (Butcher)	\$ 555.04
Footy club dinner (Butcher)	\$ 343.70
Maintenance (UPI pressure transducer)	\$ 738.54
Assets (Electronic scoreboard electrical)	\$ 8,455.52
Desert bowls	\$ 561.60
Defibrillator battery and pad replacement	\$ 437.00
Sportsfields Australia - Vertidrain	\$ 1,760.00
Total Expenditure (B)	\$ 13,962.86
Surplus (A minus B)	\$ (7,708.04)
Balance at last meeting 25th July 2024	\$ 24,816.74
Income	\$ 6,254.82
Expenditure	\$ 13,962.86
Balance	\$ 17,108.70

Moyston Hall Committee Meeting February 11 7.10pm

Present: Jim and Jan Crowe, Robert O'Connor, Brian Kennedy, Sue Kennedy, Peter Horvath, Jim Hall, Ron Dean, Garry Tierney

Apologies: Nil

Minutes from meeting Nov 12, 2024, Moved Ron Peter 2nd

Business Arising: Ikea screen not available now.

Update from High Tea Nov 24: Takings 750.00 and expenses 253.41 31, Raffle raised \$86.00

Landscaping Update: On Agenda

Website: Not updated as yet.

Moyston Hall Community Dinner dates for 2025: July 1st Friday in July which is July 4th.

Treasurers report: Jim handed out a treasurers report from Nov 12 2024 to Feb 11, 2025 Moved Peter and 2nd Jan

New Business:

Next High Tea Feb 23: Set up Thursday 20th

Hall as a refuge on hot days. Put it on the Community Notice Board to see if there is any interest from the Moyston Community. Or we could do a practice run on some hot days

Spiders in Hall: Redback on the Rubbish Bin handle. Maybe time to get the Flick people back again. Jim to follow up with Pest Control person.

Flammable bark piled up in Alcove where bins are: to be cleaned up Thursday Feb 20 when preparing for High Tea

Jim Hall: Dept of Ag stated Hall is a great facility.

Extra ordinary Meeting at shop January 29th 2025. Moved Jim and seconded Jan

Hire Hall rates for review: Local meetings \$20, Private classes and groups, \$30. Day hire \$80. Large meetings \$100. Jim moves Private classes and groups of half day up to \$50, All day workshops up to \$100. Not for profits no charge. Elections \$250. Major functions \$400 and Weddings \$500. Kitchen facilities only: \$100. BBQ \$20 extra if used. Table cloths laundry fee. 2nd Jim Crowe. All in favour

Term Deposit: How much do we put in the term deposit from our fund? Wait till after quotes for landscaping have come in so we know how much money left to invest.

landscaping update: Try Jarrod Hogan as a plumber for the landscaping project. Dale Dug a Hole is going to do the earth works.

Jan Crowe: Allow Moyston, Pomonal and Willaura people to use hall for donation only (due to recent bushfires) 2nd Brian

Brian: Moyston Hall Theatre group to possibly be formed. in near future.

Robert suggested getting some music shows for the hall.

Next meeting Tuesday May 13 at 7pm

Meeting closed 8.25pm

Minutes of Moyston Hall Meeting May 13 at 7.30pm

Apologies: Jim Hall, Jim Crowe, Jan Crowe, Ron Dean, Tim Harrison

Present: Bryan Kennedy, Sue Kennedy, Peter Horvath, Robert O'Connell, Garry Tierney, Rob Mawer

Minutes of February 11 read out: Sue moved 2nd Peter

Business Arising: Pest control attended to

Landscaping update: Quote from Ron Simmons, 2 Quotes from Plumbers Jarrod Hogan and Adrian Comes to total of about \$20000. Brian suggests we relook at the project. Robert suggests start with Roller Door so we can use it as storage and then the steps. Do the project in stages. Moved by Brian that Ron Simmons install a roller door for the rear alcove area to enable storage and weather proofing. Seconded by Sue.

Website: No progress at this stage. Perhaps ask Moya from the council to assist in this.

Alcove cleaned by Sue.

Hire rates hall need to be updated on website

New Business:

Financial Statement Read out by Robert: Current Balance: \$38,314.52, Up \$2932.79 on last quarter. Moved Robert 2nd Sue

Hall hire for Moyston Willaura Football/Nebali Club Ball on May 31st Charge \$400

Theatre Company: Brian has 4 offers for set builders. Some interest by locals and having a meeting next Monday 18th May. Hoping for some 1 act plays and include choir.

High Tea for May 25th, set up on Thursday 22nd 4pm Sue has 26 booked in so far.

We will need to have a meeting before the Community Dinner scheduled for July 1st. So Tuesday June 10th at 7pm to work out a theme and plan the meal.

Hall Stories show by Damien Calinan. 3 Levels: Standard show \$3000 plus GST, Hybrid \$4000 plus GST, Deluxe \$5500 plus GST. Check when he will be available and perhaps charge \$25.00 per head. We will be out of pocket but it will be a community benefit. Sue will check available dates. Moved Peter 2nd Bryan

Peter: Wants to donate a piano back to the hall if it is not wanted by the purchaser of his house. It has been refurbished.

Sue Wants a handyman to replace tyres on chair trolley. Suggest use Tyrepower to replace tyres. Garry to attend to this.

If Theatre company starts up gold coin donation up to \$20 for use of hall for rehearsals etc. Anything over \$20 to go to the Theatre Company.

Meeting Closed at 8.20pm.

Moyston Hall meeting June 17, 2025 at 7pm

Present: Jan and Jim Crowe, Sue and Brian Kennedy, Robert O'Connell, Garry Tierney

Apologies: Jim Hall, Peter Horvath

Correspondence: Ron Dean has resigned from the hall committee.

Community Dinner we have 55 booked and no more bookings or walk ins.

Menus are all organized. Set up on Thursday before dinner at 4.30pm. Dinner is on July 4 at 6pm

If someone is going to Ballarat on Tuesday July 1st free food can be collected from the food bank to go towards the Community Dinner

Teli Kaur is doing the cooking for the main course and will do a talk after the dinner

Moyston Hall has been approached by emergency planning meeting to see if it is interested in becoming an emergency hub if and when needed. The hall could provide emergency power for hot showers and to charge phones etc. and also could provide emergency internet if needed using satellite technology. Barbara Venn to be asked to come to the next hall meeting on August 12 to tell us how the Pomonal Community Hub works. Brian will invite Barbara.

Damien Cullinan has a date in November to do a show as a stand up comedy. Brian will mention at the community dinner to gauge the interest. Then we can decide at our next meeting in August if we go ahead.

Brian to possibly do a local theatre show in Mid October. Peter Pan is the proposed show.

Peter Horvath has offered his piano for the hall. The hall will pay for moving it.

Jan suggests we give Peter and Sue a gift as a send off as they are moving to Melbourne soon. Perhaps a nice clock with an engraved message on it. Peter has been on the committee for 22 years.

Meeting closed at 8.10pm

Pomonal Community Asset Committee (PCAC) meeting
Held on 6th January 2025

Time and date	January 6 th 2025 5:30 pm
Chairperson	Barb Venn
Location	Pomonal Hall
Attendees	Rachel Whittaker, Danielle Leathane, Michelle Stewart (PTC), John Matthews Andrea Shelley (PPA) ARCC = Ararat Rural City Council PCAC = Pomonal Hall and Recreation Reserve Community Asset Committee PPA = Pomonal Progress Association APS GG = Australian Plants Society Grampians Group PTC = Pomonal Tennis Club PPC = Pomonal Cricket Club
Apologies	Chandra Wilmott ARCC, Simon Freeman and Lisa Ashdowne
Acknowledgement of Country	"I begin today by acknowledging the Djab Wurnung and Jardwardjali people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present"
Purpose	To manage, maintain, develop and promote the use of the Pomonal Hall and reserve with the assistance of Ararat Rural City Council
Previous Minutes/Items	Motion: That the minutes from the November 6 th 2024 meeting be approved as a true and accurate record of proceedings. Moved: John Matthews Seconded: Barb Venn Carried: All

Item	Description	Action/Discussion
1.	Correspondence summary presented from 6 th November to January 6 th 2025	Correspondence relevant to agenda items was discussed in general business.
2.	Finance Report: Motion: That the Financial Statement from 6th November to 4 th December 2024 and 5 th	Moved : Andrea Shelley Seconded : Barb Venn Pomonal Community Assets Committee present balance is \$21,044.37

	December to 6 th January 2025 be accepted as a true account.	
3.	<p>General Business:</p> <p>1. Ideas/ Hub requirements that CAC can assist with</p> <p>2. Activating activities in 2025</p> <p>3. Booking updates for January and February</p> <p>4. Day/ Date for</p>	<p>1. Andrea had spoken to Lynne McKinnon re Hub needs. Phone charging equipment, sandwich press and a phone, iPad etc charging power point outside on the Hall wall was suggested. Discussion by all was continued with ideas for other items that could be of benefit to the community to be part of the Hall assets. These included a generator for the Hall for emergency use for the community, solar powered electrical charging station, solar powered barbecue. Further research on these items is needed for ongoing discussion.</p> <p>2. Barb suggested that the Hall be used again for activities similar to those in early 2024. Ideas presented were yoga classes, boxing classes, mandala workshop, cooking class, dog training classes and pickleball. All agreed that there would be no booking fees for those who will organise these community activities. Barb will discuss ideas with PPA to organise and support.</p> <p>3. Andrea gave an update on Hall bookings for January and February: Pomonal market, Pomonal Growers and Produce markets, Saturday Yoga classes, CFA Australia Day breakfast and Ride to Remember. All agreed that review of Hall space for bookings to be discussed quarterly - April. At this time, Hall bookings to be made for half the Hall space. Discussion and updates with PPA / Hub coordinators will continue as to their needs.</p> <p>4. Pomonal CAC meetings will be held on the second Monday of each month. Time is 7 pm.</p> <p>Meeting finished at 7.15 pm</p> <p>Items not discussed at this meeting will be added to February meeting items.</p> <p>1. Yoga Assets and storage of.</p> <p>2. ARCC updates on 3 phase power connection, drainage works and walking track.</p> <p>3. Cricket club requirements for the reserve and fence.</p> <p>4. Parking signs, drop off and pick up and quote received from AC Sign Tek for Hall activities. - quote</p>
4.	<p>Actions to be followed up</p> <p>Open a Stawell Mitre 10 account — ? Barb/ Andrea</p>	<p>1. Update to be given at the February meeting.</p>
5.	<p>Actions for Committee members</p>	<ul style="list-style-type: none"> Barb - to discuss with PPA/ resilience ideas for community activities for 2025 and make Hall bookings. Michelle - to discuss with the Tennis club committee ideas for Pickleball activity to be held in the Hall or at the courts and to send a report on the condition of tennis club rooms and list of repairs needed. Danielle - to research outside solar charging units and minimum yoga equipment for CAC to buy for community use. Andrea - to discuss with ARCC, removal of unsafe fence on the oval, electrical tagging of appliances

	adding electrical power charging points on outside of the Hall walls and a free standing solar one. <ul style="list-style-type: none">• Chandra - ARCC update on 3 phase power upgrade, drainage work and walking track around oval.
Meeting closed at : 7: 15 pm Next meeting :Monday 10 th February at 7 pm.	

MINUTES of POMONAL COMMUNITY ASSET COMMITTEE MEETING held on
FEB 10th 2025

Time and date	February 10 th 2025 at 7pm
Chairperson	Barb Venn
Location	Pomonal Hall
Present	Rebecca Rodgers ARCC,PCAC - John Matthews, Andrea Shelley, Rachel Whitaker, Michelle Stewart -PCAC& PTC and Emily Dalkin ARCC = Ararat Rural City Council PCAC = Pomonal Hall and Recreation Reserve Community Asset Committee PPA = Pomonal Progress Association APS GG = Australian Plants Society Grampians Group PTC = Pomonal Tennis Club PPC = Pomonal Cricket Club
Apologies	Lisa Ashdowne, Simon Freeman, Danielle Leehane
Acknowledgement of Country	"I begin today by acknowledging the Djab Wunung and Jardwardjali people. Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present"
Purpose	To manage, maintain, develop and promote the use of the Pomonal Hall and reserve with the assistance of Ararat Rural City Council
Previous Minutes/Items	Motion: That the minutes from the January 6th 2025 meeting be approved as a true and accurate record of proceedings. Moved: Rachel Whitaker Seconded: Barb Venn Carried: All

Item	Description	Action/Discussion
1.	Correspondence summary presented from January 6 to February 10 th 2025	Correspondence relevant to agenda items was discussed in General Business.
2.	Treasurer's Report: Motion: That the Financial Statement from 6 th January to 10 th of February 2025 be accepted as a true account.	Moved : Andrea Shelley Seconded : Rachel Whitaker Pomonal Community Assets Committee present balance is \$24,874.17 Note: ARCC maintenance grant has been given for 2025 Emily Dalkin agreed to hold the position of Treasurer until the 2025 AGM. Motion : Emily Dalkin to be the Pomonal Community Assets Committee Treasurer until the AGM in August 2025.

	<p>Moved : Barb Venn Seconded: John Matthews All agreed.</p> <p>Rebecca Rodgers was asked when Power and Water invoices would be sent to CAC for payment. Reply was: she thought at the start of the 2025-2026 financial year. She will discuss this with the Linda Coad Accounts Officer at ARCC.</p>
<p>General Business:</p> <p>1. Update on Actions from January meeting :</p>	<p>1. Barb presented the Pomonal Community Calendar she has prepared. This includes details of all groups activities for February. All agreed that Annual users of the Hall will be given preference for bookings for dates and times. Some organisers of the free activities do need to complete a Hall booking form.</p> <p>Action : Barb & Andrea</p> <ul style="list-style-type: none"> Michelle spoke on the maintenance needs of the tennis courts and club rooms. Olivia Mackley ARCC has been asked to confirm whether ARCC or CAC are financially responsible for which items. Email reply was presented and to be included with these minutes <p>Motion : That electrical work listed in an email to Matt Peel could go ahead. Moved Barb Venn Seconded John Matthews . All agreed.</p> <ul style="list-style-type: none"> Rebecca Rodgers mentioned that ARCC may pay for some of these electrical items needed, this is to be confirmed. Rebecca and Michelle spoke about key locks needed on the tennis court doors. Further discussion on options to continue. Danielle was not present at the meeting, yoga equipment needs to be discussed at the next meeting. Barb stated that the Pomonal school offered their old yoga mats for Hall use a while ago. <p>Action: Barb to talk to Belinda Wethers.</p> <ul style="list-style-type: none"> Andrea spoke about discussion with Matt Peel re one wireless phone charger for inside the Hall and one power point outside the Hall to be replaced with a combined power point and phone charger option. All agreed for these items to be done. <p>Action: Andrea to notify Matt Peel.</p> <ul style="list-style-type: none"> Further discussion on purchasing a generator and storing it at the Hall needs to continue at the next meeting and with ARCC. Purchasing a generator could be included in some emergency relief funds. Rebecca told all that Power Cor and Matt Peel will work on the 3 phase update late April and early May. New toilet signs are to be placed at the Hall. Michelle asked for extra toilet paper to be provided for the Ride to Remember event : <p>Action: Rebecca and John.</p> <ul style="list-style-type: none"> The need to update the Hall internet subscription and hardware was mentioned by John. <p>Action: Rebecca to consult with the appropriate people at ARCC.</p> <ul style="list-style-type: none"> Work on the drainage culverts at the entrance of the oval will commence soon. Rebecca told all present.
<p>2. Pomonal Hall and reserve maintenance, repairs and needs list.</p>	<p>1. Door hinges on storage cupboards to be reviewed. 2. Discussion to be had with PPA re car and catavari parking on market day.</p>

		3. Large cooking pots to be ordered for kitchen use.
3.	Priorities for 2025	<ol style="list-style-type: none"> 1. Walking/ Vehicle track to be further discussed and planned with ARCC. 2. Electric barbecue to be built. Location for this to be decided after discussion when funding options are confirmed by Rebecca Rogers ARCC. 3. Dog off leash fenced area to be discussed and planned with ARCC. Dog training sessions to be investigated. <p>Rebecca Rodgers advised all present that ARCC may have some funds or know of grants available to assist with these items.</p>
4.	Booking updates	<ul style="list-style-type: none"> • Booking forms to be completed by organisers of Boxing class, exercise / yoga classes. • Local business booked kitchen use. Fee \$30 • Gramplane Textiles 14-20th March, some community bookings to be cancelled. • Review of Booking fees to be discussed at next meeting
5.	Date of next meeting	Monday 17 th March 2025 at 7 pm.

POMONAL COMMUNITY ASSET COMMITTEE
AGENDA MAY 5th 2025

Time and date	May 5 th at 7pm
Chairperson	Barb Venn -PCAC
Location	Pomonal Hall
Present	PCAC-Emily Dakin, Rachel Whittaker, Andrea Shelley ARCC - Ararat Rural City Council- Rebecca Rodgers PTC - Pomonal Tennis Club — Michelle Stewart
Apologies	Danielle Leehane, John Matthews, Lisa Ashdowne, Simon Freeman
Acknowledgement of Country	"I begin today by acknowledging the Djab Wurrung and Jardwardjall people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present"
Purpose	To manage, maintain, develop and promote the use of the Pomonal Hall and reserve with the assistance of Ararat Rural City Council
Previous Minutes/Items	Motion: That the minutes from the February 10th 2025 meeting be approved as a true and accurate record of proceedings. Moved: Andrea Shelley Seconded: Michelle Stewart Carried: All

Item	Description	Action/Discussion
1.	Correspondence summary presented from February 10 th 2025 to May 5 th 2025	Correspondence relevant to agenda items was discussed in General Business.
2.	Treasurer's Report: Motion: That the Financial Statement from 10th of February to May 5 th 2025 be accepted as a true account.	Emily presented report from February, March and April 2025. Moved : Barb Venn Seconded : Rachel Whittaker Pomonal Community Assets Committee present balance is \$ 25,240.81

<p>3. General Business:</p> <ul style="list-style-type: none"> Update on Actions from February 2025 meeting : <p>Barb - Community activities bookings</p> <p>Michelle- report on maintenance needed on tennis club rooms and proposed indoor tennis activities</p> <p>Danielle - Yoga equipment for CAC to Purchase</p> <p>Andrea- Electrical power charging points on inside and outside walls of Hall</p> <p>ARCC - Update on 3 phase power upgrade and drainage work, information about the grant for solar and battery upgrade and possible walking track around the oval and playground update for consideration.</p> <p>2.Pomonal Hall maintenance and repair needs list</p> <p>3. Men's shed request for permanent position of Anzac Day Memorial</p> <p>4. 2025-2026 Project planning for CAC Priorities discussion - list 1 to 3</p> <p>5. Booking updates for May and June *Ballarat CFA lunch conference - 20/5 would like to give a gift up to \$300 for community</p> <p>6. Next meeting.</p>	<ul style="list-style-type: none"> 1. Community activities continuing are a walking group on Tuesday, an exercise group on Thursday and yoga on Saturday. Those organising Hall use for activities do need to fill out a booking form. Other community activities are organised by Grampians Health and PPA. Electrical work for tennis club rooms will commence soon. Indoor pickleball and table tennis will begin soon. A table tennis table to be purchased by the PTC and stored at the back of the Hall behind the modular wall or in the meeting room. Action Michelle Danielle apology for meeting. Charging pop up phone points to be placed on the kitchen serving bench in the Hall and on the window seat and the outside power point to be changed to include charging point. 3 phase connection to Hall may commence from 19 th May, tbc. ARCC to do a feature survey of the Hall grounds around tennis courts, cricket club building and playing area and the septic area and drainage area at the front of the hall. Once done, discussion can be had re masterplan ideas. Action Rebecca Greenhouse Alliance will upgrade solar panels on the Hall and Mens shed roof and there will be a battery storage system in place. ARCC will project manage this, which may take up to 12 months. CAC to keep the new portable generator in the shed. A trolley to be purchased. Action John Starlink internet connection will remain at the Hall Off leash dog park may be funded by a grant given to ARCC for 'Open Spaces' Action Rebecca 2. Outside Night lights not working. Mould issue inside foyer roof, to be looked at after rain event. Action Rebecca New battery to be purchased for vacuum cleaner Action John 3. Mens shed representatives to be asked to come to the June 2 nd CAC meeting at 6.30 pm for a walk around the Hall to decide on a suitable spot for the memorial. This can be kept in the Hall shed if there is no room at the Mens shed. Action Andrea 4. Project planning Priorities : Feature survey of Hall grounds, drainage works, walking path, Electric barbecues (from PPA) and Dog off leash park. Action Rebecca to assist with quotes. 5. CFA lunch conference offer of a gift- a blue tooth speaker, microphone and Karaoke system to suggested to the organiser. Action Andrea
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POMONAL COMMUNITY ASSET COMMITTEE
Minutes for June 2nd 2025 meeting.

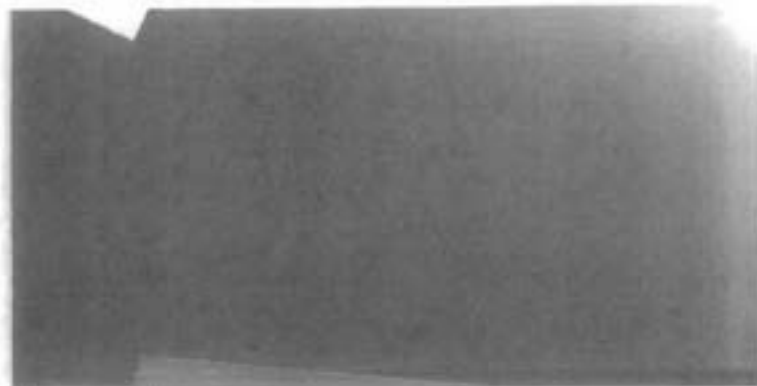
Time and date	June 2nd 2025
Chairperson	Barb Venn -PCAC
Location	Pomonal Hall
Present	PCAC-JohnMatthews, Lisa Ashdowne, Emily Dakin, Rachel Whittaker, Andrea Shelley
Apologies	Danielle Leehane, Absent Michelle Stewart and Simon Freeman
Acknowledgement of Country	"I begin today by acknowledging the Djab Wurrung and Jardwardjali people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present"
Purpose	To manage, maintain, develop and promote the use of the Pomonal Hall and reserve with the assistance of Ararat Rural City Council
Previous Minutes/Items	Motion: That the minutes from the May 5th 2025 meeting be approved as a true and accurate record of proceedings. Moved: Andrea Shelley Seconded: John Matthews Carried: All

Item	Description	Action/Discussion
1.	Correspondence summary presented from May 5 th to June 2nd 2025	Correspondence relevant to agenda items was discussed and recorded.
2.	Treasurer's Report; Motion: That the Financial Statement from May 5 th to June 2nd 2025 be accepted as a true account.	Moved : Emily Dakin Seconded :Barb Venn Pomonal Community Assets Committee present balance is \$25,241 There were no transactions recorded since the last meeting.

3.	<p>General Business:</p> <ul style="list-style-type: none"> 1. Update on Actions from May 5th meeting : <p>Barb - Community activities bookings Michelle- Tennis club updates Danielle - Yoga equipment for CAC to Purchase Andrea- Electrical power updates ARCC - Update on items listed in May minutes</p> <p>2. Pomonal Hall maintenance and repair needs list</p> <p>3. Men's shed - permanent position of Anzac Day Memorial</p> <p>4. 2025-2026 Project planning for CAC update</p> <p>5. Pomonal Hall booking updates and review of Hall fees for locals, community groups and non locals for July 2025 -June 2024</p>	<ul style="list-style-type: none"> Barb said there are reduced community activities at present. PPA will organise activities as needed. John presented a report from tennis club- table tennis table still to be purchased, discussion was had re markings on tennis courts for Pickle ball. Action: Research on standard colours system for multi use courts - John Danielle not present. Comments made at the meeting were - yoga sessions are well attended. Action - Hall hire fee invoice to be sent for 2025 /2026 financial year. Andrea updated on power connection works - Three phase connection to Hall and Men's shed to begin June 17 & 18, electrical work for Tennis club room and Hall items will be done at this time also. Rebecca emailed- Feature study of the Pomonal reserve has been done and a report will be sent soon. <p>2. Hall cleaning needs were discussed. Professional cleaners needed for windows, glass doors and carpets Action - To ask ARCC to organise this -Andrea A working bee/ employ locals to regularly clean, options were discussed. TBC Action - To ask ARCC if this can be done and those doing this are under public liability insurance - Andrea Mold issue in the foyer has been checked and roof gutter repaired by ARCC, John reported. Relocation of the rubbish bin surround was discussed as Pomonal market organisers would like the space for stalls. Position looked at was near the toilet entry door in the garden bed. Action- To be discussed with ARCC -Andrea</p> <p>3. Position of Anzac Memorial to be discussed further after Feature survey report has been sent. Letter and phone chat from Men's shed about dust extraction system was discussed. Position proposed was outside the front of the shed roller doors. Action - John to discuss with Russell</p> <p>4. Project planning to be further discussed after the Feature survey report is received</p> <p>5. Discussion was had re Hall booking fees for 2025/2026 financial year. Decision was to continue with the fee structure that was developed in 2024. See attached. This outlines fees for annual users, locals and others. Pomonal Tennis club, Pomonal Cricket club and Pomonal Mens Shed will be asked to pay \$100 a year. PPA, PPA market, APSGG and Pomonal Primary School will be asked to pay \$400. The address of the hirers - ABN in the ABR will determine whether the booking fee charged will be a General or Local (ie. 3381 postcode) fee. Emergency services outside the 3381 area will be asked to pay the full hire fee for use of the Hall and kitchen if relevant. Groups who do not pay for Hall hire are : Pomonal CFA, Any emergency management group within 3381 area, Pomonal Church and those booking funerals and memorials. PPA will be asked to include Grampian Community Health activities as part of their resilience program so therefore no fee from GCH to be requested by CAC.</p>
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Next meeting 7 th July 2025 at 7 pm



COUNCIL MEETING AGENDA 19/8/25 Sun 81

AGENDA

J. FORBES, B. DUNN, J. MCKENNA, L. COOPER, J. MCKENNA,
J. EDWARDS, C. GORDON, C. WATSON, M. JONES, E. MCKENNA,
JUSTINE, J. FORBES, CHANDRA HENRY (COUNCIL REP)

AGENDAS

S. BLURTON, D. CAMPBELL

MINUTES: of last meeting read and confirmed
MD: C. WATSON SEC: J. EDWARDS

TREASURER'S REPORT

Ed reported to council 2024
\$1000 in exp. account
\$10,000 savings acc. CBA REPORT
Ed recommended banking to be transferred to
Bendigo Bank and electronic banking
Chandra to investigate.
MD: E. MCKENNA SEC: B. MCKENNA
Ed mentioned the new club coffee shop
in supper room still owing \$5,000 in
unpaid rental.

PRESIDENT'S REPORT

Brian mentioned various functions
including football club and league rate and
of football.

GENERAL BUSINESS

Taps in bathroom are faulty
Exit doors on east wall need replacing
Gymn. Poles need to be changed off.
Chandra to look into availability of grants
for planting, maintenance and general repair.
MD: C. GORDON SEC: B. MCKENNA
John Forbes mentioned playing with SATEX's team
(on internet and VIRT team) VET on League board
Plants. Th. = 1000000

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ANNUAL MEETING Held 19-5-25
H. JAMES and apologies were present.

CHAIRMAN WILKINSON - Apologised for
Tim Hennessy's non attendance and
declared all positions vacant.

ELECTION OF OFFICE BEARERS:

PRESIDENT: C. GORDON NOM BY B. DUNN Elected

SECRETARY:

B. MYERSON NOM BY C. WILKINSON Elected

B. MYERSON NOM BY C. WILKINSON Elected

TREASURER:

ED WILKINSON NOM BY B. MYERSON

Elected

A Motion that all of Sitting Committee
Members be re-elected

MOTION - C. GORDON SEC B. MYERSON Carried

A vote of thanks was recorded for
Past President Bruce Dunn for his service.

BOOKINGS CLERK NEROLI DUNN stated
BRUCE MYERSON, HONORARY CLERK
and accepted

MEETING CLOSED 10 PM



GENERAL Meeting Agenda

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

Committee of Management: Tatyoon Recreation Reserve

Date of Meeting: 24.2.25

Time of Meeting: 7:00pm

Committee: J.King, C.Drum, B.Robertson, R.Bibby, I.Armstrong, K.Armstrong, D.Carter, , A.Brady, C.E.O Tim Harrison (12 MEMBERS)

Present: J.King, C.Drum, B.Robertson, R.Bibby, I.Armstrong, K.Armstrong, D.Carter, , A.Brady,

Apologies: A. Laidlaw, A.Tucker, P.Hartwich, R.McKay, T. Harrison

Moved by R.Bibby and seconded by I.Armstrong

Confirmation of quorum:

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

Confirmation of Minutes of Previous Meeting:

General Meeting Past Minutes from 24.7.24 circulated on 24.2.25. Moved by R. Bibby and seconded by A. Brady.

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
New Building	Continue to liaise with Tim Harrison re PHASE 1. (Move to General Business)	J.King C.Drum	In Progress
Generator	Has generator been sold? Yes. \$5000 and money was given to TFNC as it was decided that they owned the generator. Thankyou to A. Laidlaw for selling and R. McKay for loading it.	A Laidlaw	COMPLETED
Maintenance of Ground	Maintenance of ground - \$55 sanding and taring as often? Will maintenance decrease and volunteer time with new works on oval? MOVED TO General Business	C.Drum	Moved to General Business
Cleaning Consumables	JGA Account was not opened due to minimum \$500 dollars. Rec Reserve responsible for all cleaning products for the reserve. This expense then included in the yearly club subs. Therefore, if items from JGA needed use the TFNC account and then can take off account.	B.Robertson	Completed
	Possible degraded Manager of this job? J.King to ask P.Hartwich. P.Hartwich a yes for organising and purchasing cleaning consumables for facilities. A.Brady to discuss with TFNC about reimbursement of JGA card if needed.	J.King	Completed
HELD BUSINESS ARISING ITEMS:			
GMW WATER	Applied - waiting	C.Drum	HELD
Collapsed Tank	TANK - working bee job Concrete tank to be removed. C.Drum to ask community if anyone wants it and free if removed. Otherwise, it ARCC will be called to remove it.	R.Bibby A.Tucker C.Drum	held

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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Old Netball Shed refurbishment Cubicles in home footy Showers	Shed and Shower petition HELD. Actioned to current Action Plan as first goal. C.Drum to make some enquires.	J.KING	HELD AND ADDED TO ACTION PLAN
Heaters for outside footy changerooms	Held due to cost - Action Planned for future	R.Bibby	HELD - ACTION PLAN
Court Resurfacing	Held due to cost - Action Planned for future. Possible 2 year timeframe	J.KING K.ARMSTRONG	HELD AND ADDED TO ACTION PLAN

Moved by R.Bibby and seconded by A.Brady.

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

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Email: 5.9.2024 1.10.24 Out and in WFI – Simone Dodge	WFI INSURANCE – SAFE/ MONEY STOLEN FROM HALL. As per the current policy money cover was not taken with the policy and any damage to the building would be part of the owner's policy. Current theft is for \$3,000 of stock only/damage. Alcohol is classified as stock. NO cover for contents. Eg safe removal. Damage yes. Quote also received 26.7.2024 from WFI for x4 light towers. This was sent to TFNC.	J.King	
Email: 11.02.25 Consumer Affairs - Lodged Annual Statement	Receipt of lodged annual statement	B.Robertson	Completed

Moved by karen and seconded by butcher

2024 Hall Bookings: 29.8.23 DAGRO \$200 2.2.24 – Carter Funerals 7.08.24 DAGRO 11.02.2025 – SOUTHERN FARMING (invoice needed)
--

Treasurer's Report

Financial report B.Robertson

Savings Account - \$ 117.99

Statement Account - \$5078.34

Term Deposit : \$127130.38

Treasurer printed off a detailed spreadsheet of expenses from last financial year. Explaining where the money is going out. See attached.

Main items in Treasurer's summary:

Cleaning: Sanitary bins still a large cost but needed.

Oval Maintenance: Fert spreading in November \$275.00

Interest Received: \$5530.95 30.11.2024

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Insurance: Received money for stolen stock and damage. \$2631.50. Reimbursement to TFNC safe replacement \$2531.00 and remainder to Cricket club for alcohol lost.

Yearly ARCC money has not yet been received. Waiting for signatures on committee form. Action: J.King to email form to ARCC asap then money will be released.

Moved by B.Robertson seconded by C. Drum.

Adjourned Business

Sub-committee/Working Group reports

New Community Hub - A. Brady, D.Carter, J.King and C.Drum. No Update

Previous meeting: Communication to Community: To be completed

Communicate to community the stage we are up to with the new build and money we have fundraised so far. \$116403.56 Ensuring that community understands that due to doing the oval it has not been forgotten. Oval was high on priority in Action plan too. However, now time has been extended to get state grants. We will ensure design is 'SHOVEL READY' Action: J.King

Action: J.King to put up presentation in Public information box at Tatyoon to explain our position with NEW Build. Fundraising glass needed.

Oval Drainage and Irrigation - A.Tucker, R.Bibby, and R.McKay, I.Armstrong

Last meeting: Extra rewiring and new pump - ARCC to look at. C.Drum to write email and send to CEO to get matter sorted. T.Harrison understood the importance that ensuring that water was available to ensure oval project was a success.

R.McKay an apology so C.Drum spoke on his behalf.

Oval will be signed off by ARCC when council has decided Aqualines have met criteria. THE AMOUNT OF WATER left is the major problem for all parties involved.

Aqualine want to sign job off as they need more water to finish. R. McKay spoken to ARCC about targets getting met and his real concerns if this project is signed off right now. It currently has a lot more key items that need to take place before it is close to be finished.

R.McKay correspondence through text to C.Drum before meeting: 'spoke to council, Aqualine's had requested council fund extra work including aeration, a final sand spread and turfing sandy area. They were unlikely to go ahead with this request however will request that he swap out the budgeted \$3500 for line marking, and complete the turf works before they will agree to signing off. R. McKay has told Aqualine's / ARCC about the faulty sprinklers which they will investigate this week.'

C.Drum stated that Aqualines believe they need to put more water than we have available. Hence why they are wanting to sign the project off now. This is a real concern.

PUMP - Solar submersible pump. Backed up to the main power. Set up from pump straight to tank and overheads. Switch now. Pump not hooked up currently.
INCORRECT PLACING of Solar panels at Reservoir - Stand has been concreted in and located in the runoff overflow of reservoir. This will not be practical at all. Committee alarmed that no one was informed of location of solar panels. This is not going to work and needs to be fixed. Future maintenance a real concern.

Action C.Drum to follow up with ARCC to rectify this issue.

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ARCC have promised to fill tank twice. That's on a weeks worth only.

Committee wants to know if project is running within budget.

Payment for pump was a grey area. Not in original plan.

Committee believe we did our part by completing lights and ARCC are responsible for these extras.

Discussion that the TFNC ROUND 1 – possible HAWESDALE swap of ground. This would therefore give us another 4 weeks until the next home game on May 10th.

Agenda Items

Item: Agenda Items

1. Action Plan – Celebrate our goals achieved.
2. Maintenance Undertaken
3. Facility Good Governance Implementation (standing Agenda item)
4. Grants - Unsuccessful with grants that we have applied. No tennis grants currently available to help court resurface. Wait and see what comes up.

5. WFI – Insurance

Tom Cooper (Elders) - C. Drum and B. Robertson met with him to discuss Rec Insurance and what Elders can do for us.

Interesting discussion around who is responsible for fixed items – ARCC RESPONSIBLE

- Scoreboard
- light towers
- Kobota
- John Deere lawn mower
- Roller

OPTION:

1. \$10000 CASH - \$5000 bonus cost of safe, keys, burglary. Incl money covered \$940.00 per year.

WFI - \$40K Contents insurance. \$3000 = \$781

Does this include mower? etc. GREY area with items currently.

Actioned by C.Drum and B.Robertson to find out ARCC responsibility of insurance for major items listed above. Also to discuss with WFI possible options and compare with Elders and bring information to next meeting.

General Business

Cricket club grant unsuccessful to fix coolroom.

\$12k – 50% cricket and TFNC will go halves to fix coolroom.

Completed by REC Reserve and money to be reimbursed.

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WORKING BEE

- Tank remove
- Cement tank - C.Drum to action removal of concrete tank
- Poly tank back to footy sheds.

Sprinklers needed in front of changerooms. 360 sprinklers needed.

Aqualines need to be asked? C.Drum to action and discuss with R.McKay to see if this can be placed on their list of things to do.

C.Drum to ask B.Ward if this could be completed.

Discussion about Grounds

Garden beds need work.

Designated spray person?

J.King to action prison gang to come out. R.McKay may have phone number.

Spiders – B.Robertson to action getting Tom North to complete spray.

Closed: 8.24pm

Next Meeting: AGM September

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

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Account Transactions

Tatyoan Recreation Reserve Inc For the period 11 September 2024 to 24 February 2025

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	BALANCE	CODA	EST
Accounts Receivable								
	Opening Balance			-	-	-	-	-
11 Sept 2024	Receivable Invoice	Tatyoan Football Netball Club	994-0056	15,500.00	-	15,500.00	15,500.00	-
11 Sept 2024	Receivable Invoice	Gaige	994-0055	200.00	-	15,700.00	200.00	-
13 Sept 2024	Receivable Payments	Payments: Tatyoan Football Netball Club	994-0056	-	15,000.00	200.00	(15,000.00)	-
14 Feb 2025	Receivable Invoice	Tatyoan Cricket Club	994-0057	3,900.00	-	3,100.00	3,900.00	-
24 Feb 2025	Receivable Invoice	Tatyoan Tennis Club	994-0058	1,000.00	-	4,100.00	1,000.00	-
	Total Accounts Receivable			24,600.00	15,000.00	4,100.00	4,100.00	-
	Closing Balance			4,100.00	-	4,100.00	-	-
Audit & Compliance Costs								
11 Oct 2024	Special Money	McCarthy & Co - Term Subscription		400.00	-	400.00	400.00	-
20 Feb 2025	Special Money	Consumer Affairs Victoria - Annual Subsidised 2024		493.00	-	449.00	493.00	-
	Total Audit & Compliance Costs			449.00	-	449.00	449.00	-
Cleaning - Cleaning Consumables								
4 Oct 2024	Special Money	One Office National - towel & toilet paper		446.20	-	446.20	446.20	-
	Total Cleaning - Cleaning Consumables			446.20	-	446.20	446.20	-
Cleaning - Professional Cleaning								
4 Oct 2024	Special Money	Flick - Sanitary bins (August)		132.44	-	132.44	132.44	-
21 Oct 2024	Special Money	Flick - Sanitary bins (September)		132.44	-	264.88	132.44	-
11 Nov 2024	Special Money	Flick - Sanitary bins (October)		132.44	-	397.32	132.44	-
29 Nov 2024	Special Money	Flick - Sanitary bins (November)		132.44	-	529.76	132.44	-
7 Jan 2025	Special Money	Flick - Sanitary bins (December)		132.44	-	662.20	132.44	-

Account Transactions

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	NET
28 Jan 2025	Spend Money	Flick - Sanitary bins (January)		143.06	-	905.26	143.06	-
Total Cleaning - Professional Cleaning								
				905.26	-	905.26	905.26	-
Electricity & Gas								
5 Oct 2024	Spend Money	Red Energy - Hall meter		1,014.87	-		1,014.87	-
11 Nov 2024	Spend Money	Red Energy - Change room meter		954.99	-		954.99	-
7 Jan 2025	Spend Money	Eigen - Service Charge 2 x 45kg		110.00	-		110.00	-
7 Jan 2025	Spend Money	Red Energy - Hall Meter		733.93	-		733.93	-
28 Jan 2025	Spend Money	Red Energy - Change Room Meter		968.96	-		968.96	-
Total Electricity & Gas								
				3,782.75	-		3,782.75	-
Hall & Facilities Maintenance								
18 Oct 2024	Spend Money	Gerry Lewis Refrigeration - Beer Chiller Agitation Motor - Hall		795.76	-		795.76	-
2 Nov 2024	Spend Money	Gerry Lewis Refrigeration - Changerooms - Coolrooms		296.19	-		296.19	-
Total Hall & Facilities Maintenance								
				991.95	-		991.95	-
Insurance								
7 Oct 2024	Receive Money	WFI - Safe Replacement £2331 + \$600 stock (minus excess \$100)		-	2,631.50	(2,631.50)	(2,631.50)	-
29 Nov 2024	Spend Money	Tatypool Football Netball Club - TFC Safe Replacement - Insurance Claim		2,531.50	-	(100.00)	2,531.50	-
Total Insurance								
				2,531.50	2,631.50	(100.00)	(100.00)	-
Interest Received								
1 Oct 2024	Receive Money	Bendigo Bank		-	0.14	0.14	0.14	-
1 Oct 2024	Receive Money	Bendigo Bank		-	0.07	0.21	0.07	-
1 Nov 2024	Receive Money	Bendigo Bank		-	0.14	0.35	0.14	-
1 Nov 2024	Receive Money	Bendigo Bank		-	0.11	0.46	0.11	-
30 Nov 2024	Receive Money	Bendigo Bank - Interest		-	5,530.49	5,530.95	5,530.49	-
1 Dec 2024	Receive Money	Bendigo Bank		-	0.14	5,531.09	0.14	-
1 Dec 2024	Receive Money	Bendigo Bank		-	0.10	5,531.19	0.10	-
1 Jan 2025	Receive Money	Bendigo Bank		-	0.15	5,531.34	0.15	-

Account Transactions

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	ENDING BALANCE	000000	000000
1 Jan 2025	Receive Money	Bank of China		-	0.07	5,531.61	0.07	-
1 Feb 2025	Receive Money	Bank of China		-	0.14	5,531.58	0.14	-
1 Feb 2025	Receive Money	Bank of China		-	0.06	5,531.61	0.06	-
Total Interest Received				-	5,531.61	5,531.61	5,531.61	-
Oval Maintenance								
28 Nov 2024	Spend Money	Country Loans - Fertil Spreading		275.00	-	275.00	275.00	-
Total Oval Maintenance				275.00	-	275.00	275.00	-
Total				23,881.66	18,653.11	5,218.55	18,281.77	-



AGM MINUTES

Annual General Meeting of the Wickliffe Rec Reserve Committee of Management

Date: 9 May 2025

Time: 6pm

Venue: Wickliffe Rec Reserve

AGENDA

1. Welcome: Josie Hickey
2. Present: Josie Hickey, Anne Walker, Phil George, Geoff Otto, George Burdett, Darren Park, Peter Remfry, Sammy Craddock, Barry Dalglish, Chandra Willmott
3. Apologies: Trevor Remfry, Rod Prickett
4. Minutes of last Annual General Meeting (attached)
Moved: Phil George
Second: Sammy Craddock
Carried
5. Annual President Report: Josie Hickey
Report attached
Moved: Anne Walker
Second: Phil George
Carried
6. Annual Financial Report: Barry Dalglish
Report attached
Moved: Sammy Craddock
Second: Darren Ford
Carried
7. Election of new Committee
All positions were made vacant.

a) Chairperson/President

- a. Nominated: Josie Hickey
 - i. Moved: Phil George
 - ii. Second: Sammy Craddock
- b) Vice Chairperson/President
 - a. Nominated: Rod Prickett
 - i. Moved: George Burdett
 - ii. Second: Sammy Craddock
- c) Secretary
 - a. Nominated Trevor Remfry and Sammy Craddock
 - Vote carried out: Sammy Craddock in favour
 - i. Moved: Phil George
 - ii. Second: Darren Park
- d) Treasurer
 - a. Nominated: Barry Dalglish
 - i. Moved Phil George
 - ii. Second: Anne Walker
- e) Risk Officer
 - a. Nominated: Geoff Otto
 - i. Moved: Phil George
 - ii. Second: Sammy Craddock
- f) General Committee Members x 5
 - a. Anne Walker
 - b. George Burdett
 - c. Darren Park
 - d. Phil George
 - e. Peter Remfry
- 8. Thanks to outgoing Committee of Management – Council wishes to thank all committee members for the work they do on a volunteer basis of the Wickliffe Rec Reserve.
- 9. Special business – No Special Business
- 10. Closure of meeting: 6.24pm

Wickliffe Rec Reserve – President Report

Wickliffe REC Reserve
AGM

9/5/25
2024-2025

I would like to welcome everyone to the
Wickliffe REC Reserve AGM for 2025

7 chandia willott for closing meeting

During the past year

We had lights put in at BGA by
Ararat Council.

The sails from play ground removed
due to wind damage, by Ararat Council.

Our water & Power Bills we now
Receive by email to wickliffe email address
(wicklifferec@gmail.com)

We have had x2 private functions during
the year

LFA held their meeting here in Nov

Pest Control 28th Nov 2024

Wickliffe Santa night 16th Dec 2024

Ararat Rural City Council have been hosting
"The Sixes" Emergency ~~the~~ planning workshop

We hosted "A Taste of Orient" night on

February 22nd 2025 which was a

Successful night & Thank You^{to} all Invited who
helped out on the night.

I also would like to thank Geoff Otto for his
on going commitment keeping the grounds mowed
putting bins out & overall ~~security~~ ^{security} checks throughout
the year.

Thank You to the Committee for their support.

Thank You to Trev (Sec) & Daisy (Treas) for ^{being a}
measure working together

President - Issie Hickey

CHS Acc	11,367.21
Team D28	9,371.56

Willaura Hall
General Meeting
6/2/25 at 8.00pm

PRESENT

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

APOLOGIES

R Patterson, D McRae. Moved A Byron, J Filliponi

MINUTES APPROVED

Moved A Millear, V Albert

BUSINESS ARISING

Nil

TREASURERS REPORT

Willaura a/c.	\$7915.01
Ararat.	3340.59
Card	539.11

Maintenance grant from ARCC received.
Moved A Evans, J Filliponi

CORRESPONDENCE

Nil

GENERAL BUSINESS

*Kitchen fridge compressor has been replaced(Fox a/c Hamilton).

*Brian Thomas has repaired comms fault to the projector from the stage point.

* Heart monitor paddles have been replaced . The storage cabinet has been moved into the hall foyer to avoid extreme heat outside.

* Meeting times to follow Daylight savings 8.00pm Winter (EST) at 5.30pm

* Kitchen wall repairs and painting is now finished.
* Bar profit from " Murder Mystery " \$644.42

MEETING CLOSED 8.28pm

NEXT MEETING. April 3rd at 8.00pm

Willaura Hall General Meeting
5/6/25 at 5.30pm

PRESENT

A Millear, R Jenkinson, A Byron, A Evans, R Laidlaw, J Filliponi,

APOLOGIES

V Albert, A Byron, R Patterson

Moved A Millear, J Filliponi

MINUTES APPROVED

Moved A Millear, R Laidlaw

BUSINESS ARISING

Nil

TREASURERS REPORT

Card a/c. \$503.86

Willaura a/c. 8875.01

Ararat a/c. 2937.67

Moved R Jenkinson, A Millear

CORRESPONDANCE

Nil

GENERAL BUSINESS

*Hall to do the Bar for the development groups "Big night out" on October 18th.

*Thanks to the Hall committee members who helped at the "Blue Ribon" event in Ararat.

MEETING CLOSED. 6.00pm

NEXT MEETING. 7/8/25

Willaura Recreation Reserve
General Meeting
14/4/25 at 6.00pm
At Willaura Hall.

PRESENT

R Jenkinson , K Gleeson, J Coish, G Filliponi, J Platen

APOLOGIES

R Townsend.

MINUTES APPROVED

J Platen, K Gleeson.

BUSINESS ARISING

Nill.

TREASURERS REPORT

Main a/c. \$37716.60. Breakdown attached

Moved K Gleeson , J Coish

GENERAL BUSINESS

Blaze Ade. Reported socialroom toilet hand rail damaged I

Cut trees from Rec boundary fence, North &

West . And remove green rubbish to the Willaura tip.

Blaze ade to vacate at the end of May.

Adjust loose toilet seat J Filliponi to fix.

Good Friday RCH organised J Platen to run the bar.

Football to resume beginning of July.

J Coish to continue to advertise Friday night BBQ & bar until football resumes.

MEETING CLOSED 6.30pm

NEXT MEETING Monday June 16th at 6.00pm at the Rec.



Balance as at 16.6.25
\$42,332.19.

14.4.25 - 16.6.25

Income:

Bar	4,481.25
Camping	1,804.00
CWM	1,167.40
Glaze Aid	615.00

\$13,617.65

Expenses:

Bar	1,566.20
Origin	4,440.40
El gas	1,153.52
CWM	782.20
Telstra	708.00
Fuel	113.31
Camping	20.00
Repro	53.00
Misc	87.45

\$8,924.08

www.ruralbank.com.au

Customer Service Centre
1300 660 115

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6/20/25, 8:58 AM

OneDrive



Rec Meeting 16525.pages



Open

PRESENT

R Jenkinson ,K Gleeson,J Platen, J Filliponi

APOLOGIES

R Townsend , Dr T Harrison,

MINUTES APPROVED

Moved J Platen , K Gleeson

CORRESPONDENCE

Quotes for replacement irrigation controller
Aquatrail Horsham, \$3535.00
Midland Irrigation Ballarat\$2513.07

TREASURER

Statement a/c. \$42332.19
Ararat a/c. \$6331.80

The treasurer moved to transfer some funds from Statementa/c to investment a/c
Moved J Platen ,J Filliponi

GENERAL BUSINESS

*Friday night gatherings to continue..J Platen to operate bar, nibbles to be organised. Spare till now to be used and other till to be banked.

* Repairs to the oval from Good Friday have been completed by Brad McLean as per quote. The insurance claim from the RCH Good Friday group is now being processed and payment will be forth coming.

*Mowing the Oval . It was moved we follow up with Brad McLean to mow the oval on a fortnightly basis.This will improve the playing surface and reduce the workload from the committee.
R Jenkinson has had preliminary discussions , Brad has indicated \$5000.00per year to provide this service. R Jenkinson to follow up.

Moved R Jenkinson, K Gleeson

*Irrigation Controller, two quotes have been received to replace the existing controller that is not working and is beyond repair.It was moved that R Jenkinson contact Midland Irrigation and accept their quote.

Moved Filliponi, J Platen

* Camping , Caretaker has indicated all is going well and patronage is picking up. The new phone and IT improvements have helped.

*Blaze Ade have completed their time at Willaura Rec and have moved on . Our facilities have been returned in good order.

*Football to resume at Willaura with the next game on26th July.

* Smart TV , A request has been made to replace the old TV with a smart TV to make it more user friendly and versatile for patrons using the Rooms. K Gleeson to follow up with Rob Guttler for a suitably sized unit and new wall mounting bracket.

Moved K Gleeson J Platen

<https://araratruralcity.org.au/pdfs/2025/08/26/Rec%20Meeting%20Agenda%202025.pdf>



MEETING MINUTES

Committee of Management: **ELMHURST HALL**

Date of Meeting: **GENERAL MEETING - Wednesday, 14th May 2025**

Time of Meeting: 7.30pm

Venue: Elmhurst Public Hall, High Street, Elmhurst

Present:-	Donald Milne – Welcome to Country
Chairperson:	
Minute taker:	Jean Penna
Committee Members:	Alan Peacock (AP), John Rivett (JR), Donald Milne (DM), Christine Preston (CP), Phuo Ng (City Council), Shirley Lockhart (SL), Ruth Kalesewski (RK),
Council Officers:	
Apologies:	Elise Tucker, Christine Williams
Quorum Failure Time:	Yes YES 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:	
Confirmation of minutes of the previous meeting	That the minutes of the previous meeting of the Elmhurst Hall Committee held on 12 February 2025, be confirmed. Moved: JR. Seconded: AP. Outcome: CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Money transferred from Bendigo Bank	Opened New Account with \$10,000.00 higher Interest Sandhurst Trust Account	SL, JP,	On Going

Moved CP Seconded AP

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

CARRIED

Item: Secretary's Report			
Correspondence – Inn			
Discussion – List Correspondence	Action items	Responsible	Due
Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due

Moved

That the Secretary's report including correspondence be received.

CARRIED

TREASURER REPORT

ELMHURST PUBLIC HALL

INCOME

Balance C.F.	12,616.87
Interest (March-May)	.11
Hall Hire	40.00
Cup Days	\$50.00
TOTAL	\$13,206.98

GWM Water	33.08
Casters	50.00
Catering Expenses	255.00
P.A. System	417.95
Origin	133.72
Investment	10,000.00
Petrol, Stand wheels	94.00
Balance 14-05-2025	2243.23

Sandhurst Investment \$10,000.00

TOTAL \$13,206.98

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

CARRIED

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

Mover xx/Seconder xx

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

CARRIED

Item: Agenda Items			
1. Maintenance Undertaken (standing Agenda item) 2. Facility Good Governance implementation (standing Agenda item) 3.			
Discussion	Action Items	Responsible	Due
Curtain Rod Bracket	Complete	JP. Council	
Kitchen Paper Holder above hand basin	Complete	JP. Council	
Photo KING CHARLIES 111	Complete	JP.	

Sign for Toilets		JP	On Going

Mover SL / Seconder AP

That the Standing Agenda Items Report be adopted.

CARRIED

Item: General Business			
Discussion	Action Items	Responsible	Due
Big T.V. screen need help to operate	Council		On going
Weather Strip For Double Doors on left			
Spider Bombs Morteln	For spiders		On going
Artificial Grass	???		
PA System	NOT TO BE HIRED OUT (not to leave Hall)	COMMITTEE	ON GOING
Evaporative Cooler on Roof Near small room	Not working	JP. Council	On Going
Mowing of Hall Grounds	Council	Council	On Going
Change the Code on Lock Box	To contact Council	JP. Council	On Going
Time Capsule ?			

Moved SL / Seconder AP

That the General Business Report be adopted.

CARRIED

Next Meeting:

Date: Wednesday, 20th August 2025

Time: 7.30pm

Venue: Elmhurst Hall

Forward meeting dates:

- November 12th A.G.M. and General Meeting

Meeting closed at: 8.30pm

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

CONFIRMATION OF MEETING MINUTES:

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

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

SECTION 5 - INFORMAL MEETINGS

5.1 COUNCIL BRIEFINGS

AUTHOR'S TITLE: ACTING 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:

2. is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
3. is attended by at least one member of Council staff; and
4. 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 12 August 2025

Matters discussed at the briefing:

- KISP
- Ararat Pony Club Project Update
- Pomonal Battery Project
- RCV Value Proposition
- CBD Movements
- Draft MAV Motion - Western Highway
- Student Sponsorship to Attend SEDA College Vic
- Community Asset Committee Half Year Report
- Monthly Progress Report - Council Plan - Annual Plan
- Capital Works Program - July 2025
- Building approvals
- Planning approvals under delegation
- Library Exterior Options

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

6. Strong and Effective Governance

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

- 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

1. *The Informal Meetings of Councillors Report be received.*

MOVED CR SANDERS

SECONDED CR PRESTON

That

1. **The Informal Meetings of Councillors Report be received.**

Cr Sanders spoke for the motion

CARRIED 6/0

5207/25

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 5.1.

Councillor Briefing Agenda



Date: Tuesday 12 August 2025

Commencement: 5.00 pm

Location: Council Chamber, Shire Offices

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Teli Kaur
Cr Luke Preston
Cr Bill Waterston

Officers: CEO, Dr Tim Harrison

Apologies: Cr Peter Joyce
Cr Bob Sanders

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 | Instrument of Delegation - Council to CEO (S5) |
| 3 | Instrument of Delegation - Council to Staff Members (S6) 26A |
| 4 | KISP |
| 5 | Ararat Pony Club Project Update |
| 6 | Pomonal Battery Project |
| 7 | RCV Value proposition |
| 8 | CBD Movements |
| 9 | Draft MAV Motion - Western Highway |
| 10 | Student Sponsorship to attend SEDA College Vic |
| 11 | Community Asset Committee Half Year Report |
| 12 | Monthly Progress Report - Council Plan - Annual Plan |
| 13 | Capital Works Program - July 2025 |
| 14 | Building approvals |
| 15 | Planning approvals under delegation |
| 16 | Library exterior options |

Dr Tim Harrison

SECTION 6 - COMMITTEE MINUTES/REPORTS

No Committee Minutes/Reports received.

SECTION 7 - NOTICES OF MOTION

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

There were no Notices of Motion received.

SECTION 8 - URGENT BUSINESS

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

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

No Urgent Business arising.

SECTION 9 - CLOSE SESSION (CONFIDENTIAL)

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

No Confidential Agenda Items.

Meeting closed at 6:49pm

I HEREBY CERTIFY THAT PAGES 11329 - 11556 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR - CR JO ARMSTRONG