



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 24 February 2026

Held in the Council Chambers, Shire Offices
(Livestreamed)

Commenced at 6.00pm

Council:

Cr Bob Sanders (Mayor)

Cr Jo Armstrong

Cr Rob Armstrong

Cr Peter Joyce

Cr Teli Kaur

Cr Luke Preston

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 R Armstrong, Cr Peter Joyce, Cr Teli Kaur, Cr Luke Preston, Cr Bob Sanders, Cr Bill Waterston, Dr Tim Harrison - Chief Executive Officer, Phuong Au - Deputy Chief Executive Officer, Chandra Willmott - Chief Operating Officer, 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 KAUR

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 JOYCE

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

1.3 APOLOGIES

There were no apologies.

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meeting held on 27 January 2026 be confirmed.

MOVED CR JOYCE

SECONDED CR PRESTON

That the Minutes of the Council Meeting held on 27 January 2026 be confirmed.

No Councillors spoke for or against the motion.

**CARRIED 7/0
5291/26**

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.

2.1.1 PETITION - COMMUNITY IMPROVEMENTS AT GREVILLEA COURT PARK, ARARAT NORTH

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 27116

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 petition has been received from the residents of Grevillea Court, Ararat supported by other Ararat residents requesting that Council consider installing a durable, weather resistant picnic table with seating and a small set of outdoor gym equipment (e.g. stepper, pull up bars, sit-up bench) suitable for community use.

The residents have stated that the inclusion of these items at the park would encourage community connection, promote health and wellbeing, inclusivity and enhance local pride.

DISCUSSION

The petition, comprising 110 signatures, reflects a strong level of community interest in enhancing Grevillea Court Park and indicates a desire for improved recreational and social infrastructure within the area.

Clause 100 of Council's Processes of Municipal Government (Meetings and Common Seal) Local Law 2007 states:

A petition or joint letter presented to the Council must lay on the table until the next ordinary meeting of the Council and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless Council agrees to deal with it earlier.

RECOMMENDATION

That:

- 1. The petition requesting Council undertake Community Improvements at Grevillea Court Park, Ararat North received and lay on the table for consideration at the 31 March 2026 Council meeting*

MOVED CR J ARMSTRONG SECONDED CR KAUR

That:

- 1. The petition requesting Council undertake Community Improvements at Grevillea Court Park, Ararat North received and lay on the table for consideration at the 31 March 2026 Council meeting**

Cr J Armstrong and Cr Kaur spoke for the motion.

**CARRIED 7/0
5292/26**

ATTACHMENTS

A copy of the Petition from the Residents of Grevillea Court and surrounds is provided as Attachment 2.1.1

Petition for Community Improvements at Grevillea Court Park, Ararat North

100 people signed petition.

To: Ararat Rural City Council Why

these matters:

- Encourages community connection: A picnic table provides a welcoming space for families, friends, and neighbours to gather, share meals, and strengthen social ties.
- Promotes health and wellbeing: Outdoor gym equipment offers free, accessible opportunities for exercise, supporting physical and mental health for people of all ages.
- Inclusive for all generations: These additions make the park more usable for children, parents, older residents, and visitors alike.
- Enhances local pride: Investing in Grevillea Court Park demonstrates commitment to the wellbeing of Ararat North residents and encourages greater use of public spaces.

Our request:

We ask the Council to prioritise funding and installation of:

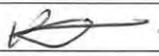
1. A durable, weather-resistant picnic table with seating.
2. A small set of outdoor gym equipment (e.g., stepper, pull-up bars, sit-up bench) suitable for community use.

Community voices:

By signing this petition, we show our collective support for making Grevillea Court Park a more vibrant, inclusive, and healthy space for everyone.

We as residents will attempt to maintain equipment, and report any vandalism.

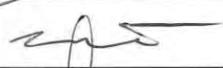
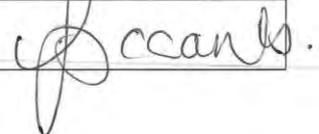
Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Zac Howarth	Ararat	Z. Howarth
K. Howarth	ARARAT NORTH	
S Price	Ararat North	SP
J. Phillips	Ararat	JP
N. Corbett	Deem st	N. Corbett
Georgia P	Baird Street	
B. Jerram	Langford St Ararat	
D. JACKSON	344 BARKLY ST ARARAT	D Jackson
J. Jones	ARARAT NORTH	J. Jones
Y. Powell	Ararat	Y. Powell

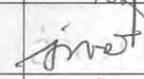
Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Anthony J Smith	Churchill Ave ^{Ararat}	Anthony J Smith
Amanda Holbrough	Mitchell Road	A. Holbrough
David Holbrough	Mitchell Road	D. Holbrough
Josie Bandido	Mitchell Road.	Josie Bandido
Rosemary Bandido	Mitchell Road	R. Bandido
Khloe Campbell	Nott Road	Khloe Campbell
PAUL JOHNS	ARARAT ^{NTH}	Paul Johns
Michael	ArARAT	Michael
Adaw Mihecal Magyuk	Barkly Street Ararat	Adaw Mihecal Magyuk
Sarah Love	Mitchell Rd	Sarah Love

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Luke Lancaster	Grevillea Court	
Seth Lancaster	Faye Street	
Rohan Lancaster	Mitchell Rd	
Damien Lancaster	Grevillea Court	
Lily Lancaster	Mitchell Rd	
Melanie Rowley	Grevillea court.	
Carol Davies	Grevillea CRT	
Peace Naishitt	Grevillea CRT	
Kim GARD	GREVILLEA CRT	
Bridget Scanlan	Grevillia CRT.	

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Sonia Faisal	8 Grevillea Court	Sonia
Faisal	GREVILLEA COURT	Faisal
Jasheed Meys	Grevillea	Jasheed
Verran Rami	Grevillea	VR
Marianne Bailey	McGibbonys St	
A. Bailey	McGibbonys St	
Mary Schwendke	Campbell St	
Parteasana	Smith St. Ararat	
Quin Egan	Tatymon Ararat	
Kerry Rhodes	M'neill St. Ararat.	Kerry Rhodes

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Joanne Ralph	Ararat	J. Ralph
Gaylene	Ararat	J. E. Baker
Daniela	Ararat N.	[Signature]
Alberto	Ararat north	[Signature]
Snezana	Ararat	[Signature]
Michelle Healy	Mayson	[Signature]
Andreea H.	CATHCAJET	[Signature]
Karen H	"	[Signature]
Ada Fryer's	Ararat	[Signature]
Toni Riley	Melbourne	[Signature]

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Jaimie Hall	19 Brooke Dr D/East 3108	J Hall
SANDRA FERGUSON	21 HENDERSON ST ARARAT	Sandra Ferguson
GRACIE FERGUSON	" " " "	Gracie Ferguson
Sharon Vince	117 High St ARARAT	S. Vince
ADI DELANA	ARARAT NORTH	Adi Delana
DAVID STARRICK	ARARAT	David Starrick
OLIVIA LANGMAID	Fay St Ararat	Olivia Langmaid
matthew millikin	Fay St Ararat	m. millikin
Sharon Vella	Fay St Ararat	S. Vella
Allan Pascoe	ARARAT	allan Pascoe

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
JAN CROWE	Mayston	J. Crowe
DARYL ALLEN	ARARAT	D. Allen
OSCAR KALANC	ARARAT	Oscar
Linda Jenkins	Ararat	L. Jenkins
Alisha McDonald	Ararat	A. McDonald
BRAXTON CLEWLEY	ARARAT	B. Clewley
Rick Hunter	Timnor st	R.H
Bradley Carrant	Fay st	B. Carrant
MATTHEW PAYNE	SMITH ST	M. PAYNE
Charmaine Midgley	Campbell st	C. Midgley

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
monica dickeson	Ararat	M. Dickeson
Telisha Ward	Ararat.	T. W
Leray Link	Ararat	L. Link
Beau Hayman	Ararat	B. Hayman
TEX HOWARTH	GREVILLEA ST	T. HOWARTH.
BRAD H	Smith st	
SAM Herman	Grevellia st	
OSCAR. B	mitchell st	
Ronin. H	murphy st	R. H. H. e
mitchell Telfer	Blake st	MTelfer

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Laura fayo	mitchell RD	L.fayo
Shane Quinn	ararat	S.Quinn
malikai Pink	Ararat	mpmk
Shonelle. C	ararat	sc
Adam Koda	Ararat	AK
Stacyson Turich	Ararat	STurich
Joshua Midgelly	Here	John Midgelly
Daniel Smith	Ararat	D.smith
Yasmaine church	Ararat	ya.church
chloe chilcott	Ararat	Cchilcott

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Kelly Ann K	smith street	K Ann K
chloe chaye	ararat	chaye.
Emily .C	Ararat	EC
Isabella .Z	Ararat	Izzy
Rebecca D	Smith	Reb D
Shane Combone	Smith	S Comb
Kodi .lu	Murphy Rd	KL
K.D.M	Grevillia	K D M
Geoffery .H	Blake	G Hardman
Jesse Spencer	Ararat	J Spencer

Petition for Community Improvements at Grevillea Court Park, Ararat North

Name	Address	Signature
Roxy Pereyra	Ararat North	<i>R.P.</i>
Mick Curby	Ararat	<i>M. Curby</i>
Ray Carlson	Ararat	<i>R. Carlson</i>
Zayden KENT	ARARAT	<i>Z. KENT</i>
LEN DANIELS	ARARAT	<i>L. DANIELS</i>
Stacey Dawes	Ararat	<i>S. Dawes</i>
Tersea Christie	Ararat	<i>T. Christie</i>
James Payner	Ararat	<i>J. Payner</i>
Lucas Jordans	Ararat	<i>L. Jordans</i>
Alisha Howarth	Ararat	<i>A. Howarth</i>

SECTION 3 - REPORTS REQUIRING COUNCIL DECISION

3.1 BARKLY STREET CBD PARKING AUDIT

RESPONSIBLE OFFICER: MAJOR PROJECTS LEAD
DEPARTMENT: INFRASTRUCTURE
REFERENCE: 27117

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

At the May 2025 Council meeting, Council approved a review of disability parking in the Barkly Street CBD.

This work has been undertaken by our engineering team with a full audit of what parking is currently available and the suggested updates to meet current standards.

This report details the suggested alterations to parking as a result of the audit.

DISCUSSION

The audit of the Barkly Street CBD parking between Queen Street and View Point Street, Ararat, works have been completed by Council's engineering team.

The existing parking in Barkly Street is detailed as follows:

Total No. of signed Carparks	210
Total No. of unsigned Carparks:	10
Total No. of Accessible Parking bays:	8
Total No. of Motorcycle parking bays:	3
Total No. of Loading Bays:	10
Total No. of Taxi Bays:	2
Parking bays for vehicles exceeding 6m:	1
Unidentified Parking bays	2
Total	246

- The existing car parking layout includes 210 metered parks and 10 free car parks, thus resulting a total of 220 car parks
- The existing metered signs have been covered by tape to show that they are removed
- There are currently 8 accessible car parking bays, but only one of eight has the associated shared zone which is a requirement as per Australian Standard

Suggested alterations to parking will adjust the numbers to the following:

Total No. of Carparks:	206
Total No. of Accessible Parking bays:	11
Total No. of Motorcycle parking bays:	2
Total No. of Loading Bays:	8
Total No. of Taxi Bays:	1
Parking bays for vehicles exceeding 6m:	2
Total	230

The proposed changes to the area include the following:

- In the proposed parking layout, total number of car parks has been reduced to 201 which will have new parking signs thus eliminating the metered reading & allowing 2-hour parking limit from 9am to 5.30 pm from Monday to Friday & 9am to 12pm on Saturday.
- The updated parking layout includes total number of 11 accessible car parks with associated shared zones as well as bollards in front of the shared zone to prevent other vehicles from parking. These include new bays to the east of the pedestrian in close proximity to the chemist, and also at the front of the Mess and Barracks and the Town Hall.
- Updated plan includes 10 loading bays modified to meet the minimum standard width (3.6m) plus the width required for off loading of goods. The width for off loading of goods is to be further discussed. It is good to provide around 1 to 1.2m.
- A new taxi zone (1) is provided in front of Lyal Eales Store (opposite to Bendigo Bank)
- One of the unidentified bays has been changed to a loading zone and other one to a parking bay for vehicles exceeding 6 metres

It is recommended with these alterations be accepted by Council and put to public consultation via Engage Ararat which will then be presented back to Council for final approval at the April 2026 Council meeting.

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.

Budget Implications

Council has available funds as part of the capital works program for 2025/2026.

Policy/Relevant Law

- Road Management Plan
- Road Safety Act
- Local Government Act 2020
- ARCC Procurement Policy
- ARCC Asset Management Policy

Sustainability Implications

These projects will improve road safety for all users and provide a more sustainable road infrastructure for the council.

Risk Assessment

Low Risk – Risks will be managed through project planning and management procedures and works administration

Stakeholder Collaboration and Community Engagement

Stakeholder engagement is to be undertaken through Engage Ararat and presented back to Council in April 2026.

RECOMMENDATION

That:

1. Council accept the CBD Audit Report and Plans as provided.
2. Council consult with Barkly Street traders and GAB Network.
3. Council undertake public consultation for the proposed design changes to parking in Barkly Street CBD via engage Ararat.
4. Consider any submissions received during the consultation period at a future Council meeting.

**MOVED CR JOYCE
SECONDED CR PRESTON**

That:

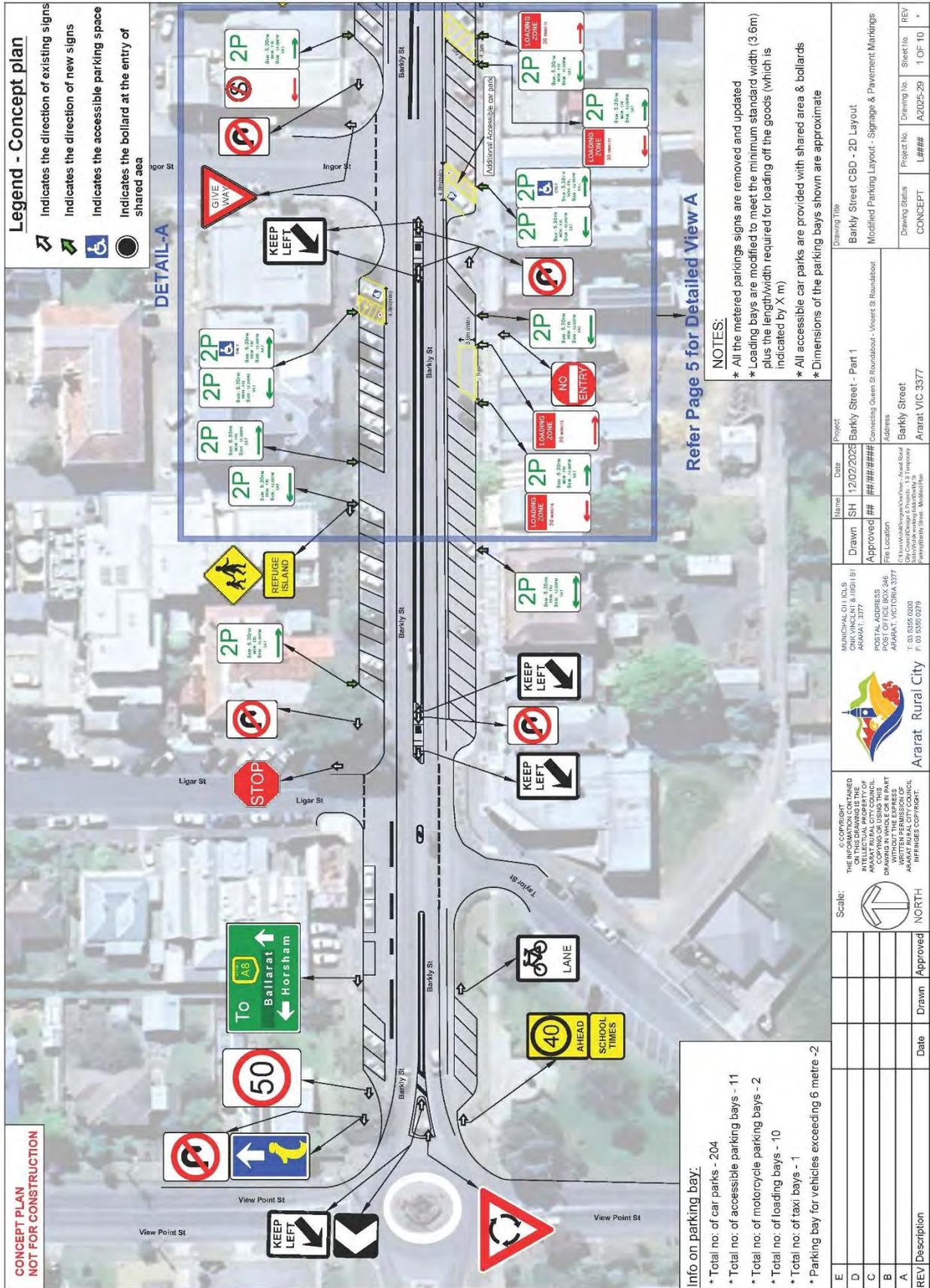
1. **Council accept the CBD Audit Report and Plans as provided.**
2. **Council consult with Barkly Street traders and GAB Network.**
3. **Council undertake public consultation for the proposed design changes to parking in Barkly Street CBD via engage Ararat.**
4. **Consider any submissions received during the consultation period at a future Council meeting.**

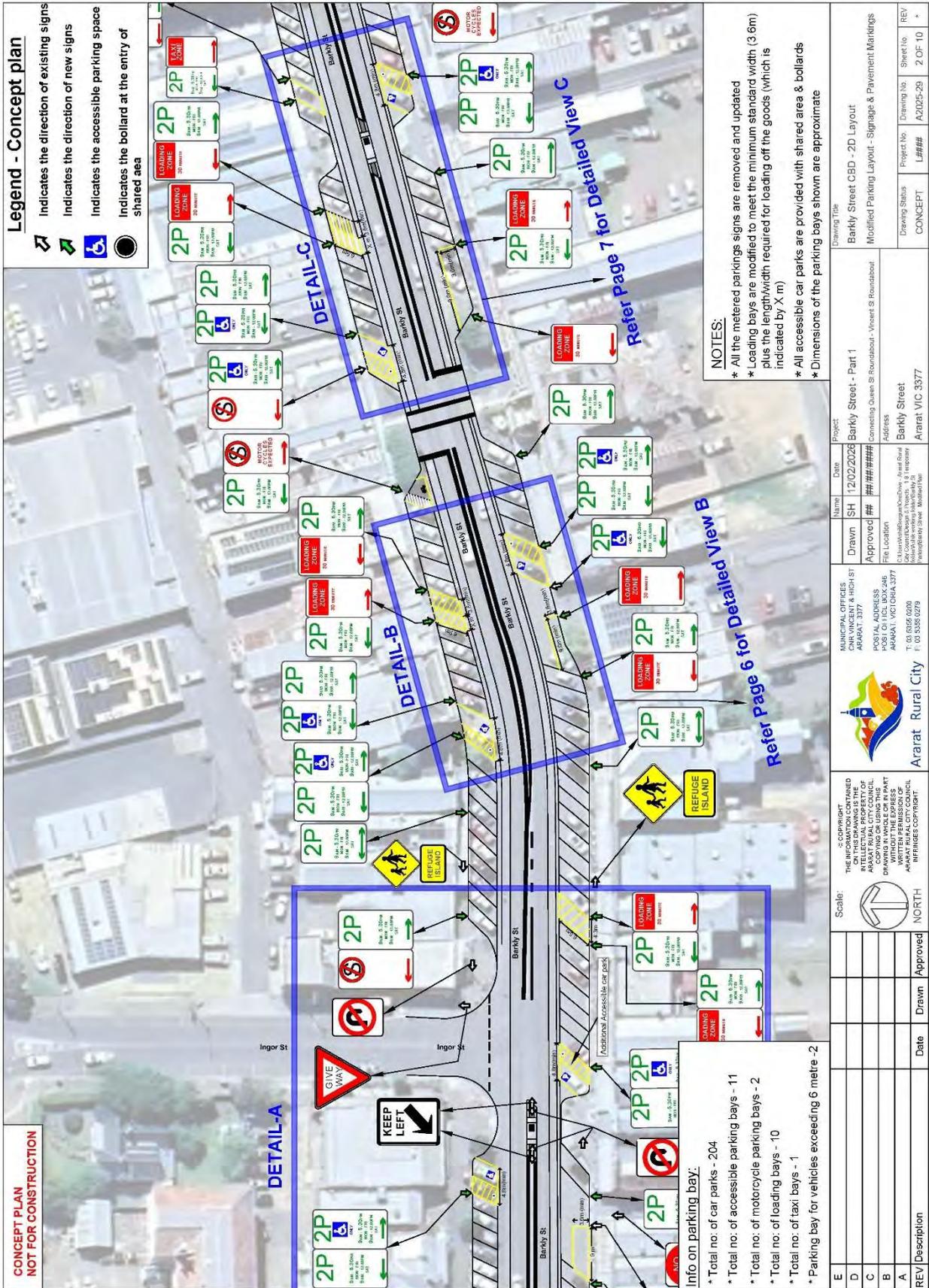
Cr Joyce and Cr Preston spoke for the motion.

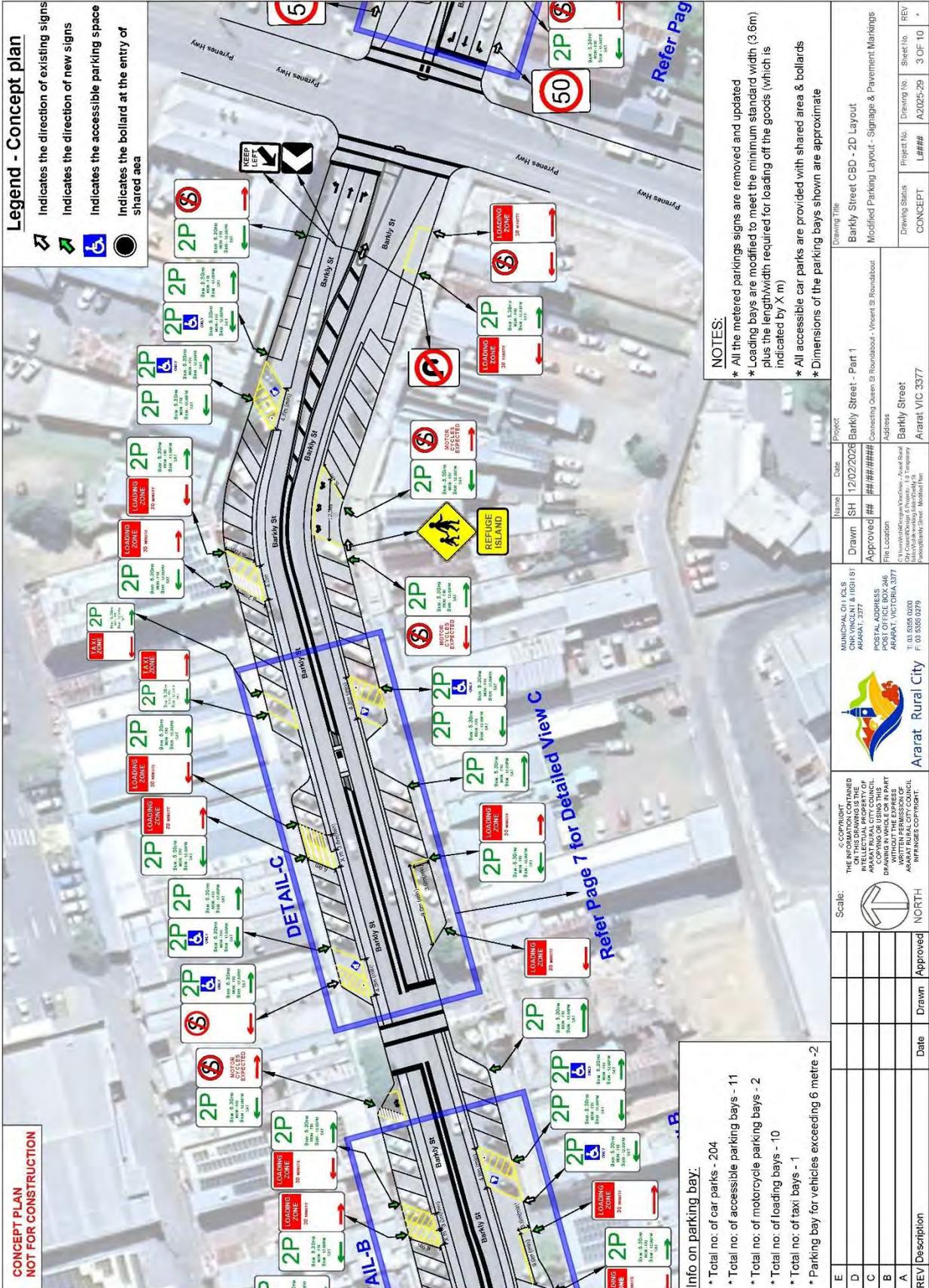
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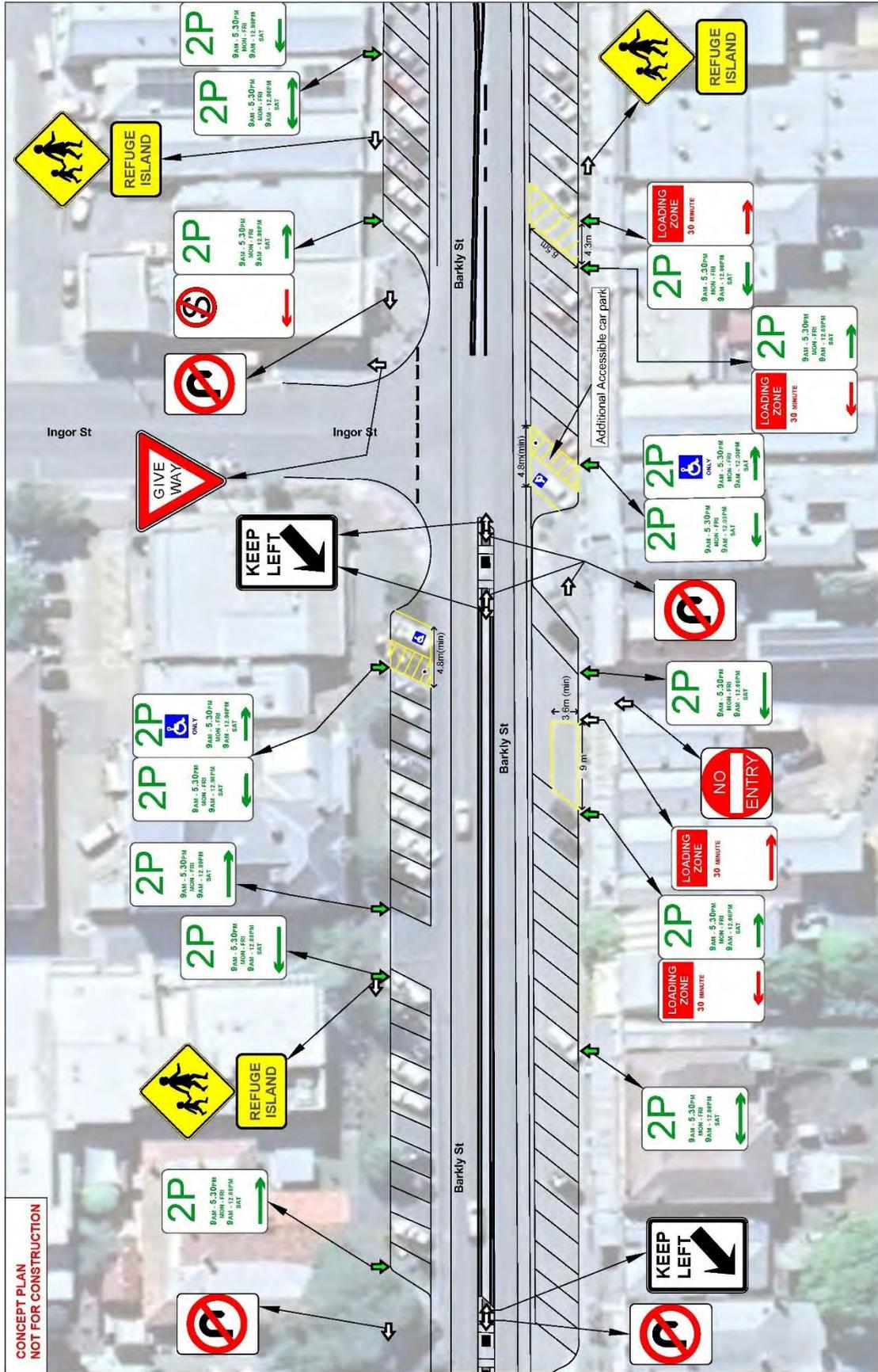
ATTACHMENTS

The Barkly Street CBD Concept Plan is provided as Attachment 3.1





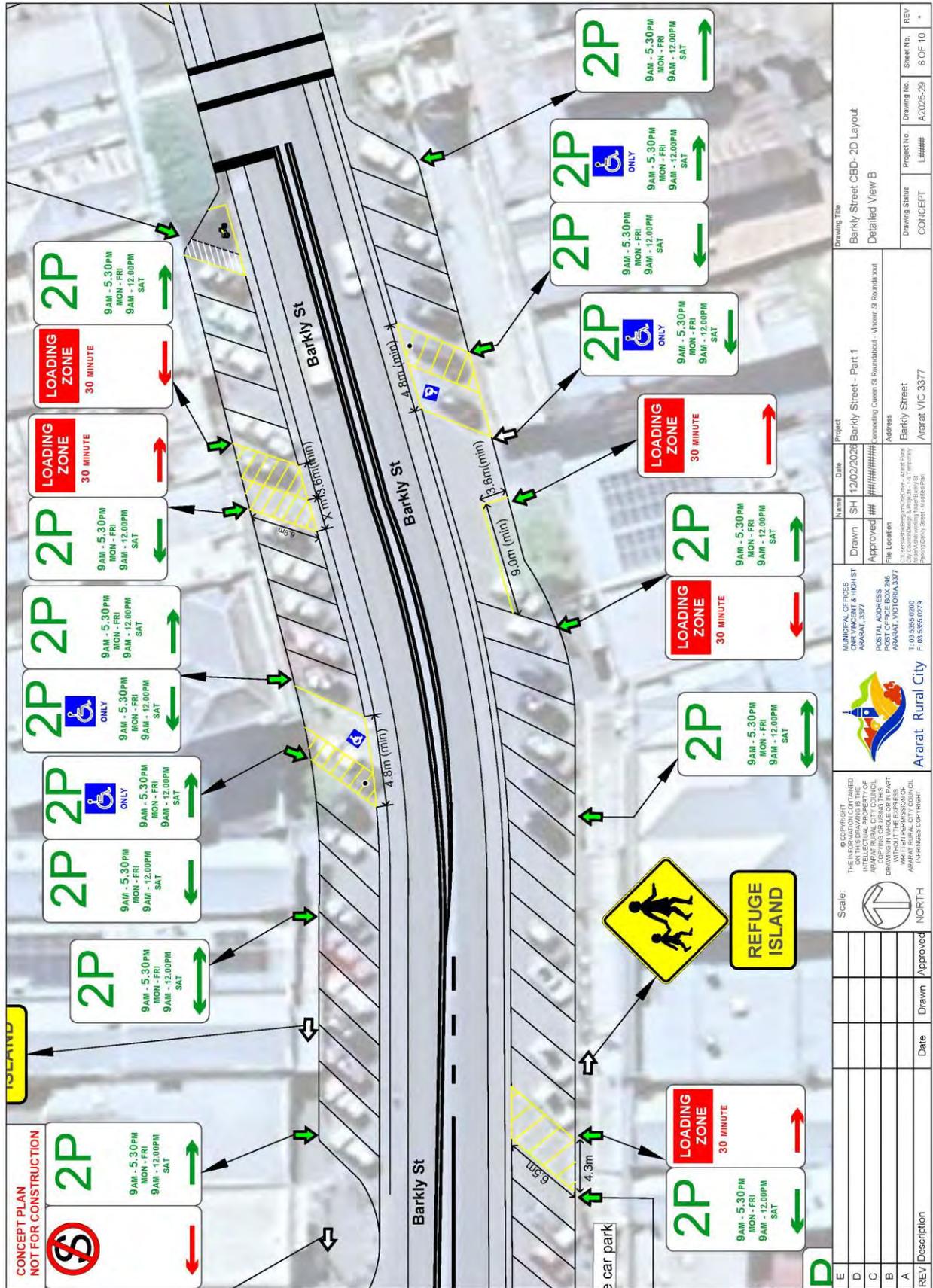




**CONCEPT PLAN
NOT FOR CONSTRUCTION**

REV	Description	Date	Drawn	Approved
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D				
C				
B				
A				

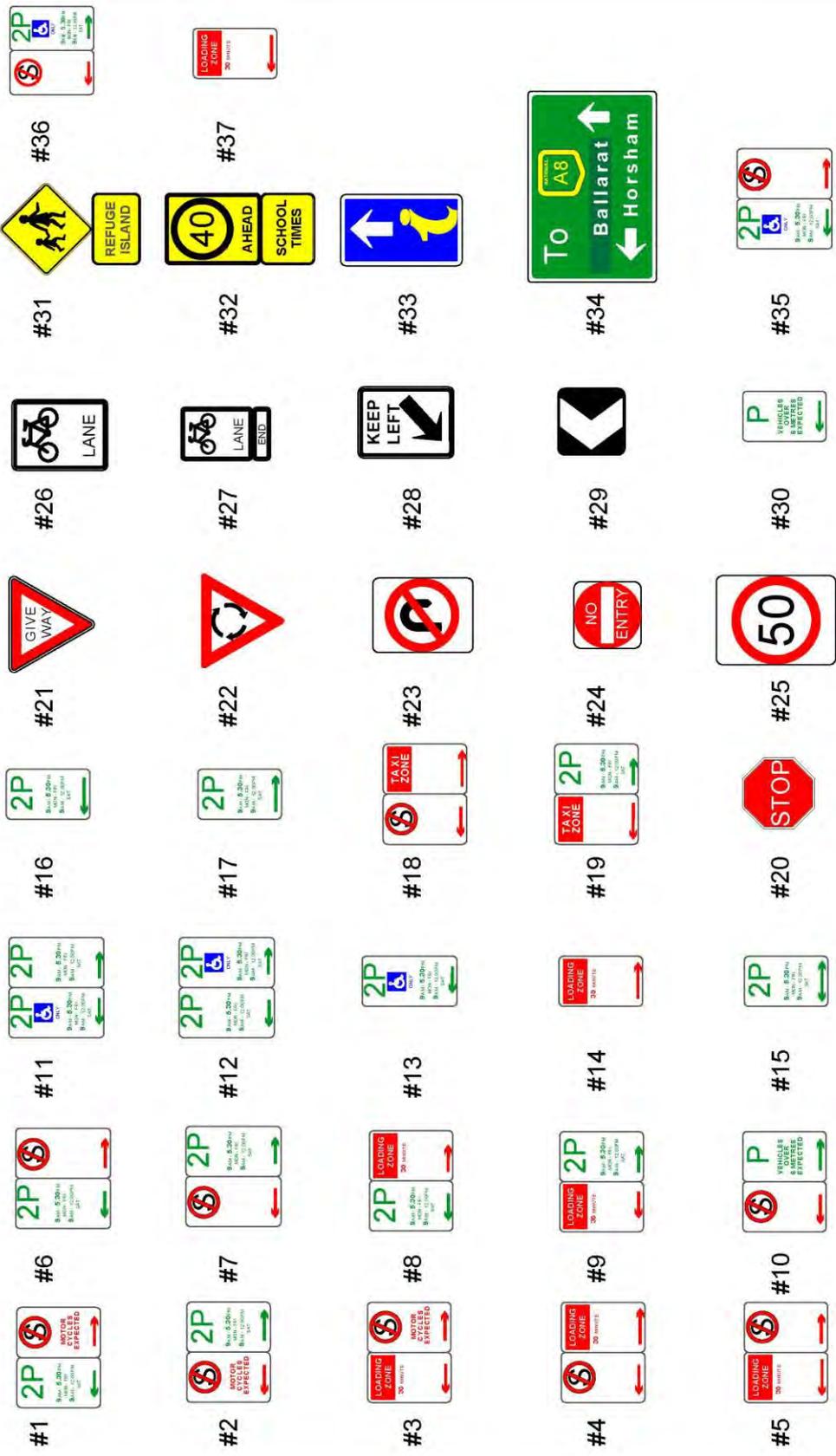
Scale:		NORTH	
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Municipal Offices Ararat 1, 3377		Project Barkly Street CBD - 2D Layout	
Postal Address Ararat 1, 3377		Drawing No. A2025-29	
Ararat Rural City		Sheet No. 5 OF 10	
T: 03 5326 0200 F: 03 5326 0279		Drawing Status CONCEPT	
Ararat 1, 3377		Project No. L###	
Ararat VIC 3377		Drawing No. A2025-29	
Ararat VIC 3377		Sheet No. 5 OF 10	
Ararat VIC 3377		REV	



REV	Description	Date	Drawn	Approved
D				
E				
D				
C				
B				
A				

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MUNICIPAL OFFICES 100 WINDMILL & HIGH ST ARARAT, 3377 POSTAL ADDRESS POST OFFICE BOX 246 ARARAT, VICTORIA 3377 T: 03 5356 0200 F: 03 5356 0279	Ararat Rural City	Ararat VIC 3377
Name: SH Date: 12/02/2025 Drawn: SH Approved: SH File Location:	Project: Barkly Street - Part 1 Address: Connecting Queen St Roundabout - Vincent St Roundabout Barkly Street	Drawing Title: Barkly Street CBD - 2D Layout Detailed View B
Drawing Status: CONCEPT	Project No: L#### Drawing No: A2025-29	Sheet No: 6 OF 10 REV: *

SIGN LEGEND



REV	Description	Date	Drawn	Approved

Scale:  NORTH		MUNICIPAL OFFICERS: ARARAT RURAL CITY COUNCIL POSTAL ADDRESS: POST OFFICE BOX 246 ARARAT, VICTORIA 3377 T: 03 9355 0290 F: 03 9355 0279	
File Location: 123 Council Street, Ararat, Vic 3377 123 Council Street, Ararat, Vic 3377		Address: Barkly Street Ararat VIC 3377	
Drawing Title: Barkly Street CBD - 2D Layout	Drawing Status: CONCEPT	Project No. L####: A2025-29	Sheet No. REV: 9 OF 10

Sign Legend - Details

Sign No	Sign Name & Code	Description
21	GIVE WAY (R1-3)	-
22	Roundabout (R1-3)	-
23	No U Turn (R2-5)	-
24	NO ENTRY (R2-4)	-
25	Speed Limit (R4-1)	Permanent speed of 50 illustrated
26	Bicycle Lane (R7-1-4)	Indicates the Start of Bicycle lane
27	Multipanel Combination - Bicycle Lane (R7-1-4) & END (R7-4)	Multipanel combination indicates the end of bicycle lane
28	KEEP LEFT (R2-3A)	Indicates the vehicles to keep left of the lane
29	Unidirectional Hazard Marker (D4-1-2)	-
30	1 Hour Parking area (R5-10)	1 Hour Parking area for vehicles over 6 metres is allocated on the west side
31	Multicombination of Pedestrian Crossing (W6-3A) & Refuge Island (W6-25)	-
32	Multipanel combination of warning signs - Speed Limit (G8-7-9) with School Times (R4-8) in fluorescent yellow colour	Indicates the drivers about the 40 km/h speed zone ahead during school times
33	Information Sign	Indicates the information centre is towards the north direction
34	Single Panel, two direction advance direction sign (G1-4)	Indicates to go north for Ballarat and turn west to head for Horsham
35	2 Hour accessible only parking at specific times of operation (R5-2) & No Stopping at any time (R5-35)	On the west side, 2 hour accessible only parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday & no stopping on the east side
36	2 Hour accessible only parking at specific times of operation (R5-2) & No Stopping at any time (R5-35)	On the east side, 2 hour accessible only parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday & no stopping on the west side
37	Loading Zone (R5-23)	30 minute loading zone is indicated on the west side of the road

Sign Legend - Details

Sign No	Sign Name & Code	Description
1	2 Hour Parking at specific times of operation (R5-2) & No Stopping at any time (R5-35)	On the west side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday. No stopping on the east side as motorcycles are expected
2	2 Hour Parking at specific times of operation (R5-2) & No Stopping at any time (R5-35)	On the east side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday. No stopping on the west side as motorcycles are expected
3	Loading Zone (R5-23) & No Stopping at any time (R5-35)	30 minute loading zone is indicated on the west side of the road and no stopping on the east side as motorcycles are expected
4	No Stopping at any time (R5-35) & Loading Zone (R5-23)	No stopping on the west side & 30 minute loading zone is indicated on the east side of the road
5	Loading Zone (R5-23) & No Stopping at any time (R5-35)	30 minute loading zone is indicated on the west side of the road and no stopping on the east side
6	2 Hour Parking at specific times of operation (R5-2) & No Stopping at any time (R5-35)	On the west side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday. No stopping on the east side
7	2 Hour Parking at specific times of operation (R5-2) & No Stopping at any time (R5-35)	On the east side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday. No stopping on the west side
8	Loading Zone (R5-23) & 2 Hour Parking at specific times of operation (R5-2)	30 minute loading zone is indicated on the east side of the road. On the west side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
9	Loading Zone (R5-23) & 2 Hour Parking at specific times of operation (R5-2)	Loading zone is indicated on the west side of the road. On the east side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
10	No Stopping at any time (R5-35) & 1 Hour Parking area (R5-10)	No stopping on the west side & 1 Hour Parking area for vehicles over 6 metres is allocated on the east side
11	2 Hour accessible only parking at specific times of operation (R5-2) & 2 Hour Parking at specific times of operation (R5-2)	On the west side, 2 hour accessible only parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday. On the east side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
12	2 Hour accessible only parking at specific times of operation (R5-2) & 2 Hour Parking at specific times of operation (R5-2)	On the east side, 2 hour accessible only parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday. On the west side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
13	2 Hour accessible only parking at specific times of operation (R5-2)	On the west side, 2 hour accessible only parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
14	Loading Zone (R5-23)	30 minute loading zone is indicated on the east side of the road
15	2 Hour Parking at specific times of operation (R5-2)	On both the east side & west side of the road, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
16	2 Hour Parking at specific times of operation (R5-2)	On the west side of the road, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
17	2 Hour Parking at specific times of operation (R5-2)	On the east side of the road, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
18	No Stopping at any time (R5-35) & Taxi Zone (R5-21)	No stopping on the west side & Taxi zone is indicated on the east side of the road
19	Taxi Zone (R5-21) & 2 Hour Parking at specific times of operation (R5-2)	Taxi zone is indicated on the west side of the road. On the east side, 2 hour parking applies from 9 AM to 5:30 PM, Monday to Friday & 9AM to 12pm on Saturday
20	STOP (R1-1)	-

E	Drawn	Approved	Scale	INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	 <p>Ararat Rural City 113 Oldfield Road Ararat, VIC 3377 T: 03 8356 0000 F: 03 8356 1978</p>	<p>Approved # SH 12/02/2026</p> <p>Project BARKLY STREET - PART 1</p> <p>Address BARKLY STREET</p> <p>Location ARARAT VIC 3377</p>	<p>Drawing Title BARKLY STREET CBD - 2D LAYOUT</p> <p>Sign Legend - Sign Name & Description</p>	<p>Sheet No. 100F-10</p> <p>Drawing No. A2025-29</p> <p>Project No. CONCEPT</p> <p>Drawing Status</p>	REV
D	Drawn	Approved	Scale	INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	 <p>Ararat Rural City 113 Oldfield Road Ararat, VIC 3377 T: 03 8356 0000 F: 03 8356 1978</p>	<p>Approved # SH 12/02/2026</p> <p>Project BARKLY STREET - PART 1</p> <p>Address BARKLY STREET</p> <p>Location ARARAT VIC 3377</p>	<p>Drawing Title BARKLY STREET CBD - 2D LAYOUT</p> <p>Sign Legend - Sign Name & Description</p>	<p>Sheet No. 100F-10</p> <p>Drawing No. A2025-29</p> <p>Project No. CONCEPT</p> <p>Drawing Status</p>	REV
C	Drawn	Approved	Scale	INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	 <p>Ararat Rural City 113 Oldfield Road Ararat, VIC 3377 T: 03 8356 0000 F: 03 8356 1978</p>	<p>Approved # SH 12/02/2026</p> <p>Project BARKLY STREET - PART 1</p> <p>Address BARKLY STREET</p> <p>Location ARARAT VIC 3377</p>	<p>Drawing Title BARKLY STREET CBD - 2D LAYOUT</p> <p>Sign Legend - Sign Name & Description</p>	<p>Sheet No. 100F-10</p> <p>Drawing No. A2025-29</p> <p>Project No. CONCEPT</p> <p>Drawing Status</p>	REV
B	Drawn	Approved	Scale	INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	 <p>Ararat Rural City 113 Oldfield Road Ararat, VIC 3377 T: 03 8356 0000 F: 03 8356 1978</p>	<p>Approved # SH 12/02/2026</p> <p>Project BARKLY STREET - PART 1</p> <p>Address BARKLY STREET</p> <p>Location ARARAT VIC 3377</p>	<p>Drawing Title BARKLY STREET CBD - 2D LAYOUT</p> <p>Sign Legend - Sign Name & Description</p>	<p>Sheet No. 100F-10</p> <p>Drawing No. A2025-29</p> <p>Project No. CONCEPT</p> <p>Drawing Status</p>	REV
A	Drawn	Approved	Scale	INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE	 <p>Ararat Rural City 113 Oldfield Road Ararat, VIC 3377 T: 03 8356 0000 F: 03 8356 1978</p>	<p>Approved # SH 12/02/2026</p> <p>Project BARKLY STREET - PART 1</p> <p>Address BARKLY STREET</p> <p>Location ARARAT VIC 3377</p>	<p>Drawing Title BARKLY STREET CBD - 2D LAYOUT</p> <p>Sign Legend - Sign Name & Description</p>	<p>Sheet No. 100F-10</p> <p>Drawing No. A2025-29</p> <p>Project No. CONCEPT</p> <p>Drawing Status</p>	REV

3.2 DELEGATION FROM COUNCIL TO MEMBERS OF COUNCIL STAFF S6

RESPONSIBLE OFFICER: CHIEF OPERATING OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 27118

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.

Changes made to this Instrument of Delegation include the following:

- Amendments which were implemented in the S6A Instrument which were introduced to address specific changes to the Planning and Environment Act 1987. As a result of these changes, the S6A Instrument is no longer required and will be removed once this delegation comes into effect.
- Minor staffing changes

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. They 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 including that of S6A;*
- 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 KAUR
SECONDED CR R ARMSTRONG**

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. They 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 including that of S6A;**
- 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 Kaur and Cr R Armstrong spoke for the motion.

**CARRIED 7/0
5294/26**

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

24 FEBRUARY 2026

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
COO means Chief Operating Officer
DCEO means Deputy Chief Executive Officer
EMC means Emergency Management Coordinator
FSC means Financial Services Coordinator
HRBP means HR Business Partner
MDR means Manager Development & Regulation
MPL means Major Projects Lead
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
CSOs means Community Safety Officers
EHOs means All Environmental Health Officers
PDOs means All Planning and Development Officers
POs means All Planning Officers
TOAs means All Technical Officer Assets

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 February 2026 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
24 FEBRUARY 2026

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	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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
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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	N/A	Where Council is a Class A cemetery trust
s 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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	N/A	May only be exercised where right of interment relates to cremated human remains of a deceased identified

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.		veteran, if right of interment is not extended or converted to a perpetual right of interment
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	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 memorial or place of interment if notice under s 106(1) is not complied with	N/A	
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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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 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	CEO, EHOs	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, EHOs	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, EHOs	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, EHOs	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a	CEO, EHOs	Note: the power to direct the matters under s 19AA(4)(a) and

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	person must ensure that any food or class of food is not removed from the premises		(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))
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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEO, EHOs	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, EHOs	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, EHOs	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CEO, EHOs	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, PDO3, EHOs	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, EHOs	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEO, EHOs	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, EHOs	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEO, EHOs	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEO, EHOs	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records	CEO, EHOs	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	required to be kept or food safety program of the premises		
	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

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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEO, EHOs	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, EHOs	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, EHOs	Where Council is the registration authority
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 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 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	CEO, MDR	
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	CEO, MDR	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	CEO, MDR	
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	CEO, MDR	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	CEO, MDR	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	CEO, MDR	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, MDR, POs	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, MDR, POs	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, MDR, POs, PDOs	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, MDR, POs	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, MDR, POs	Except submissions which request a change to the items in s 22(5)(a) and (b)
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 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or	CEO, MDR	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	- abandon the amendment or part of the amendment.		
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, MDR, POs	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, MDR, POs, PDOs	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, MDR, POs, PDOs	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CEO, MDR	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	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 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	CEO, MDR	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, MDR	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	CEO, MDR, POs	
s 32(2)	Duty to give more notice if required	CEO, MDR, POs	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, MDR, POs	
s 36(2)	Duty to give notice of approval of amendment	CEO, MDR, POs	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, MDR, POs	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, MDR, POs	
s 40(1)	Function of lodging copy of approved amendment	CEO, MDR, POs	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, MDR, POs, PDOs	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, MDR, POs, PDOs	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MDR, POs	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, FSC, MDR, POs	
s 46GP	Function of receiving a notice under s 46GO	CEO, FSC, 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, 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, MDR, POs	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, FSC, 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, 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	CEO, FSC,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	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, 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, MDR, POs	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, FSC, 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, 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, MDR, POs	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, FSC, 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,	Where Council is the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDR, POs	
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, FSC, 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, 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, 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, MDR, POs	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, FSC, MDR, POs	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, FSC, MDR, POs	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, 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, 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, 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, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, FSC,	Where Council is the development agency specified in the approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDR, POs	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 46GV	CEO, FSC, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(8)	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, 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, MDR, POs	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, MDR, POs	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, FSC, 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(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, 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, 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, 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, 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
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, MDR, POs	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 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, 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, 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, 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, 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, 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, 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, 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, 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,	CEO, MDR	

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	N/A	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	N/A	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, MDR	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, MDR	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	CEO, MDR	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	CEO, MDR	Where Council is the responsible authority
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,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, MDR, POs	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

Planning and Environment Act 1987			
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	

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	N/A	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	N/A	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, MDR, POs	
s 62(2)	Power to include other conditions	CEO, MDR, POs	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, MDR, POs	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, MDR, POs	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, MDR, POs	
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	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, MDR, POs	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, MDR, POs	This provision applies also to a decision to grant an amendment to a permit - see s 75A
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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, MDR, POs	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, MDR, POs	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, MDR, POs	
s 69(2)	Power to extend time	CEO, MDR, POs	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MDR, POs	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, MDR, POs, PDOs	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, MDR	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, MDR, POs	
s 91(2)	Duty to comply with the directions of VCAT	CEO, MDR, POs, PDOs	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, MDR,	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.

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 and levy exemption 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CEO, MDR, POs, PDOs	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, MDR, POs, PDOs	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	N/A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	N/A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, MDR, POs	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, MDR, POs	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, MDR, POs	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, MDR	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, MDR	
s.107(1)	Function of receiving claim for compensation	CEO, MDR	
s 107(3)	Power to agree to extend time for making claim	CEO, MDR	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, MDR	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, MDR, POs	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, MDR, POs	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, MDR	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, MDR	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 158F	Power to make submissions in response to a directions panel	CEO, MDR	
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, 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, MDR	Where Council is a collecting agency specified in an approved infrastructure contributions plan

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

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, MDR	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, MDR	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, MDR	
s 182	Power to enforce an agreement	CEO, MDR, POs	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, MDR, POs	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, MDR	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, MDR	
s 198(1)	Function to receive application for planning certificate	CEO, MDR, POs, PDOs	
s 199(1)	Duty to give planning certificate to applicant.	CEO, MDR, POs, PDOs	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, MDR, POs	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
-	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	
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	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, DCEO	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, DCEO	
s 11(9)(b)	Duty to advise Registrar	CEO, DCEO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, DCEO	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, DCEO	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, MPL, DCEO	
s 12(10)	Duty to notify of decision made	CEO, MPL, DCEO	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, DCEO	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, DCEO	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO	
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	
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, MDR	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, MPL, DCEO	
s 16(7)	Power to enter into an arrangement under s 15	CEO	
s 16(8)	Duty to enter details of determination in public roads register	CEO, DCEO	
s 17(2)	Duty to register public road in public roads register	CEO, MPL, DCEO	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, DCEO	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, DCEO	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, DCEO	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, DCEO	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to designate ancillary area	CEO, MPL, DCEO	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, MPL, 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, MPL, TOAs	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, MPL, TOAs	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, MPL, TOAs	
s 21	Function of replying to request for information or advice	CEO, MPL, DCEO, COO	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, MPL, DCEO, COO	
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, MPL, DCEO, COO	
s 22(5)	Duty to give effect to a direction under s 22	CEO, MPL, DCEO, COO	
s 40(1)	Duty to inspect, maintain and repair a public road.	CE2, CEO,	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CE1, CE3, TOAs	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CE2, CEO, CE1, CE3	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CE2, CEO, CE1, CE3, TOAs	
s 42(1)	Power to declare a public road as a controlled access road	CEO, MPL, DCEO, COO	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, MPL, DCEO, COO	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, MPL, DCEO, COO	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, MPL, DCEO, COO	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, MPL, DCEO, COO	Where Council is the responsible road authority, infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, MPL, DCEO, COO	
s 49	Power to develop and publish a road management plan	CEO, MPL, DCEO, COO	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, MPL, DCEO, COO	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, MPL, DCEO, COO	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, MPL, DCEO, COO	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, MPL, DCEO, COO	
s 54(6)	Power to amend road management plan	CEO, MPL, DCEO, COO	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, MPL, DCEO, COO	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, MPL,	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DCEO, COO	
s 63(1)	Power to consent to conduct of works on road	CEO, MPL, DCEO, COO, 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, TOAs	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, MPL, DCEO, COO	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, MPL, DCEO, COO, 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, MPL, DCEO, COO, TOAs	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, MPL, DCEO, COO, TOAs	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, MPL, DCEO, COO, TOAs	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(3)	Power to appoint an authorised officer	NOT, CEO	
s 72	Duty to issue an identity card to each authorised officer	HRBP, CEO, PAYO	
s 85	Function of receiving report from authorised officer	CEO, MDR	
s 86	Duty to keep register re s 85 matters	CEO, MPL, DCEO, COO	
s 87(1)	Function of receiving complaints	CEO, MPL, DCEO, COO	
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, MPL, DCEO, COO	
s 112(2)	Power to recover damages in court	CEO, MPL, DCEO, COO	
s 116	Power to cause or carry out inspection	CEO, CE1, TOAs	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, MPL, DCEO, COO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MPL, DCEO, COO	
s 122(1)	Power to charge and recover fees	CEO, MPL, DCEO, COO, TOAs	
s 123(1)	Power to charge for any service	CEO, MPL, DCEO, COO	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, MPL, DCEO, COO	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, MPL, DCEO, COO	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, MPL, DCEO, COO	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, MPL, DCEO, COO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	CEO, MPL, DCEO, COO	
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, MPL, DCEO, COO, 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, CE3, TOAs	Where Council is the infrastructure manager or works manager
sch 7 cla 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, 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, 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, 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(3)	Power to take measures to ensure reinstatement works are completed	CE2, CEO, CE1, 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, CE3, TOAs	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CE2, CEO, CE1, 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, MPL, DCEO, COO, TOAs	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, MPL, DCEO, COO, 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, MPL, DCEO, COO, TOAs	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, MPL, DCEO, COO, TOAs	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(4)	Duty to consult	CEO, MPL, DCEO, COO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, MPL, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, MPL, TOAs	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, MPL, 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, MPL, DCEO, COO	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, MPL, TOAs	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, MPL, DCEO, COO	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, MPL, DCEO, COO	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, MPL, TOAs	Power of responsible road authority where it is the coordinating road authority or

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO, MPL	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, MPL	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, MPL	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	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 interment and memorials	N/A	
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

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

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MPL, DCEO, COO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, MPL, DCEO, COO	
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, MPL, DCEO, COO	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, MPL, DCEO, COO	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, MPL, DCEO, COO	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, MPL, DCEO, COO	
r 16(3)	Power to issue permit	CEO, MPL, TOAs	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, MPL, 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, MPL, DCEO, COO	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, CE3, TOAs	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MPL, 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, MPL, TOAs	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	CEO, MPL, TOAs	Where Council is the coordinating road authority

3.3 MONTHLY PERFORMANCE REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 27119

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 January 2026.

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 \$25.677 million in revenue and \$21.556 million in expenses to 31 January 2026. This has resulted in an operating surplus of \$4.121 million for the seven months ended 31 January 2026.

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 \$18.145 million has been recognised as income for the seven months ended 31 January 2026.

User fees account for 5% of the total budgeted income for 2025/26 and \$1.084 million has been received to 31 January 2026. The majority of this relates to transfer station fees, fitness centre income and commercial waste management charges.

Recurrent Operating Grants total \$2.772 million to 31 January 2026, including \$1.253 million from the Victorian Local Government Grants Commission for general purpose grants and \$0.813 million for the local roads grants.

Non-recurrent Operating Grants total \$1.577 million to 31 January 2026. 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	-	-	1,289
Supported Playgroups	67	41	-
Ararat Rural City Sport, Active Recreation & Open Space Strategy	-	-	36
CALD Outreach Workers Initiative	129	129	-
Tiny Towns Fund - Pomonal Community Hub	-	45	74
Natural Disaster Relief	-	558	-
Council Support Fund - Pomonal Fires	-	-	-
Engage - Youth Events Activities & Happenings	55	55	-
Centenary Park Dog Park	100	8	67
Queen Street Housing Program	-	456	5,241
Ararat Hills Adventure Sports Precinct	-	-	400
Early Career Educators	-	73	30
Ararat Active Bike Network	266	-	-
Ararat City Tennis Sports Lighting and Accessibility	-	-	280
Primary Producer Support Payment	-	125	-
Emergency Services and Volunteers Fund	-	50	-
Other Minor Grants (under \$30,000)	-	37	-
	617	1,577	8,667

Non-recurrent Capital Grants total \$1.425 million to 31 January 2026, 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	-	-	25
Tiny Towns Fund - Buangor Cobb & Co Stables	-	29	25
Pony Club Sports Arena	1,490	126	307
Queen Street Housing Program	-	-	1,683
Ararat Library Lighting & Exterior Upgrade	-	45	6
TAC Safe Local Roads and Streets Program	-	86	407
Jack & Jill Kindergarten Upgrade	-	72	3
Mount William Road Reconstruction	-	1,065	935
Footpath-Ararat Retirement Village & Sports Precinct	-	-	35
Other Minor Grants (under \$30,000)	-	2	9
	1,490	1,425	3,485

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 \$1.482 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 seven months ended 31 January 2026 Council has incurred \$7.470 million in employee costs.

Materials and Services account for approximately 28% of the total budgeted expenditure for 2025/26. For the seven months ended 31 January 2026, Council has incurred \$7.033 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 surplus and 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 January 2026. Comparative figures have been provided as at 30 June 2025.

Council's current assets have increased by \$9.434 million from \$17.978 million as at 30 June 2025 to \$27.412 million as at 31 January 2026. Cash and cash equivalents have increased by \$0.543 million from \$14.841 million to \$15.384 million. Trade and other receivables have increased by \$8.852 million from \$3.066 million as at 30 June 2025 to \$11.918 million as at 31 January 2026.

Total liabilities have increased from \$16.464 million in 2024/25 to \$18.290 million in 2025/26. Trade and other payables have decreased by \$1.401 million and trust funds and deposits have increased by \$0.249 million. Unearned income/revenue increased by \$3.349 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 increased by \$0.543 million to \$15.384 million as at 31 January 2026.

Net cash of \$4.282 million was provided by operating activities, \$3.302 million was used in investing activities, and \$0.437 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	31/01/2026
<p>Working capital <i>Measure - Current assets compared to current liabilities.</i> Expected values in accordance with the Local Government Performance Reporting Framework 100% to 400% Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity</p>	122%	165%
<p>Loans and borrowings <i>Measure - Loans and borrowings compared to rates.</i> Expected values in accordance with the Local Government Performance Reporting Framework - 0% to 70% Indicator of the broad objective that the level of interest-bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations</p>	0.86%	0.22%
<p>Indebtedness <i>Measure - Non-current liabilities compared to own source revenue</i> Expected values in accordance with the Local Government Performance Reporting Framework - 2% to 70% Indicator of the broad objective that the level of long-term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long-term liabilities suggests an improvement in the capacity to meet long term obligations</p>	7.83%	8.61%
<p>Rates concentration <i>Measure - Rates compared to adjusted underlying revenue</i> Expected values in accordance with the Local Government Performance Reporting Framework - 30% to 80% 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</p>	49.39%	74.92%
<p>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</p>	\$4,936	\$2,876
<p>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</p>	\$2,002	\$2,034

Indicator	30/6/2025	31/01/2026
<p>Indicator - Percentage of total rates collected</p> <p>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.</p> <p>The outstanding Rates Debtors is reported in the Annual Financial report.</p> <p>As at 31 January 2026 the outstanding Rates Debtors totalled \$11.492 million compared to \$2.466 million as at 30 June 2025, an increase of \$9.026 million. In percentage terms 44.5% of the rates raised have been collected at 31 January 2026 compared to 37.0% up to 31 January 2025. The increased percentage at 31 January 2026 includes payments totalling \$2.054 million received under the Victorian Government’s Drought Support Package for Primary Producer Support Payments, which represents a 40% rate reduction on farm-rated properties.</p> <p>Outstanding rates are currently charged 10% interest.</p> <p>Council issues approximately 7,900 rate notices. In 2025/26 there are 2,495 assessments paying by instalments compared with 2,653 assessments in 2024/25.</p>	87.8%	44.5%
<p>Indicator - Asset Renewal & Upgrade</p> <p><i>Measure - Asset renewal & Upgrade compared to depreciation</i></p> <p>Expected range in accordance with the Local Government Performance Reporting Framework - 40% to 130%</p> <p>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.</p>	100.75%	51.09%

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.

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 January 2026 be received and adopted.*

MOVED CR JOYCE SECONDED CR KAUR

That:

1. **The Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 31 January 2026 be received and adopted.**

Cr Joyce and Cr Kaur spoke for the motion.

**CARRIED 7/0
5295/26**

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.3

Attachment 1
Comprehensive Income Statement for the seven months ended 31 January 2026

	Original Budget \$'000	Current Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Variance
Income						
Rates and charges	18,425	18,425	18,093	18,145	52	0%
Statutory fees and fines	277	277	162	125	(37)	-23%
User fees	1,631	1,641	1,016	1,084	68	7%
Contributions - cash capital	-	-	-	34	34	0%
Contributions - cash operating	93	93	5	15	10	200%
Grants - operating (recurrent)	8,909	4,721	2,634	2,772	138	5%
Grants - operating (non-recurrent)	617	7,276	360	1,577	1,217	338%
Grants - capital (recurrent)	2,338	2,724	50	152	102	204%
Grants - capital (non-recurrent)	1,490	3,772	1,043	1,425	382	37%
Net gain/(loss) on disposal of property, plant and equipment	20	20	-	(33)	(33)	0%
Other income	630	630	368	381	13	4%
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	23,731	25,677	1,946	
Expenses						
Employee costs	11,961	11,961	7,242	7,470	228	3%
Materials and services	9,186	13,357	7,296	7,033	(263)	-4%
Bad and doubtful debts	-	-	-	-	-	0%
Depreciation	10,469	10,469	6,107	6,487	380	6%
Amortisation - right of use assets	308	308	180	268	88	49%
Borrowing costs	2	2	2	3	1	50%
Finance costs - leases	60	60	35	72	37	106%
Other expenses	394	394	230	223	(7)	-3%
Total expenses	32,380	36,551	21,092	21,556	464	2%
Surplus for the year	2,050	3,028	2,639	4,121	1,482	56%
Other comprehensive income						
Net asset revaluation increment	-	-	-	-	-	
Total comprehensive result	2,050	3,028	2,639	4,121	1,482	

Attachment 2
Balance Sheet as at 31 January 2026

	31/01/2026 \$'000	30/06/2025 \$'000
Assets		
Current assets		
Cash and cash equivalents	15,384	14,841
Trade and other receivables	11,918	3,066
Financial assets	-	-
Inventories	110	71
Prepayments	-	-
Total current assets	<u>27,412</u>	<u>17,978</u>
Non-current assets		
Trade and other receivables	4	4
Investments in joint venture	1,527	1,527
Property, plant and equipment, infrastructure	636,497	639,714
Right of use assets	1,516	1,784
Investment property	2,615	2,615
Total non-current assets	<u>642,159</u>	<u>645,644</u>
Total assets	<u>669,571</u>	<u>663,622</u>
Liabilities		
Current liabilities		
Trade and other payables	956	2,357
Trust funds and deposits	564	315
Unearned Income	12,686	9,337
Provisions	2,166	2,175
Interest bearing loans and borrowings	40	156
Lease liabilities	181	426
Total current liabilities	<u>16,593</u>	<u>14,766</u>
Non-current liabilities		
Provisions	285	286
Interest-bearing loans and borrowings	-	-
Lease liabilities	1,412	1,412
Total non-current liabilities	<u>1,697</u>	<u>1,698</u>
Total liabilities	<u>18,290</u>	<u>16,464</u>
Net Assets	<u>651,281</u>	<u>647,158</u>
Equity		
Accumulated surplus	299,623	295,501
Reserves	351,658	351,657
Total Equity	<u>651,281</u>	<u>647,158</u>

Printed 11/02/2026

Attachment 3

Statement of Cash Flows for the seven months ended 31 January 2026

	Seven months to 31/01/2026	Forecast Year End to 30/06/2026
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000
Cash flows from operating activities		
Rates and charges	9,172	18,545
Statutory fees and fines	127	277
User fees	1,420	1,794
Grants - operating	6,608	6,863
Grants - capital	2,988	3,370
Contributions - monetary	203	278
Interest received	323	500
Trust funds and deposits taken	146	-
Other receipts	88	253
Net GST refund/payment	181	733
Employee costs	(8,006)	(11,960)
Materials and services	(8,486)	(15,777)
Trust funds and deposits repaid	(204)	-
Other payments	(278)	(394)
Net cash provided by (used in) operating activities	<u>4,282</u>	<u>4,482</u>
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(3,391)	(12,999)
Proceeds from sale of property, plant and equipment, infrastructure	89	1,050
Proceeds from investments	-	-
Payments for investments	-	(500)
Net cash provided by (used in) investing activities	<u>(3,302)</u>	<u>(12,449)</u>
Cash flows from financing activities		
Finance costs	(3)	(2)
Repayment of borrowings	(117)	(156)
Proceeds from borrowings	-	-
Interest paid - lease liability	(72)	(60)
Repayment of lease liabilities	(245)	(296)
Net cash provided by (used in) financing activities	<u>(437)</u>	<u>(514)</u>
Net increase (decrease) in cash and cash equivalents	543	(8,481)
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	<u>15,384</u>	<u>6,360</u>

Printed 11/02/2026

Attachment 4

Financial Performance Indicators for the seven months ended 31 January 2026

Result

Material Variations

LIQUIDITY

Dimension - Operating position

Indicator - Adjusted underlying result

Measure - Adjusted underlying surplus (or deficit)

10.99%

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

No material variation

Expected range in accordance with the Local Government Performance Reporting Framework

-20% to 20%

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

Dimension - Liquidity

Indicator - Working capital

Measure - Current assets compared to current liabilities

165% No material variation

[Current assets / Current liabilities] x100

Expected range in accordance with the Local Government Performance Reporting Framework

100% to 400%

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

Indicator - Unrestricted cash

Measure - Unrestricted cash compared to current liabilities

12.23% No material variation

[Unrestricted cash / Current liabilities] x100

Expected range in accordance with the Local Government Performance Reporting Framework

10% to 300%

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

OBLIGATIONS

Dimension - Obligations

Indicator - Loans and borrowings

Measure - Loans and borrowings compared to rates

0.22% 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

Measure - Loans and borrowings repayments compared to rates

0.66% No material variation

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

Expected range in accordance with the Local Government Performance Reporting Framework

0% to 20%

Financial Performance Indicators for the seven months ended 31 January 2026 **Result** **Material Variations**

Indicator - Indebtedness

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

8.61% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 2% to 70%

Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations

Indicator - Asset renewal and upgrade

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

51.09% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 40% to 130%

Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations

STABILITY

Dimension - Stability

Indicator - Rates concentration

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

74.92% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 30% to 80%

Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability

Indicator - Rates effort

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

0.28% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 0.15% to 0.75%

Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden

EFFICIENCY

Dimension - Efficiency

Indicator - Expenditure level

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

\$2,876.43 No material variation

Expected range in accordance with the Local Government Performance Reporting Framework \$2,000 to \$5,000

Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency

Indicator - Revenue level

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

\$2,034.16

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

3.4 NEW POLICY DESIGN

RESPONSIBLE OFFICER: CHIEF OPERATING OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 27120

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' policies that are outward facing have been redesigned to be more engaging, accessible and user-friendly. The updated template shifts away from bureaucratic, text-heavy formats toward clear language, visual hierarchy and contemporary layout elements. This redesign supports improved transparency, enhances community understanding of Council's policy intent and aligns with the best-practice governance communication.

The purpose of this briefing is to inform Council of the new format and outline the benefits, considerations and implementation approach.

DISCUSSION

A review of Council's existing outward-facing policy documents identified that many were difficult for the community to navigate due to the dense text, inconsistent structure and limited use of visual elements. The redesign project sought to:

- Improve readability and public accessibility
- Create a consistent and recognisable "Council Policy" look and feel
- Modernise the presentation of key governance documents
- Support staff to develop policies that better communicate purpose, responsibilities and outcomes.

The redesigned format includes:

- Improved visual structure through headings, icons and white space
- Plain language
- Consistent sections such as purpose and scope
- A design aligned with contemporary local government communication standards

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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 redesign, as the work has been completed internally and ongoing application will be integrated into standard policy review processes.

Policy/Relevant Law

Local Government Act 2020 - requirements for transparency, community engagement and accessible information

Local Government Best Practice Guidelines (readability and public accessibility expectations)

Sustainability Implications

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

Risk Assessment

The redesign format reduces reputational and operational risk by improving clarity, reducing misinterpretation and strengthening consistency across governance documents.

Stakeholder Collaboration and Community Engagement

Internal consultation was undertaken with governance, communications and operational departments to ensure useability and alignment with communication standards. Direct community consultation was not required as changes relate to the document presentation rather than policy content.

RECOMMENDATION

That:

1. Council approve the new policy design.

**MOVED CR J ARMSTRONG
SECONDED CR PRESTON**

That:

1. Council approve the new policy design.

Cr J Armstrong and Cr Preston spoke for the motion.

**CARRIED 7/0
5296/26**

ATTACHMENTS

The new policy design is attached as Attachment 3.4



Ararat Rural City

Community Engagement Policy



DOCUMENT CONTROL

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

Last Review Date: 23 February 2021
Date Approved: 27 January 2026
Next Review Date: January 2030

Revision No: 1

Stakeholder Engagement:

- Councillors
- Chief Executive Officer
- Audit and Risk Committee

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The information in this document is correct as at the date of publication but is subject to change. Please check Ararat Rural City Council website www.ararat.vic.gov.au to make sure this is the latest version.

Date of publication: 27 January 2026



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Introduction

Ararat Rural City Council is committed to listening to and understanding our community. We consider community engagement and public participation to be an essential component of good governance and leadership. The Ararat Rural City community is culturally diverse and engaged, rich with experience and expertise, whose participation is valued by Council.

This policy provides the community engagement and public participation framework for engagement activities undertaken by Council. It also outlines our commitment to provide the community with genuine opportunities to contribute to and inform projects, strategies, services and decisions that affect them.

Council is committed to:

- offering opportunities for the community to contribute to the decisions made by Council
- effective communication of information between Council and the community
- ensuring effective community representation
- decision making that is transparent and works in the interest of the community, considering our diverse stakeholders
- ensuring effective community engagement planning





Policy

The objectives of the policy are to:

- articulate Council's commitment to engage with the community on decisions and development of plans and policies that affect them
- improve understanding of community and stakeholder engagement
- outline how community engagement is integrated into Council activities in order to support decision making and strengthen relationships and partnerships

Scope

This policy applies to the planning, design, implementation and evaluation of community engagement activities as directed by Council, recommended by staff, or legislated by the Victorian Local Government Act 2020.

Community engagement is the responsibility of all Council service areas, teams and employees. It also applies to contractors and consultants undertaking work on behalf of Council.

The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation such as land-use planning applications or other Council processes such as service requests or complaints.





What is community engagement?

Community engagement is about having conversations with people who are potentially impacted by Council decisions. It can also involve discerning issues that are important to the community, or to groups within the community, in order to advocate to state and federal government and other bodies that have influence in our area. In our engagement we listen, we consult, we act and we report back to our community.



Community engagement is a planned process with the specific purpose of working with identified groups of people, connected by geographic location, special interest or affiliation, or issues affecting their wellbeing. Engagement must be inclusive and accessible, reflecting the diversity that exists within our community.

Community engagement is a part of public participation and is often used interchangeably with that term. "Participation" implies more than just communication, participation means being involved in decisions.

The International Association for Public Participation (IAP2) defines the public participation as "the involvement of those affected by a decision in the decision making process. We use the term public participation to describe these situations, though the same activities are also described as community or stakeholder consultation, engagement and participation.





Principles and Council's Commitment to the Community

Council adopts the following principles and commitments which will inform all community engagement processes. These principles are set out in Section 56 of the Local Government Act 2020. Council has built on these principles to describe our commitment which reflects the values and expectations of the Ararat Rural City community as determined in consultation with the community.





Principle	Our Commitment
The community engagement process has a clearly defined objective and scope.	<ul style="list-style-type: none"> All community engagement is planned by clearly identifying the purpose, scope and objectives of the community's participation, in the community engagement plan. We will communicate the reasons for engagement with participants.
Participants in community engagement will have access to objective, relevant and timely information to inform their participation.	<ul style="list-style-type: none"> We will ensure the community has the information necessary to participate meaningfully in the engagement activities. We will endeavour to provide information that is objective, relevant, timely and easy to understand.
Participants in community engagement will be representative of the persons and groups affected by the matter.	<ul style="list-style-type: none"> We will identify the people, communities and stakeholders who are affected by and interested in the topic of engagement. We will reach out to our community to involve and hear from participants that represent the affected and interested groups.
Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.	<ul style="list-style-type: none"> We will reduce physical, social and cultural barriers to participation. We will consider the needs and perspectives of all groups that may want to be involved in the process. We will seek to obtain the views of a broad cross section of the community, especially when there is a quiet majority. We will allow sufficient time for review of information and participation in varied engagement activities.
Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.	<ul style="list-style-type: none"> We recognise the International Association for Public Participation (IAP2) as the international standard for effective community engagement. We will be guided by IAP2 recommendations. We will inform participants of the level of influence they will have, as described in the IAP2 spectrum's promise to the public, and we will ensure they know the outcomes of any decisions made.
The community engagement process has a clearly defined objective and scope.	<ul style="list-style-type: none"> All community engagement is planned by clearly identifying the purpose, scope and objectives of the community's participation, in the community engagement plan. We will communicate the reasons for engagement with participants.



Leadership of Community Engagement

Council will call for different levels of engagement, having regard to the significance, complexity and anticipated level of impact of what is being proposed, and the stakeholders we need to target.

This policy adopts the International Association for Public Participation's (IAP2) Public Participation Spectrum to guide the range and extent of participation at each of the five levels. The five levels of engagement outlined on the IAP2 spectrum shown below will be utilised in every instance to meet our commitment to the community:





Leadership of Community Engagement

Inform

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult

To obtain public feedback on analysis, alternatives and/or decisions.

Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.

Empower

To place final decision-making in the hands of the public.

(c) International Association for Public Participation www.iap2.org

The levels of community engagement will be identified on the IAP2 spectrum at the project planning stage following an analysis of the desired outcomes (see Appendix A). The community engagement plan will identify the most appropriate communication tool and timeframes to ensure the particular target group(s) are well informed of both the issue and the engagement opportunities.



Type of Community Engagement

Community engagement may include multiple levels of public participation, both at different stages of the process and because different stakeholders will choose to engage at different levels. The type or form of engagement practices undertaken can be broadly described as either deliberative or participatory. Many of Council's community engagement projects are likely to include both types of practice.



**Deliberative
Engagement**



**Participatory
Engagement**



Deliberative Engagement

Deliberative practices take place at the highest three levels of influence on the IAP2 spectrum, 'Involve', 'Collaborate' or 'Empower'. Deliberative engagement allows for discussion and the possibility of consensus if needed. The key features of a deliberative process are to come to a decision after considering all information and prioritising and weighing solutions. By its very name, it requires a level of engagement that is measured, considered and has the involvement of others. Deliberation can be scaled to fit the size and impact of the project. Some projects may require skilled facilitators to ensure a fair and equitable process.

Examples of deliberative practices are

- working with advisory groups
- online proposals and ideas are discussed by a panel of community members
- participants are asked to consider and prioritise ideas
- a representative group participates in a series of sessions of information exchange in order to reach consensus.

Projects most suited to a deliberative approach include those where the outcome will have a far-reaching or long-term effect, and issues where there is considerable community concern or division about the alternatives.



Participatory Engagement

Participatory practices take place at the first two levels of influence on the spectrum, 'Inform' and 'Consult' and involve one-way information exchange either from Council to community or community to Council. Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents.

Examples of participatory practices are

- Surveys
- Polls, ideas gathering
- Submissions

Participation at this level can be very broad, including by stakeholders who choose to track the project but offer no direct input.

Submissions process

On matters where the only form of community participation is an invitation to make submissions, and engagement on the matter was formerly governed by section 223 of the Local Government Act 1989, Council will continue to proceed in a manner modelled on section 223 of the Local Government Act 1989.



Statutory Requirements

Some elements of community engagement are directed by statutory requirements. Under the Local Government Act 2020 Council has a statutory obligation to develop a long-term Community Vision, Financial Plan and Asset Plan, as well as a four-year Council Plan. Under the Public Health and Wellbeing Act 2008 Council has a statutory requirement to develop a four-year Municipal Public Health and Wellbeing Plan. Council will meet its statutory obligations by ensuring the community will have an opportunity to participate in the development of these plans.





Community Engagement Planning, Implementation and Evaluation

To ensure effective community engagement, Council implements the following eight steps to design, deliver and complete community engagement.

1. Clearly define the purpose and scope of the community engagement
2. Understand stakeholder and community interests
3. Design an appropriate community engagement process
4. Deliver genuine and respectful engagement
5. Review and interpret the engagement data
6. Apply the outcomes of the engagement to inform the decision-making process
7. Evaluate the community engagement process for improvement
8. Close the loop on the community engagement



Informing the Community of Outcomes

Reporting of outcomes and updates will always be available online through Council's Have Your Say engagement platform, as well as provided directly to those who asked to be kept informed and have provided contact details.





Community Engagement Definitions

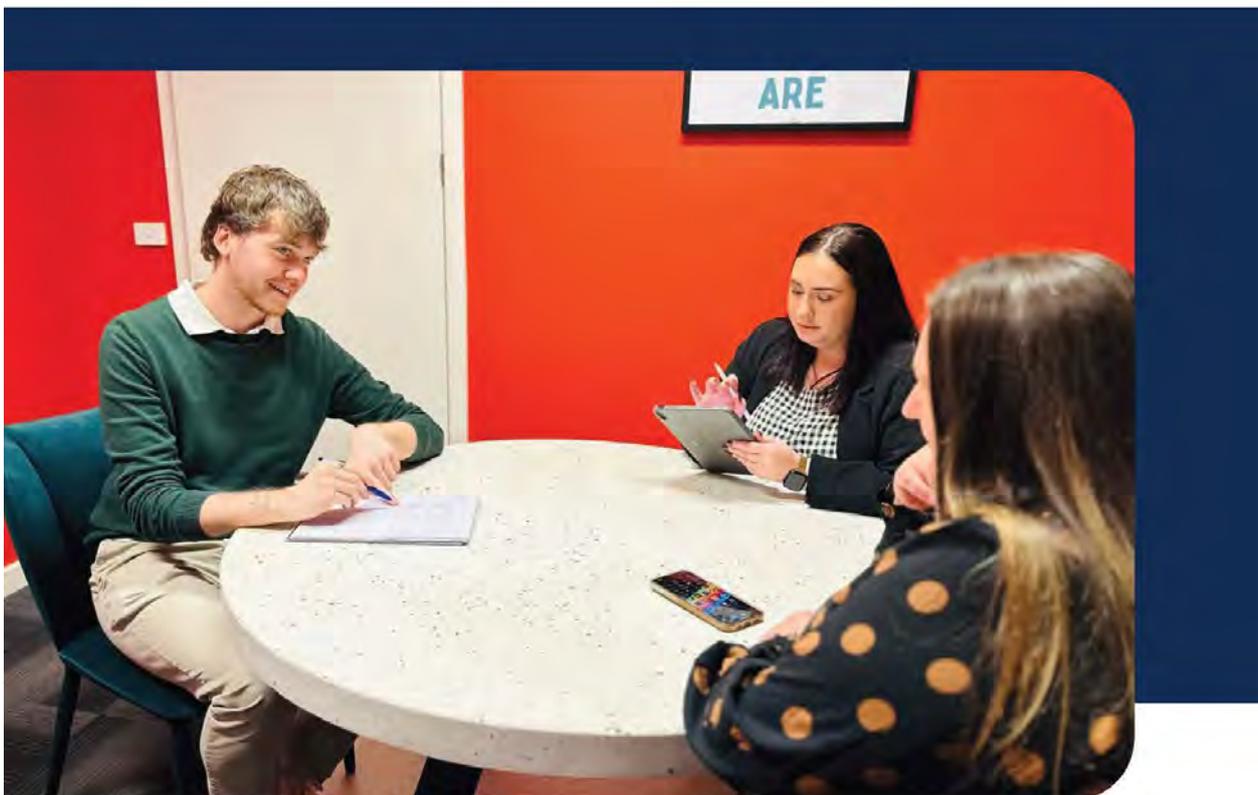
Community	Refers to the people who have a stake and interest in the Ararat Rural City and includes people who: <ul style="list-style-type: none">• Live, work, study or conduct business or are involved in local community groups or organisations in the municipality• Visit, use or enjoy the services, facilities and public places located within the municipality
Community engagement	Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them.
Consultation	The activity of seeking input on a matter.
Deliberation	Deliberation is an approach to decision-making in which citizens consider relevant facts from multiple points of view, converse with one another to think critically about options before them and enlarge their perspectives, opinions, and understandings.
Process	A relationship between key steps, activities, tasks, policies and / or resources. Public participation A term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.
Stakeholder	An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.



Human Rights Charter

This Policy has been assessed against the Charter of Human Rights and Responsibilities Act 2006 as being consistent with that Act and, in particular, as promoting the rights of members of the Community:

- not to have their privacy interfered with (section 13); and
- take part in public life (section 18), by having the opportunity to:
 - participate in the conduct of Council's affairs; and
 - have access to Council and Council Information.





Responsibilities

Party / Parties	Roles and Responsibilities
Councillors	<p>Ensure that matters under consideration are informed by the planned level of community engagement.</p> <p>Balance the range of stakeholder views and concerns on an issue when making a decision.</p>
Chief Executive Officer and Senior Management	<p>Consult with councillors to establish the engagement process to be used.</p> <ul style="list-style-type: none"> • Champion better practice community engagement through policy, process and leadership. • Monitor implementation and compliance with this policy.
Managers	<p>Manage areas of responsibility to ensure community engagement is consistent with this policy.</p>
Staff	<p>Undertake to make community engagement activities consistent with this policy.</p>





Monitoring, Evaluation and Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation. A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

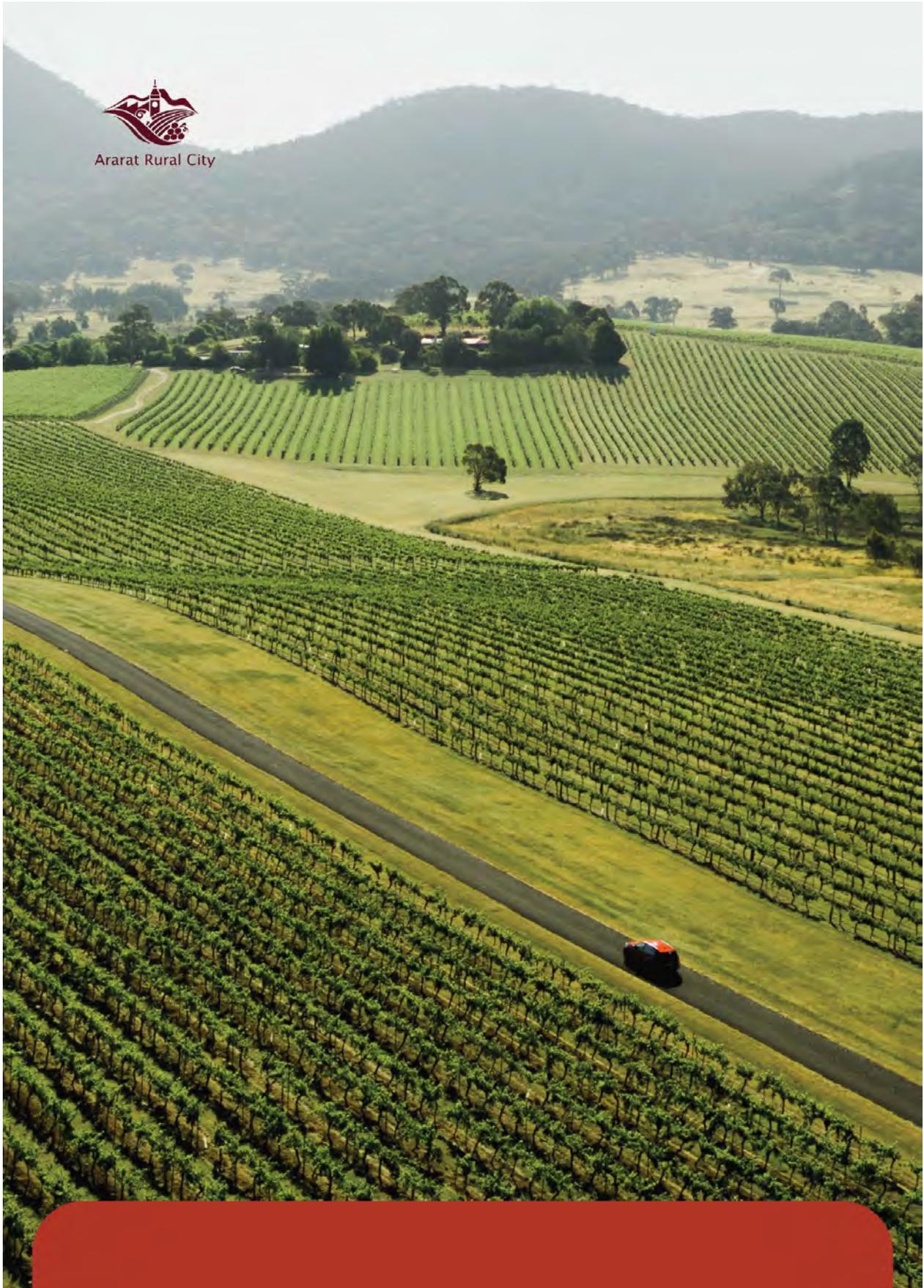


References

Public Transparency Policy
Privacy Policy
Charter of Human Rights and Responsibilities Act 2006
Local Government Act 1989
Local Government Act 2020
Privacy and Data Protection Act 2014
Equal Opportunity Act 2010
IAP2 Spectrum of Public Participation
Rural Councils Victoria – Community Engagement Checklist

Appendices







Appendix 1 IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that define the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure concerns and aspirations are understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of a preferred solution.	To place the final decision making in the hands of the public.
Promise to the public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

(c) International Association for Public Participation www.iap2.org





Appendix 2 Community Engagement Template

Project Summary:

Item	Details
Project name	
Project Manager	
Project Details	
Project Purpose	
Start Date	
End Date	

Engagement Summary:

Item	Details / Actions	Start Date	End Date
Purpose of Engagement	<i>What is Council engaging on and why?</i>		
Key Stakeholders	<i>Who will be impacted by any decision?</i>		
Target Audience	<i>Who will engagement be conducted with?</i>		
Engagement Design: <ul style="list-style-type: none"> • Method/s • Value/s • Time/s • Location/s • Resource/s 	<i>How will the engagement be undertaken?</i> <i>List, expand and repeat for all planned activities</i>		
Engagement findings	<i>How will the information gathered be used?</i>		
Outcomes of engagement	<i>How will the community be updated or informed?</i>		

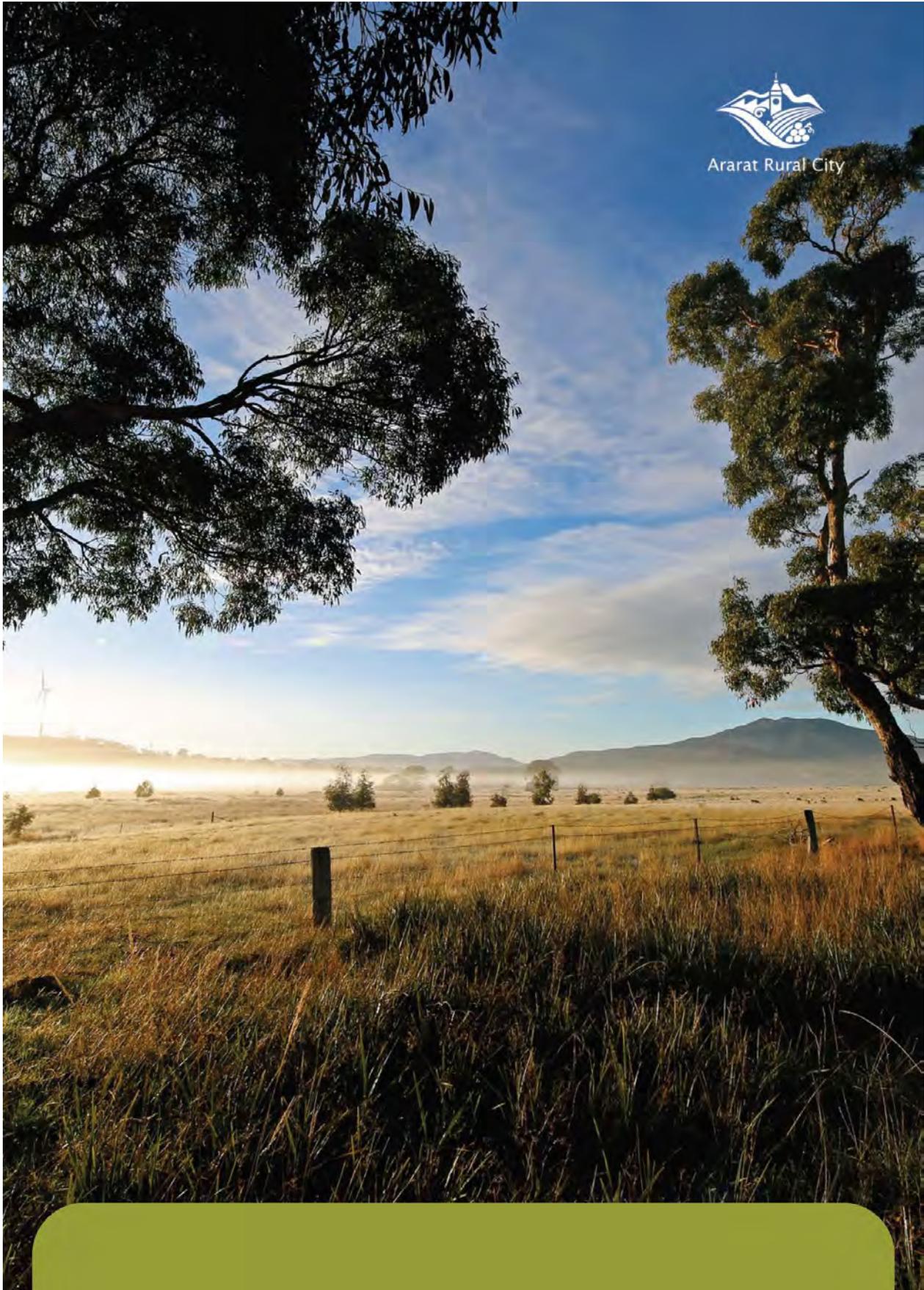


Appendix 2 CONT....

Community Engagement Template

Other relevant information for the engagement:

May include stakeholders, multiple phases of engagement, questions, methods of promotion, etc.





Appendix 3 Engagement Checklist



Stage 1: Prepare

Preparation is integral to developing a relevant, targeted, and successful engagement program that is tailored to the expectations and needs of those affected by the subject matter.



Stage 2: Frame

Your engagement should have a robust framework, identifying key issues, internal and external stakeholders, and performance measures.



Stage 3: Design

The design of your engagement plan brings together the key decisions you make in Stages 1 and 2. The design will impact the evaluation and reporting elements of the project.



Stage 4: Execute

The execution of your engagement plan relies on your planning and preparation.



Stage 5: Report

The purpose of this stage is to advise participants, stakeholders and decision makers about the findings of the engagement and how the input has been used to make decisions.



Stage 6: Evaluate

Reflective practice allows us to refine and continually improve our practices. Evaluation is an important element of any engagement activity.





Appendix 3 Engagement Checklist

Stage 1 - Prepare	Addressed
Preparation is integral to developing a relevant, targeted, and successful engagement program that is tailored to the expectations and needs of persons and groups affected by the subject matter. A thorough understanding of the subject matter will set a strong basis for framing and design.	
Research and understand the context, scope and purpose of the Plan, Strategy or Project. Also conduct research into industry trends, best practice examples and drivers.	
Be aware of any legislative compliance matters including reporting and deadlines for the completion of the project.	
Review the Council community engagement policy to understand the underlying approach, principles, and governance structures.	
Identify Council resources including human, equipment and technology that will be required to take part in the project.	
Research current Council plans, strategies and projects that are interlinked to your project to ensure consistency.	



Appendix 3 CONT... Engagement Checklist

Stage 2 - Frame	Addressed
Your engagement should have a robust framework, identifying key issues, internal and external stakeholders, and performance measures. Building your framework will increase transparency and the level of participation as you will have clarity of scope when discussing the engagement with participants.	
Convene a project control group including Council officers you have identified through your resources review and allocate responsibilities.	
Collaborate with the project control group to define the problem and articulate: <ul style="list-style-type: none"> • Issues that need to be addressed/answered/resolved. • Negotiables and non-negotiables. • Who the final decision maker is. • The decision makers ideal outcome 	
Prepare a stakeholder analysis to identify internal and external stakeholders with an interest in the subject matter. Identify issues and the best communication channels for stakeholder groups.	
Conduct a risk assessment including identification of internal and external parameters.	
Determine the desired level of public participation, and the weighting their input will have on decision making (you may choose to use the IAP2 Spectrum of Public Participation as a guide).	
Set key performance indicators regarding level of engagement, satisfaction with engagement methods and outcomes of engagement.	
Confirm your engagement budget for the project.	



Appendix 3 CONT... Engagement Checklist

Stage 3 - Design	Addressed
<p>The design of your engagement plan brings together the key decisions you make in Stages 1 and 2. How you design your engagement will impact the evaluation and reporting elements of the project.</p>	
<p>Extend the problem definition work already conducted. Consider the best way to seek input from the public including:</p> <ul style="list-style-type: none"> • What is the purpose of the question? Am I seeking data or more in-depth feedback? • What engagement tools will be most effective for the stakeholders I am seeking to engage? • How will I record the feedback? (Survey link? Post-its? Written form?) • Is this question understandable and free of jargon? • Is the question relevant and related to an aspect of the project that the community will influence through their feedback? 	
<p>Develop an engagement plan that is tailored to promote the inclusion, participation, and accessibility of stakeholder groups by:</p> <ul style="list-style-type: none"> • Identifying engagement tools and techniques that will be used to maximise participation. • Considering a design thinking approach that outlines the phases and timeframes for key milestones including, <ul style="list-style-type: none"> • The release of information in a format that is easily accessible to stakeholders, • The rollout of engagement activities. • Providing feedback to the project control group, engagement participants and the community. • Dates for submission and approval of key documents. • Reporting requirements for key performance indicators. • Identify the resources that will need to be used at each stage of the engagement. 	
<p>Your engagement plan should be complemented by a communications strategy which outlines:</p> <ul style="list-style-type: none"> • Deadlines for the provision of information to engagement participants, the project control group and decision makers. • Channels to communicate with potential participants (social media, newspaper advertisements, media releases, mailing lists, engagement platforms, webinars, seeking the assistance of stakeholder groups to distribute information). • How you are going to measure the reach and effectiveness of communication channels. 	
<p>Reach out to stakeholder groups and leaders to seek their input into the engagement design.</p>	



Appendix 3 CONT... Engagement Checklist

Stage 4 - Execute	Addressed
The execution of your engagement plan relies on your planning and preparation.	
Test any platform you will be using, particularly for online engagement. Develop comfort with its functionality and be sure to provide basic trouble shooting advice to participants.	
Consider occupational health and safety when you are packing, transporting, and setting up engagement activities. Also check if there are any permit or site-specific requirements to address.	
Conduct a pre engagement brief with your engagement representatives. It is important that participants know that representatives are informed and understand the key issues that are affecting them. The briefing should also identify any potential 'hot topics' and provide representatives with the tools to discuss them in a constructive manner with the community.	
<p>When talking with participants:</p> <ul style="list-style-type: none"> • Acknowledge the scope of the engagement and any limitations or constraints. o Be clear about participants level of influence decision making. • Be open to new ideas, connections and partnerships that may be established through engagement – exciting! • Ask questions that extend the thoughts and ideas of participants to test robustness. Don't be afraid to ask the 'what if' or 'have you considered' questions. And don't be afraid of answers that don't meet your own values • If you are unsure you have understood the input, check back in by rephrasing the participants thoughts to make sure you understood them correctly. • Remember, you do not have to provide a solution to every issue that is raised on the day. The important thing is to hear what a participant is saying and respond with authenticity and an open mind. • Have a mechanism for referring issues that do not relate to the engagement that participants raise on the day. It is important to bring participants back to the subject at hand while giving them concrete pathways to follow up their other concerns. 	
Take the time to pack down neatly. Trust us – you will thank us later!	
Conduct a debrief straight after the engagement to ensure you are able to identify key learnings and areas for further exploration or follow up.	



Appendix 3 CONT... Engagement Checklist

Stage 5 - Report	Addressed
The purpose of this stage is to advise participants, stakeholders and decision makers about the findings of the engagement and how the input has been used to make decisions. This part of the engagement plan is often referred to as 'closing the loop'.	
Examine the findings of your engagement and determine: <ul style="list-style-type: none"> Major themes from feedback. Any data trends that are evident. Any contrary views, what level of support they have, and how can they be compared to the support of major themes. What projects, propositions or idea have strong or weak support. Areas for further investigation. Difference in feedback between demographics (gender, age, income, education). Difference in the feedback offered by different townships and regions. 	
Feedback the findings to participants, stakeholders and decision makers through mechanisms identified in your communications plan. Present the analysis in a format that is understandable to a broad audience, and provide an avenue for participants, stakeholders and decision makers to offer clarification if required.	
Record the analysis of engagement and articulate how it has been used in determining scope, content and direction of the piece of work.	

Stage 6 - Evaluate	Addressed
Reflective practice allows us to refine and continually improve our practices. Evaluation is an important element of any engagement activity.	
Seek feedback from participants, stakeholders and decision makers about the process.	
Measure your progress against the KPI's you set during stage 2 regarding level of engagement, satisfaction with engagement methods and outcomes of engagement.	
Ensure any changes in practice align with your Councils continuous improvement mechanisms.	



Contact Us

Ararat Rural City Council

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Ararat, Victoria, Australia 3377

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Email: council@ararat.vic.gov.au



3.5 PROGRAM OF WORKS - OTTA SEAL

RESPONSIBLE OFFICER: MAJOR PROJECTS LEAD
DEPARTMENT: INFRASTRUCTURE
REFERENCE: 27121

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

Over the past two years Council has been trialling the OTTA Seal road treatment on its rural township and low traffic roads with good results achieved.

This report nominates roads for inclusion in the program of OTTA Seals for the 25/26 financial year with the budget allocation in Capital Works.

DISCUSSION

Over the past two years Council has completed 180,000m² of OTTA seals across the municipality, with successful outcomes for our rural township and low traffic roads. This is a financially responsible treatment that allows for a safer driving surface on our roads and lowers our continued grading maintenance works requirements for gravel surface roads. On average, the cost to undertake the OTTA seal treatment is \$15.50/m², this includes all preparatory works before the seal occurs.

There are four main roads nominated for OTTA seal for this financial year, these are:

Tatyoan North Road - Geelong Road to Logan Road (approx. 3.5km)

The prep works on this road have been undertaken, minimal additional work will required before the seal can be completed. The works on this road were suspended due to the current pipeline works being undertaken by Mitchell Water. Once this work is completed we will finish this project.

Jacksons Creek Road - Seal Change to Logan Road (approx. 5.6km)

This section of road has had a recent resheeting completed and will not require extensive preparation work to have it suitable for sealing works to happen. This will also complete the loop of Tatyoan North Road, Logan Road and Jackson Creek as being fully sealed.

Logan Road - Tatyoan Road to Tatyoan North Road (approx. 5km)

By undertaking work on this section of road the loop will be completed between Jacksons Creek Road, Logan Road and Tatyoan North road which will be fully sealed.

Sugarloaf Road - Boyds Road to Pentlands Creek Road (approx. 2.6km)

Completion of these works will have Sugarloaf Road fully sealed from the Western Highway to Pentlands Creek Road. There is some drainage installation to be undertaken as part of the works as road preparation occurs.

Estimated cost for the sealing works occurs is \$889,000 from the Capital Works Budget for Gravel Road Sheeting, Widening and Alternate Seals. Additional cost for pre works will be required and is expected to exhaust the funds for this financial year.

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.

Budget Implications

Council has allocated funds as part of the capital works program for 2025/2026.

Policy/Relevant Law

- Road Management Plan
- Road Safety Act
- Local Government Act 2020
- ARCC Procurement Policy
- ARCC Asset Management Policy

Sustainability Implications

These projects will improve road safety for all users and provide a more sustainable road infrastructure for the council.

Risk Assessment

Low Risk – Risks will be managed through project planning and management procedures and works administration

Stakeholder Collaboration and Community Engagement

Internal stakeholder engagement has been undertaken as part of works programming for the financial year.

RECOMMENDATION

That:

1. *Council approve the OTTA seal works as nominated in this report*

MOVED CR PRESTON SECONDED CR R ARMSTRONG

That:

1. **Council approve the OTTA seal works as nominated in this report**

Cr Preston and Cr R Armstrong spoke for the motion.

**CARRIED 7/0
5297/26**

ATTACHMENTS

There are no Attachments relating to this item

SECTION 4 - INFORMATION REPORTS

4.1 COMMUNITY ENGAGEMENT PROGRAM - DECEMBER 2025 REPORT: UPDATE

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO OFFICE
REFERENCE: 27122

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

At the January 2026 Council Meeting, a report was provided on the status of issues raised by community during the December 2025 Council Drop In Sessions for the Community Engagement Program 2025/26. This report provides an update on the status of issues as at February 2026.

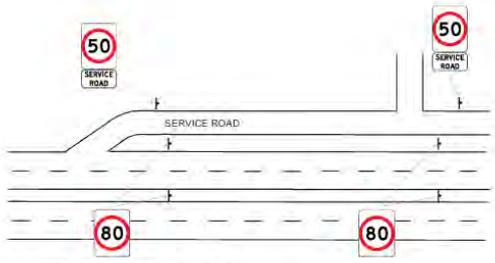
DISCUSSION

Council adopted the Community Engagement Program 2025/26 at the November 2025 Council Meeting. This Program outlined a schedule for engagement sessions to be held in December 2025, March and June 2026.

Council delivered the December 2025 round of engagements in Ararat, Buangor, Elmhurst, Lake Bolac, Mininera, Moyston, Pomonal, Willaura. 49 issues were raised and as at 12 February, 43 have been resolved or are considered actioned for the purposes of this engagement process, but may be revisited as needed. A summary of the issues raised and the status of actions taken to date are provided below.

Table 1. Summary of issues raised and progress as at 12 February 2026. The green colour in the left column indicates that the issue has been resolved or considered actioned.

#	Issues Raised	Progress as at 12 February 2026
	Ararat	
1	A person had great concerns for the safety of children being dropped off at a bus stop on View Point Street between Taylor and Banksia Sts, across from the intersection with Tobin St.	Council staff have followed up with the School Bus Coordinator. Issue has been resolved.
	Buangor	
2	If cracks on the tennis courts could be fixed.	A maintenance request has lodged to inspect the cracks in the Buangor tennis courts and consider options. This issue is considered addressed within the scope of this engagement process, with any further considerations to be managed through the broader capital works and maintenance program.
	Elmhurst	
3	The local community were very keen to see their local pub reopen, this was their top priority for the town. The business owners were present and discussed their progress.	Council staff are continuing to liaise with the business owners to navigate and meet the regulatory requirements.
4	The community wanted to say that the Council staff member who does the mowing in town does a great job.	The positive feedback has been noted and passed on to the staff member.
5	Asked whether Council could mow the grass at the church as well, because the church no longer has someone to mow.	This request has been carefully considered. Council is unable to mow lawns for third parties, even churches. This is the responsibility of the

		property owner (or tenant or property manager, if applicable). The Chair of the Elmhurst Community Development Group has been informed of this outcome via phone.
6	Community members raised concerns about sight distance and road safety Landsborough-Elmhurst Road, from the intersection with Pyrenees Highway to the end of the 'dog-leg' shape. They also asked if road safety can be improved at the intersection of the Pyrenees Highway and Landsborough-Elmhurst Road with an overtaking lane, turning lane, or similar. There is a rail crossing on Landsborough-Elmhurst Road approx. 20m from the Pyrenees Highway. When the rail crossing is closed for a train, there may be multiple vehicles and trucks waiting on the Pyrenees Highway, which could become a safety hazard.	<p>The feedback on the Council managed section of road has been received by the Council engineering team. Although this cannot be actioned straight away, the issue has been logged and will be considered when that section is next programmed for maintenance.</p> <p>The community's concerns regarding the Pyrenees Highway section of this intersection were also lodged with VicRoads 30 December 2025 via the online form below: https://www.vicroads.vic.gov.au/traffic-and-road-use/report-a-road-issue</p> <p>For this stage of the engagement process, these issues are considered addressed, noting that they may be revisited as needed.</p>
7	Residents queried if the speed limit at the railway crossings on Pyrenees Highway can be changed from 60km/hr to 80km/hr.	This query was lodged with VicRoads on 30 December 2025 via the online form below: https://www.vicroads.vic.gov.au/traffic-and-road-use/report-a-road-issue
8	Residents also asked if the speed limit through the town can be changed from 80km/hr to 60km/hr	<p>The Dept. Transport and Planning's Speed Zoning Policy and Speed Zoning Technical Guidelines were reviewed. The 80km/hr speed limit on the Pyrenees Highway through the township is consistent with the Policy and Guidelines, see image captured below from page 20 of the Guidelines:</p>  <p><i>Figure 4: Service road with signposted speed limit</i></p> <p>The Chair of the Elmhurst Community Development Group has been advised on this finding via phone.</p>
9	There are some dirt roads where the grading has created mounds of dirt on the roadsides, which prevents access for their grass slashers and they become overgrown.	Feedback has been lodged that mounds of dirt on roadsides is preventing the ability for locals to slash overgrown grass. An email has been sent to the Chair of the Elmhurst Community Development Group to pass on to the community to ask that they submit a Snap Send Solve to notify us of specific locations of the mounds.
10	Several outer roads are in need of roadside slashing, Boundary Road was mentioned specifically.	A request has been lodged to slash the roadsides on Boundary Road, and to inspect the other roadsides for slashing. Residents of Elmhurst will

		be asked to send a Snap Send Solve request roadside slashing is needed on other roads.
11	<p>Can the dust on some of the dirt roads be suppressed, possibly using Otta seals? The roads that were mentioned for dust suppression in the meeting included:</p> <ul style="list-style-type: none"> • From the Bush Nursing Centre to the railway tracks • From the police station to McKay St • The road to the power substation (Pyrenees Shire road) 	<p>OTTA seal of the first two sections will be considered as part of the Council's budget development process, which is still underway.</p> <p>The request for dust suppression on the roads to the power substation (Wiltshires Lane and Easter Brooks Lane) have been passed to the Pyrenees Shire Council.</p>
12	Attendees were disappointed the 2026 bin calendars did not have magnets. Attendees discussed a solution of simply sticking the 2026 calendars onto the 2025 calendar. The community asked if the bin calendars for 2027 can have magnets on the back.	This feedback and suggestion has been lodged.
13	Can all bins be collected on the same day? The green bin is collected on a different day to the other bins.	This feedback and suggestion has been lodged.
14	Residents asked about the possibility of a hard rubbish collection for large items and metals.	<p>Based on the Victorian Auditor-General's Office report to Parliament 'Council Waste Management Services' (December 2021)¹, in 2019/20, 43 out of 79 Victorian councils provided a kerbside hard waste collection service, and 31 of these were metropolitan councils. These 43 councils spent a total of approx. \$39.6 million on this service, or close to \$930,000 per council. If Ararat Rural City Council were to introduce this service based on the average 2019/20 cost per council, and without factoring in additional costs for the larger geographical distances for rural areas, Council would need to increase its 2025/26 waste charges by at least 37%. This increase is too high to impose onto ratepayers. It is therefore not financially viable to offer a kerbside hard rubbish collection service for Ararat Rural City.</p> <p>A hard rubbish skip option has also been considered, but this would also require a ramp to be available to assist people to drop large, bulky items into the skip. There is currently no suitable site in Elmhurst that Council is aware of that is suitable for this purpose.</p>
15	There is a very large pine tree that has fallen over on the edge of town to the west, can this be removed?	<p>Tree is located on the Pyrenees Highway in the 80km/hour zone, which is a VicRoads managed road. The fallen tree has been reported to VicRoads via their online form: https://www.vicroads.vic.gov.au/traffic-and-road-use/report-a-road-issue</p>
16	Managing waste from the Elmhurst Cemetery and several options were discussed during the drop in session.	No further action required.

¹ [Council Waste Management Services](#)

17	The quality of the tap water was discussed, some locals have noticed an occasional odour in the water.	Attendees were advised to contact GWMWater if they detect odour in their water supply again.
18	Timing of the fire prevention inspections was discussed and a query was asked on whether the inspections had already occurred.	The prevention inspections had already occurred and notices were issued in mid-December 2025.
19	Concerns were raised about the state of the former Elmhurst Primary School and it being underutilised land.	No further action by Council. Concerns were noted, community members were aware that this was State Government owned land.
20	Query was asked about how many water tankers does Council have available to assist in the event of a bushfire.	Council has 1 water tanker that is used for road maintenance and other infrastructure works.
21	One local resident stopped receiving all mail from Council, including bin calendars, rates notice, etc.	Rates department have spoken to the resident on 31 December 2025 and confirmed their postal address details. The resident was not receiving any of their mail from other entities as well and will be following up with the Post Office
22	Concerns about cars being left on the roadside for long periods in a specific location in Elmhurst.	Location was visited after the Drop In Session on the 17 th December 2025, all vehicles in the area appeared to be within private property boundaries. Community will be asked to report any other abandoned vehicles via Snap Send Solve
Lake Bolac		
23	The management of rabbits was raised by multiple people.	Council officers have investigated potential options to use the Roadside Weeds and Pests grant funding to help manage the rabbit pest problem. This funding only allows for works in the roadside, and so would be of limited help to rabbit issues within property boundaries. Council acknowledges the major negative impact of rabbits, but it does not have extra resources, capability or capacity to further address this issue.
24	There were several queries regarding roads that were managed by VicRoads/Dept. Transport and Planning.	No further action required by Council
25	Fire prevention inspections and notices were discussed	No further action required by Council
26	People asked about the McCrows Road Bridge Upgrade, it was reiterated that the bridge upgrade would not commence until after harvest.	No further action required by Council. Notification of works and detours will be released in the lead up to the commencement of construction.
Mininera		
27	An upgrade of the lighting at the oval was requested	A grant application for this project will be submitted for funding to the current round of Sport and Recreation Victoria's Country Football Netball Program.
28	The Mininera Recreation Reserve may seek another water tank in the future to help them maintain their oval green.	Noted. No further action required by Council until further notice.
Moyston		
29	There was general confusion about the change of speed limit on Ararat-Halls Gap Road from 100km/hr to 80km/hr. Comments included: why did the change occurred; concerns around the lack of consultation and signage about the changed speed limit, and	Council attendees reiterated that Council was notified at the same time as the general public about the speed change to 80km/hour. The road is a VicRoads road, attendees were advised to provide their feedback directly to VicRoads.

	the lack of speed limit signage on the roadside between Ararat and Moyston.	
30	Council was thanked for opening the Moyston Transfer Station in late October/early November 2025.	The feedback was received and appreciated.
31	Road safety outside the Moyston Primary School was raised as a serious concern, especially when detours are in place on the Western Highway that direct traffic through Moyston. Cars are seen driving through at above 40km/hr. Flashing signs were suggested to raise awareness of the school zone and speed limit during school hours.	Ararat-Halls Gap Road is an arterial road managed by the Department of Transport and Planning. Council will advocate to the Department of Transport to install flashing signs at Moyston Primary School on the arterial road.
32	Road safety at the intersection of Moyston-Great Western Road and Ararat-Halls Gap Road was raised. B-Double trucks often cut across the intersection.	Feedback about this intersection has been received by the Council's engineering team. Although this cannot be actioned straight away, the issue has been logged and will be considered when that section is next programmed for maintenance.
33	On Moyston-Great Western Road, there is a section of road where the trees block the view of the road ahead. Could the trees be cut back or cut higher for further sight distance.	Request has been submitted to see if overhanging branches can be trimmed higher, this remains pending.
34	Concerns were raised about the safety of the intersection of Morocco Hill Road and Ararat Halls Gap Road, with the first section of Morocco Hill Road being a ramp up to a crest.	Suggestion to close part of Morocco Hill Road has been received by the Council's engineering team. This will require further investigation. This issue is considered addressed within the scope of this engagement process, with any further considerations to be managed within the capital works planning and programming.
35	An approx. 200 metre section of Morocco Hill Road was resheeted with a gravel/rock mix and has since been very dusty. Could this section be Otta sealed to suppress the dust?	OTTA seal of this section will be considered as part of the Council's budget development process, which is still underway.
36	The locals like to go for walks from the Recreation Reserve, along Ararat-Halls Gap Road, Adelaide Hills Road, Morocco Hill Road, then Moyston-Great Western Road back to the Recreation Reserve. Some also like to continue along Adelaide Hills Road up to Rocky Point Road before heading back down on Moyston-Great Western Road. The roadside vegetation has become quite overgrown in places, leaving walkers with little room when a car drives past. Can these roadsides be tidied up?	Request has been submitted to tidy up the roadsides mentioned during the Drop In Session. Community members are encouraged to report overgrown roadsides via the Snap Send Solve app.
37	Pest management of rabbits was discussed. The community wanted to learn more about what treatments were being used and in which locations.	Council officers have provided information to the community member who asked this query. The Roadside Weeds and Pests grants program provides funding to help manage the rabbit pest problem. This funding only allows for works in the roadside.

38	During the engagement session, multiple trucks passed the Moyston General Store on Brook Street. Was there a traffic counter on this street and if so, what is the number of cars and trucks that use this road?	We do not have recent traffic counts on this road available. New traffic counters will be purchased and installed, but it is unlikely to be installed before the end of the current harvest season.
Pomonal		
39	Suggestions for how the Council Drop In Session could be better promoted in Pomonal were shared, including putting a poster in the General Store's community notice board, putting the events in the Pomonal community newsletter and making sure it's on Nadya's blackboard in the lead up to the event.	The community member was thanked for their feedback, it was acknowledged that communication is always a challenge and we will endeavour to improve the promotion of future sessions.
40	The change of speed limit between Ararat and Moyston was discussed. Similar to Moyston, there was confusion about what the current speed limit was, and why the limit was changed.	Council attendees reiterated that Council was notified at the same time as the general public about the speed change to 80km/hour. The road is a VicRoads road, attendees were advised to provide their feedback directly to VicRoads.
41	Road safety outside the Pomonal Primary School was raised. Cars have been observed overtaking other cars that have slowed to 40km/hr in the school zone. Flashing signs were suggested, or whether it was possible to build a school pick up location somewhere off Ararat-Halls Gap Road.	Ararat-Halls Gap Road is an arterial road managed by the Department of Transport and Planning. Council will advocate to the Department of Transport to install flashing signs at Pomonal Primary School on the arterial road. Building an alternative school pick up location has significant challenges because there are no other existing roads next to the school, and limited space within the school to build a new pickup area.
42	People asked for the Pomonal Transfer Station to be reopened. The Halls Gap Transfer Station staff have been unfriendly and unwelcoming towards Pomonal residents. The option of requesting a second kerbside bin was discussed, as well as going to the Moyston Transfer Station.	This feedback and request will be considered when the review of the Moyston and Elmhurst transfer station openings are reviewed at the end of this financial year.
43	There was a query about the status of the planning permit application for a new tourism development in Pomonal.	The planning permit application and status is available on the Greenlight and can be found by searching the Public Planning Register.
44	A person had a planning related query regarding their private property.	Council planning department will liaise directly with the community member about their query.
Willaura		
45	Can the line marking paint be refreshed at the intersection of Pyrenees Highway, Moyston-Willaura Road, Yarram Gap Road and Warranooke St?	Lines have been repainted.
46	Can a dirt patches outside the Willaura Bakery, which used to have plants in them in the footpath, be patched up or filled in with asphalt and made the same as the surrounding path?	Request has been submitted to patch the footpath, this remains pending.
47	The drainage in the laneway needs a tidy up.	Drainage area has been tidied up.
48	Request for a new community notice board near the park bench next to the supermarket.	Request to investigate and install a new community notice board has been lodged, this remains pending.

49	One person wanted to learn more about how their rates were used to fund roads, paths, kerb & channel, community infrastructure and services. This was discussed on the day.	No further action required.
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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.

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.

Budget Implications

The Community Engagement Program 2025/2026 does not have any budget implications. This Program will be delivered within the existing resources and budget. The issues arising from the engagement sessions may have budget implications, these will be assessed on a case by case basis and may be considered for future budgets.

Policy/Relevant Law

Ararat Rural City Council’s Community Engagement Policy

Sustainability Implications

The community engagement sessions will aim to coincide with other community events and activities, or locate the sessions in places where people may wish to visit. This is in recognition of the value of people’s time and travel costs, and enables community members to achieve multiple activities in the one journey.

Risk Assessment

The attached Community Engagement Program 2025/26 includes a risk analysis and mitigation measures. This is a low risk Program.

Stakeholder Collaboration and Community Engagement

This Program supports stakeholder collaboration and community engagement.

RECOMMENDATION

That:

- Council receives the Community Engagement Program - December 2025 Update Report

**MOVED CR J ARMSTRONG
SECONDED CR JOYCE**

That:

- Council receives the Community Engagement Program - December 2025 Update Report**

Cr J Armstrong and Cr Joyce spoke for the motion.

**CARRIED 7/0
5298/26**

ATTACHMENTS

There are no Attachments relating to this item

4.2 PRESTIGE MILL INFRASTRUCTURE PROJECT - JANUARY 2026 UPDATE

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO OFFICE
REFERENCE: 27123

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 an update on the Housing Support Program - Community Enabling Infrastructure Stream (HSP-CEIS) funded project at 87 Queen St, also known as the former Prestige Mill site. To align this report to a more locally recognisable project name, this monthly report will be referred to as the 'Prestige Mill Infrastructure Project' update.

The subdivision plan has been drafted and the design work for the civil and utility infrastructure, such as roads, paths, water mains, sewer, power, NBN connections, etc, are underway.

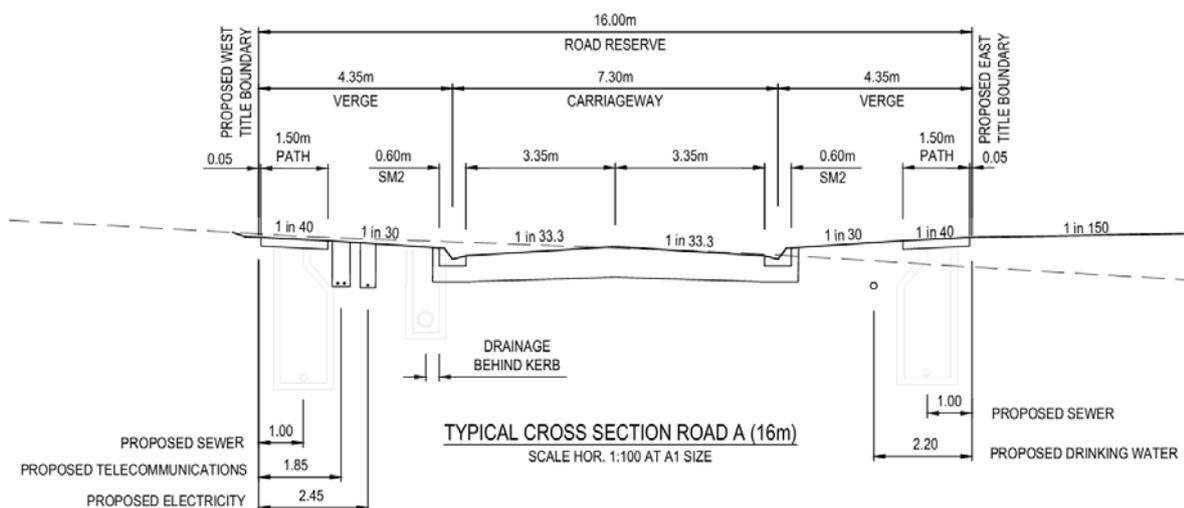
DISCUSSION

Recap

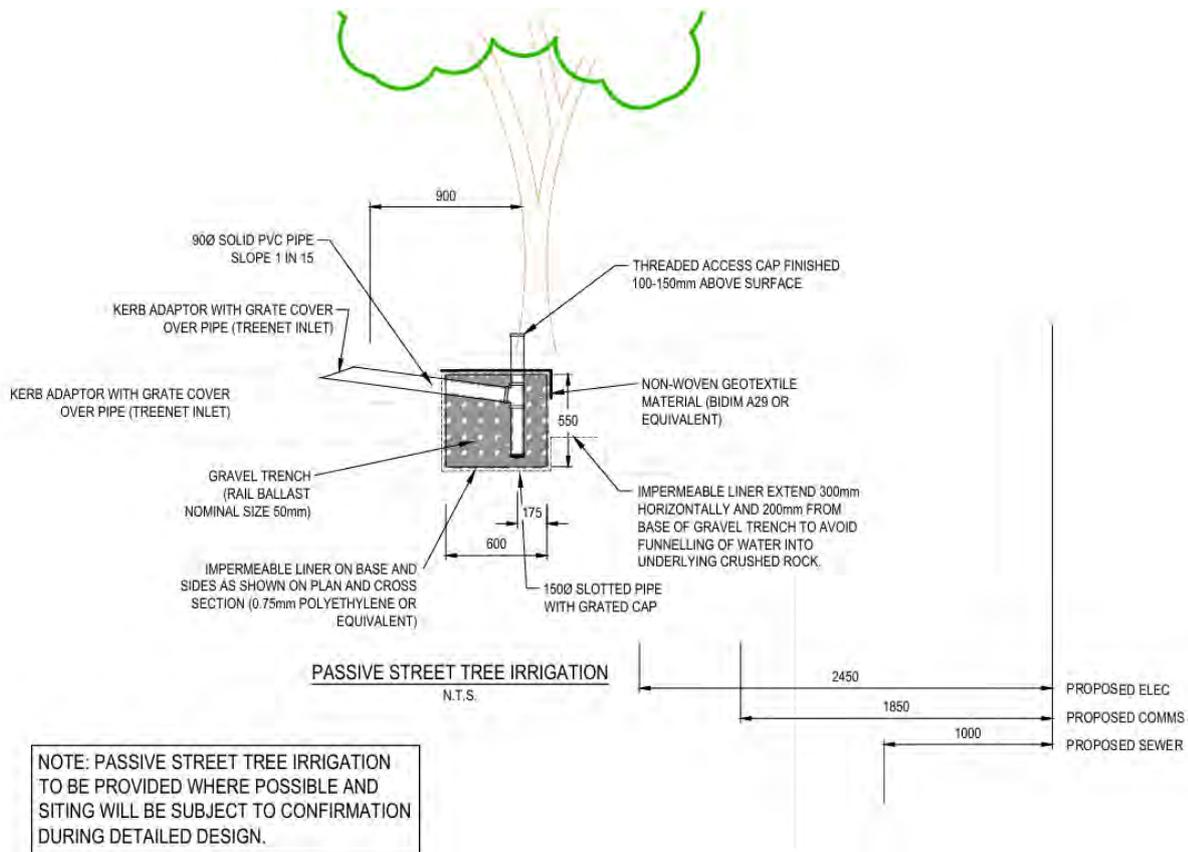
The HSP-CEIS grant helps to resolve the barriers that have previously prevented this site from being financially viable to develop into assets that could provide better value for the community, such as housing. The grant unlocks the site by funding the cost of enabling infrastructure for 90 new dwellings, including planning, detailed designs, construction costs for roads, footpaths, kerb & channel, drainage, as well as costs for utility infrastructure such as power, water, sewerage, and NBN. The grant does not fund the cost to build the homes, however with the major barriers removed, private investment into housing will become viable.

Progress Update

The engineering and civil design work for the roads, footpaths, kerb and channel, and utilities has continued while demolition works are in progress. Examples of the design work is provided below. The first image below is a typical cross section of the infrastructure that will be built into the public road reserve:



Consideration has also been given to environmental sustainability and water saving measures, such as passive street tree irrigation, as indicated below:



KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

1. GROWING OUR PLACE

We will create the settings to support growth across our municipality through an improved planning scheme, actively pursuing new housing options and exploring models for in-migration.

1.2 Support innovative housing models that work to overcome market failure and create the capacity to increase the population of Ararat Rural City.

Budget Implications

This project is funded by a \$7.3 million grant from the Federal Government’s Housing Support Program: Community Enabling Infrastructure Fund.

Policy/Relevant Law

Not applicable

Sustainability Implications

Not applicable

Risk Assessment

Demolition works are progressing in line with risk assessment and mitigation measures, ensuring that all identified hazards are being effectively managed and safety protocols are strictly followed.

Stakeholder Collaboration and Community Engagement

Council officers have liaised closely with the site owners on this project. Project updates for the broader community are provided on Council's Engage Ararat website.

RECOMMENDATION

That:

- 1. Council receives the Prestige Mill Infrastructure Project - January 2026 Update report.*

**MOVED CR PRESTON
SECONDED CR WATERSTON**

That:

- 1. Council receives the Prestige Mill Infrastructure Project - January 2026 Update report.**

Cr Preston spoke for the motion.

**CARRIED 7/0
5299/26**

ATTACHMENTS

There are no attachments relating to this item

4.3 ANNUAL PLAN 2025/26 UPDATE (JANUARY 2026)

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO OFFICE
REFERENCE: 27124

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 53 actions to be undertaken during the 2025/2026 (Year 1) financial year under the strategic objectives:

1. Growing our place
2. Building robust local economies
3. Preserving the environment
4. Developing and maintaining key enabling infrastructure
5. Enhancing community life; and
6. Strong and effective governance

These actions are provided in the Annual Plan 2025/26 and their progress is reported monthly at Council Meetings.

DISCUSSION

The Annual Plan 2025/26 contains 53 actions. Progress on these actions are summarised below, with the change from the previous monthly report shown in brackets.

Status	Number of Actions
Completed	13 (+3)
In progress 51-99%	11 (-3)
In progress 0-50%	18 (+1)
Not Started	0 (-1)
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	In progress 0-50%	Council officers are working with the Department of Transport and Planning's (DTP) Regional Planning Hub on the Ararat Planning Scheme review. A contractor will be procured by DTP to assist Council
	1.1.2 Establish annual targets for sustainable urban growth	In progress 0-50%	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 51-99%	The second draft of the structure plan has been received and is being reviewed by Council officers.
1.2 Support innovative housing models that work to overcome market	1.2.1 Deliver enabling infrastructure for well-located homes that	In progress 0-50%	Pre-construction planning and design for the enabling infrastructure is underway, and demolition and site

failure and create the capacity to increase the population of Ararat Rural City.	address critical housing gaps in central Ararat, with support from the Housing Support Program: Community Enabling Infrastructure Stream.		clearing is progressing. See 'Housing Support Program Project Update' report for further details.
	1.2.2 Continue to develop the Ararat Housing Enterprise P/L, delivering another four houses in Ararat during 2025/2026.	In progress 0-50%	Two homes are nearing completion of construction. Another two homes are due to commence construction, and pre-construction planning for another two homes is underway.
	1.2.3 Work with developers to submit EOI application/s to the National Housing Infrastructure Facility Crisis and Transitional Housing (NHIF CT) program	Complete	The EOI application has been submitted. This action is marked complete, however if the EOI is successful, a full application will be submitted and further updates will be provided.
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%	Refurbishment works will commence in the April school holidays. Council is working closely with Y Kinders to minimise disruptions to families as much as possible during the works.
	1.3.2 Establish a new childcare centre in Lake Bolac	In progress 0-50%	Council officers are continuing to liaise with potential childcare providers to deliver this project
	1.3.3 Deliver the CALD Outreach Initiative	In progress 51-99%	The CALD Outreach Officer is continuing to actively engage families and working closely with the kindergartens and childcare centres to support 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	Complete	The application has been submitted for a project titled 'Celebrating Science in Rural Communities'. Outcomes are expected in March 2026 and further engagement with stakeholders will occur afterwards if funding is awarded.
	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, will be recommencing on 4 March 2026.
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	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	Ongoing	Council continues to strongly support Valorify P/L.

"behind the meter" power.	which uses straw as the major input.		
	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%	The Economic Development team is continuing to liaise closely 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.	In progress 0-50%	Investigation and development of other opportunities to produce higher value outputs from municipal waste is underway.
	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.
	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 is continuing to engage with State and Federal governments to advocate for stronger support for renewable gas generation.
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%	Indigo Power have undertaken site inspections and met with community members to discuss the project and answer queries. The new battery is expected to be installed by June 2026.
	3.3.2 Deliver the Roadside Weeds and Pests Program	In progress 51-99%	The tender for Roadside Weeds and Pest Program has been awarded and works are 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.	Complete	The application to the Community Energy Upgrades Fund Round 2 was unsuccessful. Council will continue to liaise with interested community asset committees to explore rooftop solar and renewable energy options at community facilities.
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	Complete	The Asset Plan 2025-35 was adopted at the October 2025 Council Meeting
	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)
	4.1.3 Continue to advocate for a North South Heavy Vehicle Route	Ongoing	This initiative is included in the Advocacy Program 2025 and will be discussed with key stakeholders at the next available opportunity.
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%	Revised concept drawings have been prepared for the indoor sports facility after a review of accessibility and gender impacts.
	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 final 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 final 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 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	Complete	The exhibit programs for the Barkly St Laneway and Community Wall to 30 June 2026 from the EOI process has now been finalised. Works by Christine Baines from Elmhurst is currently on exhibit on the Community Wall, and works by Anne-Marie Randall from Lake Bolac are exhibited in the Laneway.
	5.1.2 Increase participation in programs at Ararat Gallery TAMA	Complete	Ararat Gallery TAMA has increased its promotion of events and programs, and the strength and reputation of artists and exhibitions. This has resulted in a 5% increase in the number of participants at scheduled program so far this financial year, compared to the period to December of last financial year. This approach will continue where possible, in order to maintain this growth in

			participation. The number of school students visiting TAMA as part of a school group has also increased significantly, with 169 students so far to December 2025, compared to 142 students in the 2024/25 financial year. Engagement with school groups will continue as well.
	5.1.3 Investigate ways to maximise scheduling of community events at the Town Hall	Complete	The Town Hall has reviewed its previous bookings and schedules, and has identified that the number of events has been increasing each year, with a strong level of community usage. Auditorium utilisation has increased from 105 bookings in 2023/24, to 153 bookings in 2024/25. For 2025/26, the Town Hall has already delivered 91 bookings as at 31 December 2025. There is still scope for community to book parts of the Town Hall, such as the foyer for smaller community gatherings. Community are encouraged to reach out to the Town Hall as early as possible to secure their bookings.
	5.1.4 Identify innovative ways to increase the promotion and reach of performances at the Town Hall	Complete	A staffing and structural update has occurred within the Arts Precinct to better integrate our arts, culture, visitor services and venue operations, as well as increase the promotion, reach and participation in events and programs. This includes the appointment of two part time Administration & Marketing Officers, following the retirement of the Town Hall's Admin Coordinator.
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 51-99%	The first meeting of the 2026 YEAH Crew is scheduled for 25 February.
	5.2.2 Deliver young people's programs across schools, largely through the Crazy Ideas College	In progress 51-99%	The Ararat Youth Activators program has spent the summer school holidays preparing for another big year of helping young become changemakers.
	5.2.3 Work with community groups to deliver an annual Volunteer Expo	In progress 0-50%	Planning for the National Volunteer Week celebrations has commenced. The feedback from the previous Ararat Volunteer Expos indicated that an annual Expo may not be the most effective way to help people who wish to volunteer to connect with organisations that are looking for volunteers. Potential alternative options are being investigated and considered.
	5.2.4 Promote the benefits and achievements of volunteers, to encourage participation	Ongoing	Applications to join Council's volunteer team have opened. The application form and Frequently Asked Questions are available via Engage Ararat.
5.3 Partner with community groups, not-	5.3.1 Develop the Disability Action Plan	In progress 0-50%	The first meeting of the Disability Action Plan Working Group was held

for-profits, and Traditional Owner organisations to develop Ararat Rural City into a more inclusive, welcoming, tolerant and diverse community.			on 21 January 2026, with passionate input from members about what is needed. The next meeting is scheduled for 11 March .
	5.3.2 Develop the Municipal Public Health and Wellbeing Plan 2025-29	Complete	The Municipal Public Health and Wellbeing Plan 2025-29 was adopted at the October 2025 Council Meeting.
	5.3.3 Hold quarterly meetings of the Child Friendly Cities and Communities Working Group	In progress 51-99%	The EOI for the 2026 CFCC Working Group closed on 14 February 2026 with a strong level of interest. The first meeting for 2026 will be scheduled at a time that suits the members of the Group.
	5.3.4 Deliver multicultural events	In progress 51-99%	Council is partnering with many local community organisations for Harmony Day on Saturday 21 st March 2026 at the Ararat Town Hall, and preparations are well 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	Complete	Efficiencies have been identified and implemented. The organisation will now work to maintain and embed the changes, while continuing to look for improvements where possible.
	6.1.2 Undertake a review of Council's insurance coverage and policies to ensure they continue to provide value for money	Complete	Multiple meetings have been held with insurance representatives and all opportunities for cost efficiencies have been found and implemented.
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 51-99%	IT infrastructure and systems upgrades are underway
	6.2.2 Undertake the Strategic Internal Audit Program – 5 years.	In progress 51-99%	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)	In progress 0-50%	Development of the 2026-30 GEAP has commenced
	6.2.4 Ensure appropriate analysis of all inquiry and investigation reports relevant to Council operations are examined and recommendations implemented.	Ongoing	Each external enquiry and investigation undertaken in the local government sector is examined and appropriate actions undertaken. Significant issues and remedies are 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 and report issues.
	6.3.2 Develop a regular biannual program of face-to-face community engagement opportunities	Complete	A quarterly program is presented. Refer to the Community Engagement Program 2025/26 Council Report.

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 - January 2026 report

MOVED CR JOYCE SECONDED CR KAUR

That:

1. Council receives the Annual Plan 2025/26 - January 2026 report

Cr Joyce and Cr Kaur spoke for the motion.

**CARRIED 7/0
5300/26**

ATTACHMENTS

There are no attachments relating to this item

4.4 2025/2026 CAPITAL WORKS PROGRAM - JANUARY 2026

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 27125

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. The program's budget has substantial state and federal funding targeting road construction and 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 January 2026, 29% of the budget is expended, a further 48% of the budget is committed with works expected to be completed by 30 June 2026.

Mt William Road reconstruction is currently underway with stage one works completed and the road reopened for the harvest season. Stage two is commencing on 9 February 2026 with stabilising works. Piles have been completed at the Buangor Ben Nevis Bridge construction, and many of our road safety projects under construction.

PROPERTY CAPITAL PROJECTS	Budget	Funding Amount	Council Contribution	Community Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended (25/26)	Overall Total	%	Notes
Property Capital General	\$166,000		\$166,000				\$86	\$86		
Mininera Recreation Reserve Toilet Upgrade						\$164,810	\$4,010			Installation works are to commence week of 23 February 2026.
Mininera Recreation Reserve - Septic Upgrade	\$206,000		\$206,000			\$206,000				Works to be undertaken by Alford Drainage. Money from Building Reserve
Buangor Recreation Reserve - Septic Upgrade	\$201,000		\$201,000			\$134,000	\$67,000			Works to be undertaken by Alford Drainage, commencing week of 23 February 2026. Money from Building Reserve
Tatyoan Oval Upgrade							\$11,165			Works are completed with some final issues to be rectified before final completion is issued
Video Cameras/Security - Ararat Skate Park						\$6,479				These have been installed.
Video Camera/Security - Ararat Fitness Centre						\$13,203				These have been installed.
Former Cobb & Co Staging Stables <i>(Disaster Recovery Heritage Program)</i>	\$60,000	\$60,000			\$1,237		\$29,137	\$30,371	50%	Ararat Maintenance Plumbing has completed works on this project & and acquitted.
Ararat Pony Club - Covered Sports Area <i>(Play our Way Program)</i>	\$1,490,000	\$1,490,000			\$14,270	\$1,231,515	\$125,706	\$1,371,491	92%	The design and construction of the undercover arena has been awarded to MKM Constructions works are to commence 16 February 2026. Lighting installation has been awarded to Matt Peel Electrical - this includes the installation of 3-phase power. Power Upgrade not expected until mid year with Powercor.
Centenary Park - Dog Park <i>(Open Space for Everyone Program)</i>	\$112,000	\$100,000	\$12,000		\$1,172	\$63,590	\$8,318	\$73,080	65%	Works are commencing in February, all equipment and fencing is ordered and Parks & Gardens team to undertake installation.

PROPERTY CAPITAL PROJECTS	Budget	Funding Amount	Council Contribution	Community Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended (25/26)	Overall Total	%	Notes
Buangor Sports Pavilion Redevelopment <i>(Tiny Towns Program)</i>	\$631,000	\$50,000	\$581,000 (\$220k Property Capital) (\$361k Property Reserve)		\$303	\$542,738	\$87,959	\$631,523	100%	Building Permit has been approved and works are expected to commence in February.
Jack and Jill Kindergarten Redevelopment <i>(Building Blocks improvement grants program)</i>	\$745,000	\$745,000			\$26,000	\$539,734	\$71,764	\$637,498	85%	Works for this project have been awarded to: Renovation Works - ISJ Building Painting Works - Grampians Painting and Decorating Flooring - Choices Ararat Switchboard Upgrade - CHS Electrical Works to commence week of 5 April 2026
Ararat City Tennis Sports Lighting Installation and accessibility upgrade <i>(Regional Community Sports Infrastructure Fund)</i>	\$700,000	\$560,000	\$120,000	\$20,000	NA		\$2,339	-	<1%	New Grant Received July 2025. Project is currently at tender with award expected in February 26 for civil and lighting works.
Gordon Street Cricket Nets Upgrade <i>(Australian Cricket Infrastructure Grant)</i>	\$39,985	\$15,000	\$24,985		NA	\$13,850	\$19,732	\$33,852	82%	Synthetic carpet is being installed in February and concrete works have been completed, netting is the final works to be completed.
Pomonal Hall Battery Project <i>(Powering Resilience in the Regions Program)</i>	\$148,760	\$141,407	\$7,353		NA		\$7,353	\$7,353	100%	Council have paid their contribution to the project. Indigo Power have been awarded this project - any further expenditure will be paid by CVGA.
Ararat Library Lighting and Exterior Upgrade. <i>(Living Libraries Infrastructure Program 2024-25)</i>	\$51,026	\$51,026			NA		\$45,196	\$45,196	88%	External Painting and lighting have been completed.
TOTAL - PROPERTY CAPITAL	\$4,550,771	\$3,212,433	\$1,318,338	\$20,000	\$42,982	\$2,391,427	\$397,504	\$2,830,364		

PLANT & EQUIPMENT	Budget	Committed/ Contracted	Expended 25/26	%	Notes
Vehicle Purchases	\$240,000		\$204,131	85%	Replacement of 4 x Utilities and SUV
Major Plant Purchases	\$260,000		\$113,450		New reach mower.
Fixtures, Fittings & Furniture	\$100,000		\$15,990		Town Hall - New Speaker
Book stock - Library Book Replacement	\$40,000		\$33,497	60%	
TOTAL - PLANT & EQUIPMENT			\$367,068	57%	

ROADS AND INFRASTRUCTURE PROJECTS	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended 25/26	Overall Total	%	Notes
Works By Others <i>Woorndoo Streatham Road - Completed by Moyne Shire</i>	\$683,000		\$683,000	NA	\$683,000		\$683,000	100%	Works for this road is being undertaken by Moyne Shire. The budget amount is Council's contribution
Gravel Road Sheeting, Widening & Alternative Sealing	\$1,500,000		\$1,500,000	NA		\$353,256	\$353,256	23%	\$1.5m budget reallocated from other line items. Additional OTTA Seal works include: - Nott Road, Ararat (Pyrenees Hwy End) - Sugarloaf Road
Reseal Program				NA		\$33,824	\$33,824		Reseal Program Completed in 24/25, current charge to this item is linemarking that was invoiced late and has been allocated to 25/26 budget.

ROADS AND INFRASTRUCTURE PROJECTS	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended 25/26	Overall Total	%	Notes
Urban Road - Gravel to Seal	\$1,000,000		\$1,000,000	NA		\$44,205	\$44,205	5%	Works Allocated for: - Alexandra Avenue (in conjunction with SLRSP Funding) - Coral & McNeil Street - Maude Street (in conjunction with Pony Club Project)
ROAD RECONSTRUCTION PROGRAM									
Buangor Ben Nevis Road <i>(Roads to Recovery 24/25 & 25/26)</i>	\$3,143,000		\$2,143,000 (24/25)	\$269,592		\$48,679	\$318,271		Stage One of Road works are expected to commence in the coming months inline with the bridge works, to be undertaken by internal crew
Buangor Ben Nevis Road - Bridge Strengthening			\$1,000,000 (25/26)		\$308,862	\$2,450	\$311,312		Bridge Strengthening has been awarded West Pacific Group and is to commence around April 2026
Buangor Ben Nevis Road <i>(SILRP Funding 25/26)</i>	\$5,000,000	\$5,000,000							Council contribution of \$1,250,000 required in 26/27 Budget
Mt William Road <i>(HSVPP Funding 24/25)</i>	\$6,250,000	\$5,000,000	\$1,250,000	\$217,582	\$845,879	\$1,037,999	\$2,101,460		Stage 1 of the works are complete with sealing finalised in December 25. Stage 2 will commence at the conclusion of harvest. All works must be complete by 30 June 2026.
Webb Street Reconstruction <i>(Roads to Recovery 24/25)</i>	\$400,000		\$400,000	\$13,822	\$115,528	\$36,564	\$165,915	100%	Works have been completed with sealing of the road expected in late January, early February.
Churchill Avenue Reconstruction			\$30,371			\$30,371	\$30,371		Final invoices for works completed in June 26.
Ararat Active Bike Network <i>(Active Transport Fund)</i>	\$399,000	\$266,000	\$133,000	\$13,525		\$8,942	\$22,467	5%	New tenders are currently out to market and close on 24 February 2026.

Buangor Ben Nevis Road - Bridge 7001.14 Design and Construct <i>(Roads to Recovery - 25/26)</i>	\$1,300,000		\$1,300,000	\$68,723	\$838,954	\$286,724	\$1,194,401	91%	Contract No. 731 - Awarded July 2025 \$1.109m - Road and Bridge Pty Ltd \$100,000 allowance for Permits and Vegetation offsets. Works commenced onsite on 12 January 2026. Construction timeframe through until mid March 2026.
ROADS AND INFRASTRUCTURE PROJECTS	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended 25/26	Overall Total	%	Notes
McCrows Road Bridge <i>(Roads to Recovery - 24/25)</i>	\$350,000		\$350,000	\$17,738	\$392,974	\$1,791	\$412,503		Works awarded to Waratah Constructions - work to commence early April 26.
Major Patching	\$100,000		\$100,000			\$61,911	\$61,911		
Bridges	\$0					\$869	\$869		Transferred to Gravel Road Sheeting, Widening & Alternative Sealing
Footpath Renewal Program	\$400,000		\$400,000		\$33,750	\$188,994	\$222,744		
Albert Street Footpath <i>(Flexible Local Transport Solutions Program 25/26)</i>	\$85,000	\$42,500	\$42,500 taken from Footpath Renewal Program above			\$2,044	\$2,044	2%	Improving Pedestrian Accessibility to the Ararat Retirement Village and Sports Precinct - New Grant received September 2025. This project is currently out to tender.
Urban Drainage Works	\$350,000		\$350,000			\$23,697	\$23,697	6%	
Kerb and Channel	\$0					\$95,917	\$95,917		Transferred to Gravel Road Sheeting, Widening & Alternative Sealing Final payment for works on George Rd, carried over from 24/25.

Lake Bolac Kindergarten Carpark <i>(YMCA received funding for work)</i>	\$80,339	\$80,339		\$61,358		\$12,559	\$73,917	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 is now complete.
Banfield Street - School Crossing <i>(Road Safety Program - School Safety Improvements 20-25)</i>	\$19,009	\$19,009		\$8,244		\$4,369	\$12,613	66%	<i>These works are complete.</i>
Queen Street Housing Support Program <i>(Housing Support Program - Community Enabling Infrastructure)</i>	\$7,380,000	\$7,380,000		\$152,580		\$457,419	\$609,999	8%	<i>Sub-division planning and associated reporting are still in progress before submission to Council. Demolition works are progressing.</i>

ROADS AND INFRASTRUCTURE PROJECTS	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended 25/26	Overall Total	%	Notes
SAFE LOCAL ROADS AND STREETS PROGRAM									
View Point, Tobin & Taylor St Intersections	\$224,000	\$224,000		\$581		\$10,739	\$11,320	4%	<i>The detailed design for this project is complete, and lighting design is being finalised, with procurement commencing in February 2026. This project will be run in conjunction with the Footpath project for Taylor Street.</i>

Ingor Street - Raised Crossing	\$110,000	\$110,000		\$600		\$13,383	\$13,983	12%	The detailed design for this project is complete, and procurement commencing in February 2026.
King Street - Raised Crossing	\$110,000	\$110,000		\$4,702	\$41,000	\$11,601	\$57,303	15%	Tenders have been received for this project and will be awarded in mid-January 2026.
View Point & High St Intersection	\$117,000	\$117,000		\$1,526	\$64,500	\$12,503	\$78,529	12%	Tenders have been received for this project and will be awarded in mid-January 2026.
Moore & Princes Street Intersection	\$131,000	\$131,000		\$145		\$5,543	\$5,688	4%	The detailed design for this project is complete, and procurement will commence in February 2026.
Vincent Street & Alexandra Avenue - Raised Crossing	\$321,000	\$321,000		\$239		\$12,104	\$12,343	3%	The detailed design for this project has been received; some alterations are being requested to make the works more amenable to the location. This project will be run in conjunction with the Gravel to Seal project for Alexandra Avenue.
Queen & Moore Street Roundabout	\$548,000	\$548,000		\$1,531		\$21,671	\$23,202	4%	The detailed design for this project is complete, and the lighting design is being finalised, with procurement commencing in February 2026.
SAFE SYSTEM PEDESTRIAN INFRASTRUCTURE PROGRAM (23/24)									
Barkly Street Raised Crossing	\$312,232	\$312,232		\$398	\$153,156	\$2,727	\$158,811	34%	This project is awaiting final design approval from the department of transport for the works to commence.
High Street Raised Crossing					\$99,750	\$2,780			This project has been awarded to SHS Civil and are progressing.
TOTAL - ROADS CAPITAL	\$30,312,580	\$19,661,080	\$10,639,371	\$832,886	\$3,577,353	\$2,825,835	\$7,135,875		

FUNDED PROJECTS - MISCELLANEOUS (NOT CAPITALISED)	Budget	Funding Amount	Council Contribution	Previous Years Expenditure	Committed Expenditure (25/26)	Expended (25/26)	Overall Total	%	Notes
Roadside Weeds and Pest Program 25/26 <i>(Funding of the same name)</i>	\$74,135	\$74,135		NA			-	0%	<i>This project has been awarded to Project Platypus, and they have commenced spraying and rabbit control in October.</i>
Sport & Active Recreation Strategy <i>(Local Sports Infrastructure Funding 23/24)</i>	\$55,000	\$40,000	\$15,000	\$12,452			\$12,452	23%	<i>CommunityVibe is undertaking the works associated with this project. Community engagement has been undertaken, and draft reporting is underway.</i>
Community Road Safety Action Plan <i>(TAC Local Govt Funding)</i>	\$49,540	\$49,540		\$437		\$582	\$1,019	2%	<i>DWB Engineering is undertaking the works associated with this project. Community engagement has been completed and draft reporting is being compiled</i>
Unlocking Ararat North East <i>(Streamlining for Growth 22/23)</i>	\$85,000	\$85,000		NA	\$13,888	\$34,827	\$48,715	57%	<i>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.</i>
Ararat City Tennis Sports Lighting Installation and accessibility upgrade - Participation Initiative. <i>(Regional Community Sports Infrastructure Fund)</i>	\$50,000	\$50,000		NA				0%	<i>This grant was received in July 2025 and will run in conjunction with the infrastructure project for Sports Lighting and accessibility upgrades.</i>

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 - January 2026 report.*

**MOVED CR PRESTON
SECONDED CR KAUR**

That:

- 1. That Council receive the Capital Works Program - January 2026 report.**

Cr Preston and Cr Kaur spoke for the motion.

**CARRIED 7/0
5301/26**

ATTACHMENTS

There are no Attachments relating to this item

4.5 URBAN GRAVEL TO SEAL PROGRAM 25/26

RESPONSIBLE OFFICER: MAJOR PROJECTS LEAD
DEPARTMENT: INFRASTRUCTURE
REFERENCE: 27126

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 a part of Council's capital works program, the urban gravel to seal program has been part of the program for the past two years. This report provides information on the works scheduled within the 2025/2026 financial year.

DISCUSSION

Ararat Rural City Council is implementing an Urban Gravel to Seal Program to upgrade remaining unsealed roads within urban areas to a sealed standard. The program responds to increasing community expectations, safety considerations and the need to improve long-term asset sustainability within urban environments.

Unlike rural gravel roads, unsealed roads within townships present unique challenges due to higher traffic volumes, pedestrian activity, residential density and proximity to community facilities. Dust generation, surface deterioration and drainage issues significantly impact amenity, public health and maintenance costs.

There are three projects nominated for completion in this years gravel to seal program which are:

- Alexandra Avenue (Queen Street to Vincent Street)
- Coral & McNeill Street
- Maude Street (Off Elizabeth Street) - will be undertaken in conjunction with the Ararat Pony Club Development.

These three roads were ranked highly on our priority matrix for works to be completed with consideration of the residential access requirements of the roads

Alexandra Avenue is currently out to tender with upgrades to parking, kerb and channel, drainage, footpaths and pedestrian crossings in the plans which will upgrade the area which has both residential and public spaces in the vicinity. Tenders close on 3 March 2026.



Coral Street & McNeill Street is currently out to tender with upgrades to kerb and channel, drainage and property access in this residential area. Tenders close on 3 March 2026.



The third section is the small gravel road that leads into the Gordon Street Reserve from Elizabeth Street, these works will be undertaken in conjunction with the Ararat Pony Club development as it is a requirement of the project funding. Tendering for these works will occur in the new future when the completion date of the arena is complete so as to allow for reduced chance of damage from heavy vehicles entering the site.



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.

Budget Implications

Council has allocated \$1,000,000 in its 2025/2026 capital works budget under urban gravel to seal.

Policy/Relevant Law

- Road Management Plan
- Road Safety Act
- Local Government Act 2020
- ARCC Procurement Policy
- ARCC Asset Management Policy

Sustainability Implications

These projects will improve road safety for all users and provide a more sustainable road infrastructure for the council. This project will also meet the cultural heritage and native vegetation required as part of the Cultural Heritage Management Plan and Native Vegetation Reports.

Risk Assessment

Low Risk - Risks will be managed through project planning and management procedures and contract administration

Collaborative Tendering Opportunity

There is no opportunity for collaborative tendering associated with this project.

Stakeholder Collaboration and Community Engagement

Stakeholder engagement was undertaken as part of the budget process.

RECOMMENDATION

That:

1. Receive the report on the 2025/2026 Gravel to Seal program.

**MOVED CR J ARMSTRONG
SECONDED CR JOYCE**

That:

1. Receive the report on the 2025/2026 Gravel to Seal program.

Cr J Armstrong and Cr Joyce spoke for the motion.

**CARRIED 7/0
5302/26**

ATTACHMENTS

There are no Attachments relating to this item

4.6 COMMUNITY ASSET COMMITTEES' HALF YEAR REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 27127

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 2025/26 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.

Last year Community Emergency Management Planning (CEMP) workshops organised by Council and run by a group called The Six C's were held at Moyston, Wickliffe, Willaura and Streatham Halls and Recreation Reserves.

On the catastrophic fire day of 9 January, a fire started near Streatham and quickly spread into neighbouring Municipalities. Streatham Hall is currently open Friday afternoons in February as part of a Fire Relief Hub for residents to drop in.

Our Community Assets play a vital role in supporting communities in times of need.

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 2025/26 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 November 2025	Quarterly meetings scheduled.
Buangor Community Sports Centre	13 August 2025, 10 September 2025 (no minutes supplied), 08 October 2025, 12 November 2025 (AGM & ordinary), 10 December 2025 (no minutes supplied)	Monthly meetings scheduled.
Elmhurst Public Hall	20 August 2025 (no minutes supplied), 26 November 2025	13 May 2026, 13 August 2026, 18 November 2026 (AGM & ordinary)
Lake Bolac Memorial Hall	No meetings held.	No meetings scheduled.
Maroona Recreation Reserve	8 September 2025 (AGM & ordinary)	No meetings scheduled.
Mininera Recreation Reserve	3 November 2025	No meetings scheduled.
Moyston Public Hall	12 August 2025, 11 November 2025 (AGM & ordinary)	Regular meetings scheduled.
Pomonal Hall and Recreation Reserve	1 September 2025, 20 October 2025, 17 November 2025	Monthly meetings scheduled.
Streatham Memorial Hall	No meetings held.	No meetings scheduled.
Tatyoan Hall and Recreation Reserve	6 October 2025 (AGM & ordinary)	No meetings scheduled.
Warrak Public Hall	No meetings held.	No meetings scheduled.
Wickliffe Recreation Reserve	No meetings held.	No meetings scheduled.
Willaura Memorial Hall	7 August 2025, 2 October 2025 (AGM & ordinary)	Bi-monthly meetings scheduled.
Willaura Recreation Reserve	18 August 2025, 20 October 2025 (AGM & ordinary), 22 December 2025	Monthly meetings scheduled.
Yalla-Y-Poora Community Centre	20 October 2025 (AGM & ordinary)	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 has attended the majority of Community Asset Committees since the last report in June 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 JOYCE SECONDED CR R ARMSTRONG

That:

1. the Community Asset Committee Half Year Report be received.

Cr Joyce and Cr R Armstrong spoke for the motion.

**CARRIED 7/0
5303/26**

ATTACHMENTS

The Community Asset Committee Meeting Minutes provided as Attachment 4.6

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
MINUTES OF A MEETING HELD IN
THE GUIDE HALL
THURSDAY 27/11/2025 7:00PM

WELCOME:

Chairman Wayne Gason extended a welcome to everyone present.

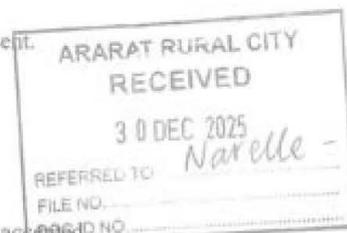
PRESENT:

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

APOLOGIES:

K.Leggett & Dr.T.Harrison
C.Healy
H.Lockland

That apologies be accepted
CARRIED



MINUTES OF MEETING HELD 24/07/2025

M.Egan
C.Healy

That Minutes of Meeting
held 24/07/2025 be taken as
true and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES:

Graffiti on North Wall. At the present time ok..

Guide Hall. Unused out of date items stored here have not been claimed to date.
What is the next move for the removal of same? Again this was discussed and hopefully
in the not too distant future the problem will be overcome.

CORRESPONDENCE:

1. From Ararat Canine & Obedience Club. requesting their outstanding account
balance be checked .

OUTWARDS CORRESPONDENCE:

1...TO A.R.C. (a) Enclosing Minutes of meetings held 24/07/2025
together with required various returns completed after the Annual Meeting.

2...TO Ararat Canine and Obedience Club advising of amendment to outstanding
balance, and requesting in future when the premises are not used on any particular date
the Secretary be advised that same week. Records were checked back to 2022 which was
very time consuming

R.Coco
M.Egan

That Inwards Correspondence be
received and Outwards be approved

CARRIED

..... PAGE 2

PAGE 2

TREASURER'S REPORT
STATEMENT OF INCOME & EXPENDITURE 27/11/2025

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire		Power	
Badminton Ass'n	\$620.00	Main Hall	\$215.78
Badminton Casual	\$475.00	Guide Hall	\$104.65
Table Tennis	\$175.00	Bank Charge	<u>.55</u>
Trash & Treasure	\$260.00		
Guide Hall	\$600.00		
A.R.C.C – Grant	\$3,400.00		
TOTAL	\$5,730.00		\$320.98
<u>BANK RECONCILIATION</u>			
Balance C/F	\$15,340.23	Bank Statement	\$20,749.20
Plus Income	<u>\$5,730.00</u>		
	<u>\$21,070.23</u>		
Less Expenditure	\$320.98		
TOTAL	\$20,749.25		\$20,749.20

<u>BANK STATEMENT BALANCE</u>	<u>\$20,749.25</u>
<u>TERM DEPOSIT BALANCE</u>	<u>\$47,862.92</u>
<u>TOTAL FUNDS AVAILABLE</u>	<u>\$68,612.20</u>

Members were advised of receipt of \$3,400.00 which we anticipate is the annual A.R.C. Grant to Community Asset Committees, paid directly into our Account. Treasurer presented receipts for reimbursement, cleaning requirements \$77.90 & postage \$10.00 totalling \$87.90.

R.Coco

H.Lockland

That the Treasurer's Report be received & reimbursement of \$87.90 be made.

CARRIED

GENERAL BUSINESS

NEW MEMBERS REQUIRED FOR COMMITTEE. Members spoke at length regarding obtaining further members as some of our present committee have intimated they will be unable to continue in this capacity in the future. Some of our members have given many years service and now have other commitments to attend to. Obtaining members for committees is extremely hard as a number of others have been approached without success.

POSSIBLE PAINTING - INTERIOR OF ALEX HALL. President mentioned he had a discussion with an interested person who mentioned repainting in a colour different to the present green. It was pointed out a light background is not really suitable for members of some of the sports played there. The original lining, painting and installation in the main hall was carried out by the Badminton Association at their own cost and if we were to go ahead repainting, liaison with this group would be most appropriate. There being no further business the meeting was closed.

Next meeting date FEBRUARY 26TH 2026

Chairman declared the meeting closed at ...8:20pm.....

August Minutes 2025

BCSC General Meeting- 13.08.2025

Open-6.38pm Closed- 7.10pm

Attending – Ben Fenn, Josiah Pitcher, Lauren Smithwick, David Gregg, Tim Webby, Xavier Burns, Shayne Skidmore, Marie Crow, John McGrath, Sally P, Rebecca Rogers

Apologies – Jodie Simpson, Marcus Cuthbertson, Mary Brennan

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 -

Items to Discuss- Tennis club , Beer lines Andale, BOC/D.Ferrari

Treasures Report – (Moved- John Second -Tim W) Broken Even this month.

Previous Minutes – (Moved-Poach Second-Sally)

*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 (Ongoing) Heritage grant is being used towards drainage amongst other things. ** Council Disaster Grant is gone from the state and gone federal. Extension has been approved, Hotondo homes are doing the build. Defib is approved too.

* 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 - Ben Fenn is all signed over and approved!

*GWM- Water Filters **Dave** - ONGOING

*Kitchen -Russell from Hotondo Homes is the designer with team -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.. Basically Kitchen will be going ahead, Council are seeing how to come up with the rest of the funding through them. Gotta be finished by Sept next year and is going ahead. YAY! Porta Loos. DELETE

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 prizes, Loz to Re Do Poster with new info Loz to look at shirts for Staff. Gramplans Vintage Car Club are bringing 30-40 Cars for the day plus much more - **Dave** Skiddy **Loz**

*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 fireshed. The 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, it's a good point to put forward and ask. Would you consider a replication of a stump, he believes it won't 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. . . No Correspondence VIA Buangor Community Sports Centre.

*Stubby holders for club - Mel is sourcing Maroon holders and a Design. Approved Skinny STUBBIES & CANS, Awaiting Delivery **LOZ** Mel starting next week

*Some permanent bins at the playground and picnic tables, Keys are in cash box.

* Any event Ideas we need something more than the truck show - Dave has live band T Bones ready to go at any point. Country rock/swing

* Grand Final day

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

*Fennys going to clean the creek up & Skiddy.

* Can we get local wines in from Langi, Mountainside. See what happens regarding prices, Poach is looking at Wines List from Langi** Tims helping with Mountainside.

*School looking at Movie Night.... We can do food. Movie Nights. Sept 19th 7pm start, do we serve food, alcohol (dave speak to Liquor Licence) Easy food.

* Comedy Night early next year.

* Signs are up for animals on oval and cleaning up after them, look at a poo station. BEC

*Holes in the oval to be dressed and sorted before the truck show. 5-6 meters of sandy loam over the other side of the oval. Working Bee!

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

*BOC - We have been still getting invoices for D.Ferrari, Dave has cancelled his card. On sending his invoices to him to try and recover some funds. DAVE

*Dave & Nic sorting out a pool table.

*Andale and beer lines. Everything has been replaced twice, Gas has been altered, lines checked. ONGOING

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 - Koz and Sally

Community Dates to be mindful of:

- 31st August Working Bee
- 13th September Fyns Bday - Skiddy doing bar
- 19th September Movie Night 7pm
- 27th September AFL Grandfinal - Plan
- 3rd,4th,5th October Truck Show-Plan
- 18th October Tristans 40th - Fyns doing the bar - Pavillion
- 25th October Obi's 1st Bday - Pavillion- Fyn is doing the bar
- 15th November Howells (Cobb n Co)- Need bar staff
- 22nd November Phils Wedding- Need bar staff - Pavillion

Agenda Items for Next Meeting

Title	Discussion	Who is following up	

:: Meeting closed: 7.10pm

Next meeting Wednesday 10th September 2025

October Agenda 2025

BCSC General Meeting- 08.10.2025

Open-6:34pm

Closed- 7:55pm

Attending – Josiah, John, Ben, Xavier, Lauren, Mary, Dave, Brett, Shayne

Apologies – Tim, Jodie, Marcus, Sally

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 - Brett Champlings

Items to Discuss- Cricket, Tennis, Moving to Cobb & Co

Treasures Report – (Moved- Lauren Second - Ben)

Previous Minutes – (Moved- John Second- Mary)

*Grants - Dave hasn't heard from Council about the biggest grant of the year..Dave Going to talk to the Council. Bec told Dave to put in for council Grant. Disaster Funding (Ongoing) Heritage grant is being used towards drainage amongst other things. ** Council Disaster Grant is gone from the state and gone federal. Extension has been approved, Hotondo homes are doing the build. **Dave**

* 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..ONGOING **** Where are we at with this? **Dave** URGENT

*Kitchen -Russell from Hotondo Homes is the designer with his team. It is going ahead, and has to be finished September 2026. Bec from council is pricing tiles for the front of the pavilion and will check the budget. The committee will work on how to raise some funds. The fireplace will need to be removed before works start, the Pavilion needs to be completely cleared out as well.

*Truck Show -New committee formed and meetings are underway already.

* Dave has a live band T Bones ready to go at any point. Country rock/swing

*Sheep Drive - Quality Sheep fit for transport 15th Nov - Raising Money for Cricket Uniforms.

*Cobb n Co. Website and promotions Loz will have a look. Council is happy to help get the word out there. Update price on website. **Loz**

*Fenny's going to clean the creek up & Skiddy. - Dave & Pitch speaking with FFM, DEECA, Landcare, Eastern Maar - Ongoing. **Fenny Skiddy Dave**

* Can we get local wines from Langl & MountainSide? Not worth it price wise. **Poach & Tim**

* Comedy Night early next year. Loz to touch base with Not the Joke Academy for the end of Feb early March. **Loz**

*Holes in the oval to be dressed. 5-6 meters of sandy loam over the other side of the oval. Working Bee!

* Pool Table to be purchased after the new build. **Dave**

*Andale and Font to be replaced after build.

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

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

*Car Rally - Kez and Sally

Community Dates to be mindful of:

- 12th November AGM 6:30pm
- 15th November Howells (Cobb n Co)- Need bar staff
- 15th November Tennis
- 16th November Sheep Drive
- 22nd November Phils Wedding- Need bar staff - Pavilion
- 29th November Cricket Beaufort
- 30th November Hat Burning Class -Cobb n Co
- 6th December Cricket Beaufort
- 13th December Christmas Party
- 13th December Cricket Beaufort
- 15th December Buangor P.S Graduation
- 10th January Cricket Beaufort
- 17th January Cricket Beaufort
- 24th January Cricket Beaufort
- 26th January Australia Day
- 7th February Cricket Beaufort
- 14th February Cricket Beaufort
- 21st February Cricket Beaufort
- 28th February Cricket Beaufort

Agenda Items for Next Meeting

Title	Discussion	Who is following up	
	New Committee Members		

:: Meeting closed: 7.55pm

Next meeting Wednesday 12th November 2025

November Agenda 2025

BCSC General Meeting- 12.11.2025

Open-6:34pm Closed- 7:15pm

Attending – Josiah, John, Ben, Xavier, Lauren, Mary, Dave, Rebecca, Shayne, Adrian, Brad, Maree, Margaret, Natalie.

Apologies – Jodie, Marcus, Sally

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.

New Committee:

- **President: Josiah nominated by Dave 2nd by John**
- **Secretary: Lauren nominated by John 2nd by Dave**
- **Treasurer: David nominated by Ben 2nd by Tim**
- **General Committee : Ben, John, Xavier, Mary, Shayne, Adrian, Maree, Margaret, Tim, Natalie**
- **Stepping Down: Marcus, Jodie, Sally**

Everyone was welcomed by council member Rebecca Rogers.

Correspondence –

Special Guest -

Items to Discuss- Moving to Cobb & Co

Treasures Report – (Moved- John Second -Poach)

Previous Minutes – (Moved-Dave Second-Ben)

*We are 9.5k up plus the Maintenance grant coming up which is 6.5k so a very healthy year, which will be towards the flooring and split system. **DaveLoz**

*Grants - Maintenance Grant & Possible sports uniform grant - **Dave**

* 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..ONGOING **** Where are we at with this?**Dave** URGENT

*Kitchen -Russell from Hotondo Homes is the designer with his team. It is going ahead, and has to be finished September 2026. Bec from council is pricing tiles for the front of the pavilion and will check the budget. The committee will work on how to raise some funds. The fireplace will need to be removed before works start, the Pavilion needs to be completely cleared out as well. Funds for flooring towards the end of the build. Septic will be the decider on how things pan out hoping towards after xmas, will be an sms system.

*Truck Show -New committee formed and meetings are underway already. Next meeting is next Wednesday at 6:30pm if anyone else would like to join.

* Dave has a live band T Bones ready to go at any point. Country rock/swing Dave looking at booking them now as they need 12 monthish notice

*Sheep Drive - Quality Sheep fit for transport 15th Nov - Raising Money for Cricket Uniforms.

*Cobb n Co. Website and promotions Loz will have a look. Council is happy to help get the word out there. Update price on website. **Maree**

*Fenny's going to clean the creek up & Skiddy. - Dave & Pitch speaking with FFM, DEECA, Landcare, Eastern Maar -

Ongoing. Fenny Skiddy Dave

* Can we get local wines from Langi & Mountainside? Not worth it price wise. Getting from Aldi will still be from Langi Poach & Tim

* Comedy Night early next year. Loz to touch base with What the Joke Academy for the end of Feb early March. Loz

*Holes in the oval to be dressed. 5-6 meters of sandy loam over the other side of the oval, Working Bee! ONGOING

* Pool Table to be purchased after the new build. Dave

*Andale and Font to be replaced after build.

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

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

*Car Rally - Kez and Sally

Community Dates to be mindful of:

- 12th November AGM 6:30pm
- 15th November Howells (Cobb n Co)- Need bar staff
- 15th November Tennis
- 16th November Sheep Drive
- 22nd November Phils Wedding- Need bar staff - Pavillion
- 29th November Cricket Beaufort
- 30th November Hat Burning Class -Cobb n Co
- 6th December Cricket Beaufort
- 13th December Christmas Party
- 13th December Cricket Beaufort
- 15th December Buangor P.S Graduation
- 10th January Cricket Beaufort
- 17th January Cricket Beaufort
- 24th January Cricket Beaufort
- 26th January Australia Day
- 7th February Cricket Beaufort
- 14th February Cricket Beaufort
- 21st February Cricket Beaufort
- 28th February Cricket Beaufort

John: Thanking everyone on the committee and the new people who have joined. Happy with the running of the bar. Sheep drive has been publicised. We need to drive it, please call him. If no support with a sheep or wool we take donations Please put a name on donations so we can thank you.

Adrian: Thanks to Loz for the messages and reminders. Individual requests are welcome.

Tim: Mowers are running well 1 needs a service. Sprinklers need looking at as well.
 Margaret: Christmas and Cleaning Roster - Loz will start a new one.
 Skiddy: Someone wants to take on Ordering grog because someone t in a complaint against Loz that the beer she served was hot - Skiddy will take on all alcohol orders from now on.
 Ben: Can we get a new whipper snipper - Yes we can look at a decent brand.
 Bec: Do we support the tennis club? Dave says yes we paid their fee and there are 2 games, possibility of upgrading the tennis courts with lights for night times.
 Mary: Can we look at a lift in Cobb & Co.? Something to look at with Dave.
 Dave: Junior Cricket with Beaufort - Unfortunately Beaufort left the club open and used the bbq to paint lines on the ground and the blinds were also left down and it was windy, Chammo knows about it and has spoken to them.

Agenda Items for Next Meeting

Title	Discussion	Who is following up	

:: Meeting closed: 7.18pm Next meeting Wednesday 10th December 2025

8/9/2025

Maroona Recreation Reserve Committee AGM held at the hall on Monday 8th September 2025. 7.30

President Tony Jackson welcomed the following to our AGM meeting - Trevor Perry, Steve Shannon, Kerrin Go, Irene Gellie + Kelly Gellie. No rep from ARCC due to mix up in dates. Irene at fault.

Apology - Dan Sparks.

Minutes of the last AGM held on 2/9/24 were read and found to be correct. moved Trevor + 2nd Kelly carried.

Tony read his president's report, moved by Tony and 2nd by Steve that his report be received.

Treasurer's Report:

Irene read this report and moved that it be accepted, 2nd by Steve. \$ balance 30/6/25 \$10061.07. copy attached. carried.

Election of new committee

All positions were declared vacant.

Trevor nominated that all those present at meeting would form the committee for coming year 2025-26. 2nd by Kerrin.

President	Tony Jackson.	moved by Kelly	2 nd Trevor
Vice Pres	Kelly Gellie	" "	Irene 2 nd Tony
Sec/Tres	Irene Gellie	" "	Kerrin 2 nd Kelly

All accepted these positions with pleasure and look forward to another good year with the pavilion been¹⁰

Angela Reynolds (teacher) is an independant and willing review our bank statements + books.

Meeting closed. 7.55pm

Irene Gellie, Secretary

8 9 25

General meeting of The Maroona Recreation Reserve Committ.

Present same as AGM.

Appology same as AGM.

Minutes of previous General Meeting held 14/4/25 were read and found to be correct. Moved Tony 2nd Trevor

Business Arising.

Still looking into purchasing dishwasher. Has to fit in under bench where water pipe to hand basin is installed moved Steve 2nd Kerri carried.

Correspondence.

Letter from power company Origin stating that our account would go up by approx \$60 per year. An account from Trebr re purchase of a new ladder costing \$219 was paid reimbursed. Moved Kelly 2nd Kerri carried.

Treasurers Report. same as AGM \$10,061.07 CR.

General Business

Wrote to report to ARCC re - placing self closing hinges on both general public toilets. When it rains and doors are left open the water seeps through to the main hall.

There are signs of water leakage in the roof of main hall around the middle truss and bubbles on the roof.

Door to pump needs sanding or moving on hinges as a bit difficult to shut & open.

Upper Hopkins Prision Gang have been and moved around the building, also finished removing tree branches.

New fence from Stevens fork to fire shed can now be replaced.

A quote for \$1800 has been accepted to cover all windows with security screens.

Upper Hopkins Land Care will be using the hall on

8.9.2025

Thinking about having a Remembrance Day service on Tuesday 11th Nov to coincide with a book launch for Kerrin Gellie on his 3rd book, about the WW2 Soldiers on our memorial. The Maroona P.S. kids will be involved on this day.

A meeting before this date will be held closer to the day. Our new vacuum cleaner has been purchased from Harvey Norman Ararat \$1198.

Meeting closed. 8.35pm.

President.

Secretary. Irene Gellie.

All committee details same as last 9 years key holders. Tony, Irene, Trevor + Pat Tobin

Presidents Report 2025

Maroona Recreation Hall

Over 2025 the hall has been well utilized with group meetings and functions which is encouraging for our small community. Aerial services also used the oval for refueling of helicopters for annual powerline inspections.

The Maroona History Centre has been generally operating on a monthly basis with displays and exhibits of local interest by Kerin and Irene.

Unfortunately in July the old football sheds were broken into via the personal access door, but as there was little of any value, nothing was taken and minimal damage done. Thank you to Trevor Perry for securing the door and dealing with police reporting.

Extended thanks to the Rural City of Ararat for painting the outside of the venue and their ongoing support in maintaining the building and the cleaning of the toilets within the facility.

I wish to thank Irene for her work as Secretary/Treasurer, and the committee members for helping with ground maintenance and issues that arise.

We look forward to another year ahead at the Maroona Recreation Hall



Tony Jackson

President

		Income 2024-2025	
15/8	24	Tafe wool classing	1080 00 ✓
5/9	24	Upper Hopkins	50 00 ✓
8/9	24	MREB	50 00 ✓
11/1	24	ARCC 130x2 using plctr	260 00
30/2	24	Mexim donation	600 00 ✓
9/1	25	ARCC Grant	2400 00 ✓
3/4	25	MREB	50 00 ✓
24/4	25	Upper Hopkins	100 00 ✓
24/4	25		20 00 ✓
27/5	25	Celtic donation	200 00 ✓
		Income	4810 00 ✓
		Balance 30/6/24	6260 34
		plus income	4810 00
			11070 34
		less exp	1009 27
		Bal 30/6/25	OR 10061 07 ✓

Expenditure 2024 - 2025

2/8 24	Power April - July	234	231	26	x
12/9 24	Caral new TV	235	11	95	x
10/10 24	new mat outside	236	29	95	x
10/10 24	Power July - Oct	237	190	36	x
16/1 25	Power Oct - Jan	238	192	89	x
17/3 25	Elgas cylinder hire	239	110	00	x
14/4 25	Power Jan - March	240	176	43	x
27/5 25	Hall bits + Paces toilets	242	65	83	x

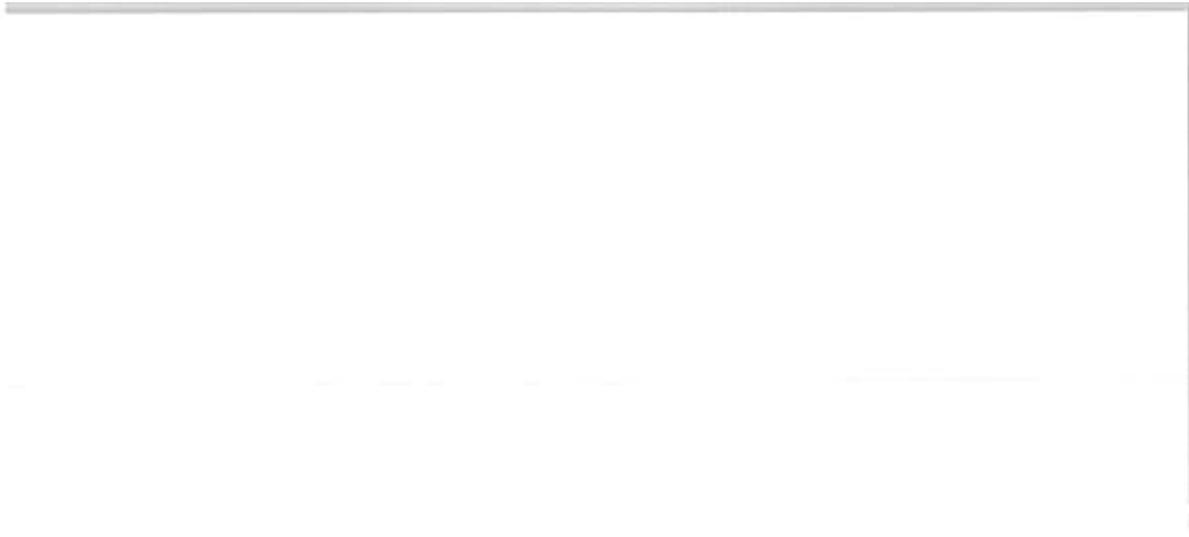
Expenditure

1009 27 ✓

I have checked the bank statements, cheque & deposit books, invoices & receipts supplied. The figures presented are a true & accurate account of the finances for the Marana Recreation Reserve Committee for the 2024-2025 financial year.

Angela Reynolds
Teacher

Angela Reynolds
03-08-2025





MEETING MINUTES

ARARAT RURAL CITY
RECEIVED
19 NOV 2025
REFERRED TO: _____
FILE NO: _____
DOC NO: _____

Committee of Management: Mininera Recreation Reserve
Date of Meeting: 3.11.25
Time of Meeting: 7 pm
Venue: Conna Wilson Reserve

Present:-	
Chairperson:	<u>Garry Meek</u>
Minute taker:	<u>Shirley Meek</u>
Committee Members:	<u>Rowly - Jody Parkerson</u> <u>Jane Box - Linda Carrs, Ash Quintilian</u> <u>Nobie Cameron</u>
Council Officers:	<u>Rebecca Rogers</u>
Apologies:	<u>Justine Liras - Conna Wilson</u>
Quorum Failure Time:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, Failure Time: <i>A quorum shall be a majority of members of the committee. • No business shall be conducted by the committee unless a quorum exists.</i>

Conflict of Interest Declarations:	CAC Members: Council Officers:
Confirmation of minutes of the previous meeting	That the minutes of the previous meeting of the <input checked="" type="checkbox"/> Committee held on <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> be confirmed Moved: <u>Rowly P.</u> Seconded: <u>Jane Box</u> Outcome: <input checked="" type="checkbox"/> CARRIED / <input type="checkbox"/> LOST <u>Carried</u>

Item: Business Arising Out of the Previous Meeting

Discussion - List Business	Action Items	Responsible	Due
Council installed 2 new split systems into the rec and also fixed air gas heater. This meant the removal of trophy cabinet so footy club with replaced perhaps above the lock? Rebecca informed us there is not a second hand mower available from council but but will inquire into a new one for <u>CARRIED</u> council through a grant. Jane also mentioned applying for a Drought affected Grant (D.R.V) for more lighting around the oval.			

Item: Secretary's Report Partitions were installed in the women's change rooms and umpires room by McDougal Building Ararat

Correspondence - Outwards			
Discussion - List Correspondence	Action Items	Responsible	Due
Dr. Tim kindly granted us \$1,000 for to go towards installation of partitions.			
ARC - maintenance grant \$6000 this year			
Correspondence - Outwards			
Discussion - List Correspondence	Action Items	Responsible	Due
An increase of \$2000			

That the Secretary's report including correspondence be received.

CARRIED Judy P - Ash P.

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 Treasurers report. The Treasurer moves for the adoption of the report.			
Discussion	Action Items	Responsible	Due
Delivered by Garry but written by Justine. Attached to minutes.			

That the Treasurers Report be adopted.

CARRIED Jan B + Rawly P.

Item: Sub-Committee/Working Group Reports (if any)			
Sub-Committee & Discussion	Action Items	Responsible	Due
Maintenance - grand soon down			
Rebecca will organise sand for oval			
Pipe line will not be available this year.			
Tony Hider submitted a request to council to help with extra water.			
Nick Burne donated a light for netball courts.			

Towers to be installed.

CARRIED Garry M + Linda E, Abbie C.

Item: Agenda Items			
Discussion	Action Items	Responsible	Due
1. Maintenance Undertaken (standing Agenda item)			
Council have approved the demolition of old outside toilets near netball courts and new toilets have been ordered. 4 in total Unisex. Also a new septic system. Decommission dam & install a			

Community Asset Committee Governance Guide - Meeting Minutes
Version Date: 1 June 2022
E.H.O (Environmental Health) to appraise soil tests.

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~~Mover xx/Second xx~~

That the Standing Agenda Items Report be adopted.

CARRIED

Rebecca confidant it will be appraised at next council meeting and toilets hopefully

Item: General Business			
Discussion	Action Items	Responsible	Due
ready for use season, with 4-000 people attending finals.	before the start of football season what can be done		
Rebecca offered council to remove large trees affecting netball courts.			
Kind organised the pear man (Green Pasture)			

~~Mover xx/Second xx~~

That the General Business Report be adopted.

CARRIED

Rebecca offered council to organise new carpet tiles in main room from Ararat Carpet Court. Also new blinds for

Next Meeting:

Date: ~~insert~~

Time: ~~insert~~

Venue: ~~insert~~

Ararat Dobby Curtains.
Kind C met with health inspector and kitchen was approved.

Netball courts need to be sprayed again

Forward meeting dates: List for next 12 months

- and cleaned.
- Nobia volunteered to paint the M.C.C. sign to cheer it up

Christmas party to be held ~

Meeting closed at: ~~insert time~~ Friday 19th Nov at 6pm.

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

CONFIRMATION OF MEETING MINUTES:

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

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:



Mininera Recreation Reserve
FINANCIAL REPORT
3 November 2025

Income	\$ Amount
Bank Interest	\$ 90.00
ANCC facilities grant (Renovation contribution)	\$ 11,000.00
SMW Rovers 2024 Facility hire	\$ 1,277.00
Total Income (A)	\$ 12,467.00
Expenditure	
Power	\$ 2,125.05
Maintenance - Female change room & Umpire change room renovation	\$ 25,925.79
Maintenance - Water filters \$238.03, Toilet seats \$119.90, Mouse bait \$93.32	\$ 451.25
Oval seeding - Howard Ag \$605, Sportsfields Australia \$1,100	\$ 1,705.00
Total Expenditure (B)	\$ 29,307.07
Surplus (A minus B)	\$ (16,839.67)
Balance at last meeting 26th Feb 2025	\$ 17,108.70
Income	\$ 12,467.00
Expenditure	\$ 29,307.07
Balance	\$ 269.63

Awaiting payment

SMW Rovers \$1,622.70 2025 Facility hire

SMW Rovers \$? Rec Dinner August 2nd

To Pay

The Green Pesty \$523

Garry made special mention of the sad passing of John Box Sr in September this year.

John was an integral member of the Mininera rec. committee for many years. He rarely missed a meeting and his input was deeply valued. He was practical and was very instrumental in most decisions with a hands on approach.

John will be sadly missed within the Mininera neighbourhood.

Moyston Hall Committee Meeting August 12 2025 at 7pm

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

Apologies: Peter Horvath

Minutes of last meeting in May: Moved Robert 2nd Bryan

Business Arising:

Landscaping and Roller Door: Jim suggests we get documentation for the plan (Ron Simmons) and then arrange meeting with council to put our case for them to contribute to the upgrade. Moved Jim, 2nd Bryan.

Website: New website is now up and running and new fee structure for hiring hall has been put on.

Moyston Hall Theatre Company: Bryan has 10 Primary students, 2 locals and some people from Ararat. Rehearsals will start soon. Play scripts have been printed. Men's shed are helping with some props.

Jim pointed out that the Council has public liability insurance to cover any injuries at the hall and also covered is all equipment.

May 25 High Tea: About 34 attended with a net profit of \$892.78: Gross of \$935 plus \$80 for raffle with \$122.22 expenses.

Community Dinner: Gross: \$1120.00 with expenses of \$585.61

Hall Stories: Damien Cullinan we have tentative booking for November 22nd. Cost is \$3000. Jim suggests we sell the show as 'Tables' instead of individual tickets. Bryan suggests we give it a go with tickets around \$35. Jim 2nd. All in favour.

Piano from Peter: No update as yet.

Gift Ideas for Peter and Sue: Members to come up with ideas. Also go out to Barneys for dinner as a send off.

Chair Trolley fixed.

Rennie Pearson Celtic Music and Stories: Hall set up with chairs by men's group after the coffee on Thursday. Robert will help with tickets sales on the night and selling of merchandise. Also need help with setting up tea and coffee cups, urn turned on etc.

High Tea on August 31 Alison Lucy and Julie and Sue and Jan Crowe to help in kitchen. Bryan and Jim helping with tea pots

Screen to hide the lift: Cost of \$299 plus shipping. Defer this till next meeting.

Maintenance: ? Replace or fix the rangehood. Get Jorah from Stawell Splitn Stawell to check rangehood and air conditioning and get a quote on new ones if needed. Moved Bryan 2nd Jim. All in favour.

Financial Report read by Jim: Opening balance at May 14 \$38,314.52 and Closing Balance \$39,866.77

Jim spoke to council about our account: There were 3 council signatories with only one current member still with council. However now we don't have to have council signatories. Jim would like our account to be changed to Moyston Hall account and drop the Ararat Rural City Council name. Jim would like to put some money into term deposit. 2 kinds of term deposit, one is 6 months and must give 30 days notice to withdraw and one with 14 days notice to withdraw. Jim moves that we put \$15000 in a term deposit. 2nd Garry. All in favour.

Bryan would like to set up a group of "Friends of the Moyston Hall" to assist with functions at the Hall on a volunteer basis. Will advertise on Moyston Hall community page and at the shop.

Discussion about Moyston Hall as an Emergency Community Hub to be further discussed at November meeting when Janine Aubrey from ARCC can give us more information.

Meeting closed 8.30pm

Next meeting Tuesday November 11 at 7pm

Agenda of the Moyston Hall Committee Meeting November 11 2025

Present: Chandra Willmott, Bryan, Sue, Jan, Jim Crowe, Jim Hall, Robert, Garry

Apologies: Chelsea Moon.

Minutes of last meeting, August 12, 7pm. Read by Robert, moved Jim Hall and 2nd Bryan.

Business Arising from August meeting minutes :

1. Landscaping and Roller Door update plan: Chandra Willmott Chief Operations Manager from ARCC will be available to liaise with re plans for backyard redevelopment. Bryan suggests stage 1 be roller door to close off rear area and store bbq etc. Ron Simmons had quotes for landscaping and plans and is still working on this.
2. Recap of Moyston Hall Theatre Company Production: Bryan said 80 to 90 on Saturday night and about 50 on Sunday matinee. Kids did a great job. Parents were co-operative. Bryan hopes to do another show next year. Will do working with Children's check roll next year. Maybe have bookings next year.
3. Update on Damien Cullinan show scheduled for November 23 at 7.30pm (Jim Hall) Jim says we now have Try Booking account and so far 6 tickets have been sold. Damien has sent an invoice for 50% which is \$1500 plus GST. Jim has engaged ARCC to pay the account to save us GST of \$150. Council will also help with the GST on the remaining balance. We need to promote this on Ararat facebook page. Something in the Advocate would be helpful. Damien returns after Blazeaid fundraiser at Willaura earlier in the year for Moyston Hall Stories. Tickets on TryBooking .com. Price \$35.
4. Piano donation from Peter Horvath update: Piano has been delivered and at the moment doesn't need tuning. Final resting place to be decided.
5. Peter and Sue Horvath send off: Ideas for gift and farewell dinner: Sue suggests a musical afternoon. Jim C suggests could do the farewell at next high tea. Jan suggests invite other organizations that they have been involved with.
6. Rennie Pearson Celtic Music and stories show recap: Successful show. Rennie did all the advertising and booking. 50-60 attended.
7. August 31 High Tea recap: Sue said over 50 attended. Booked out. Very successful.
8. Update on Screen to hide lift: Sue still looking at options. Jim suggests Men's shed could make one to size. Bryan will contact them. Motion by Jim and 2nd Jan to do this.
9. Update on faulty Air Conditioner unit in the hall: Jorah from Split'n'Stawell checked the unit and advises too old to repair. Quote from Split'n'Stawell for new 8kw Mitsubishi unit fully installed \$3500.00. Another quote from Bondy's Laser Heating and Cooling (Horsham) was for 8kw Mitsubishi unit fully installed for \$4234.82. A check with Committee members decided to go with the Split'n'Stawell quote. Still awaiting Jorah to do the installation. Range hood update. Jan will ask Bill Daly or David Turner from Bulloak Electrical 0417501729 to wire the range hood in as it is brand new.
10. Update on Moyston Hall as a Community Hub: No further information from Janine Aubrey at the Council has come through at this time. Chandra gave us a brief update on what this may

involve. An emergency meeting place for disasters such as fires, floods etc, where people can come and charge their phones etc. May need a generator for emergency power. Hall may need to be rewired. Chandra will give us more information as we move on.

11. Update on Term Deposit (Jim Hall): Jim has attempted to get this in motion but the Bendigo bank has made it difficult with many forms etc. As of last Friday the bank has finally given us the ok to deposit \$15000, so should happen soon.

New Business:

1. Update on finances (Jim Hall) Treasurers Report: Report handed out: Total receipts \$3209.79 Total Payments: \$4321.02 with deficit \$1111.23. Current balance \$38755.54. Electricity account is high so Jim will negotiate with Origin Energy to find a cheaper plan. Jim moved Robert 2nd
2. Hall Key Lock Box: The new Key Lock box for the hall has been installed and the code is 89055354. To open lightly press the middle button then hold your figure on the screen near the top left and screen should light up. There are 2 manual override keys, one is held by Narelle Cleary from Council and we need to decide who has the other. Manual override key is in key box out the back with other keys.
3. Instrument of Delegation from Council (Jim Hall) This means that which is delegated to the committee by the ARCC. Jim will circulate the details of the instrument to committee members.
4. New Coffee Machine (Jim Hall): Jim has purchased the new machine for the hall. A 12 cup machine. Uses coffee grinds.
5. Note from Martin re back yard (Jim Hall): Martin suggests we need more gravel to top dress the carpark area to minimize weeds etc. About 8-10 metres needed with Bobcat to spread this. Jim suggests postponing this until landscaping plan is formalized. Motion put by Jim Hall to continue spraying for now, 2nd Sue
6. Moyston Theatre Group future (Bryan Kennedy) Waiver needed for photos of children. Working with Children's checks registered tool needed too.
7. Hall Stories advertising (Sue Kennedy) Flyers and Posters to spread around. Bryan moves that performers in future do the advertising and the bookings. Jim says to assess each booking on its merits. Make a decision at the next meeting.
8. Country Supper Friday 21st November (Sue Kennedy)
9. Meet and Greet session on Thursday 20th November (Sue Kennedy) Damian wants to meet locals to obtain Hall stories to incorporate into event. Locals to meet Damian at 7pm. Jim suggests Daryl Marshall to meet Damian
10. Upcoming High Tea Sunday 30th November who is available to help? (Sue Kennedy) Jim and Jan Crowe, Jim Hall, Ted, Garry and Julie.
11. Wedding booking for Feb 14th 2026 with a request for catering. Thinking of a Community Dinner Style meal for around 40 adults, 7 teens, and 12 children. Maybe roast and veggies

with chips and nuggets for the kids. Potentially partner with another group and share the proceeds. (Sue Kennedy) Rosie Nater (Progress) has shown interest in partnering. Jan suggests cold meat and salad as an alternative menu. Jim Hall moves that we do the catering and share with another group. 2nd Sue

12. School scholarships (Sue Kennedy) Sue suggests some of the theatre group profits be given for something appropriate, like creativity/self development. A scholarship with an artistic flavor. Currently 2 X \$75 so alter to 2x \$100 with the second for ? a student showing creativity/artistic flair. Moved by Jan 2nd Sue.
 13. Music afternoon tea to celebrate the return of the piano. (Sue Kennedy) Discussed with Peter and Sue's farewell.
 14. Key cupboard (Sue Kennedy) Needs to be screwed on to the wall in store room. Robert will attend to this.
 15. Stage left little room suggest making it lockable to prevent children messing with the wifi and printer. (Sue Kennedy) 2 Doors one can be locked from the inside the other to be locked padlock and hasp and staple. Garry to attend.
 16. Any other items for discussion: Jim Hall stated we passed our food health inspection. We have an application for food Premises Registration Renewal. Jim Hall handed to Chandra. Karissa Hogan has been doing an audit for 4-5 years. Jim Hall asked if we should give her a gift but not allowed. Sue Kennedy: Progress has been asked for a home by Rosie for the Community Printer so we can house it here in the hall in the locked room.
- Meeting finished 9.05pm

Minutes of the 2025 - 2026 Annual General Meeting of the
Pomonal Community Asset Committee (CAC)

Meeting Date: September 1st at Pomonal Community Hall @
6-7pm

1 Welcome: Barb Venn

2. Attendance:

Barb Venn -President	Committee members present- Rachel Whittaker, Michelle Stewart, and John Matthews.
Andrea Shelley-Secretary	Clayton Mackley - Cricket club representative
Treasurer - Emily Dalkin	
ARCC representative - Rebecca Rodgers	

3.Apologies:

Danielle Leehane, Simon Freeman, Lisa Ashdowne.	
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4. Confirmation of Minutes of the September 4 th 2024 /2025 Annual General Meeting:

Moved to accept: Barb Venn Seconded : Michelle Stewart
Carried.- All

5. Annual Management Report : Chairperson : Barb read the Annual Management Report (July 2024-June 2025) to all. This is attached.

Moved :Andrea Shelley
Seconded: Barb Venn

6. Correspondence:

1. Barb Venn and Lisa Ashdowne are not renominating for a committee position for 2025/2026.

7. Annual Financial Report :

Report presented by - Emily Dalkin

Moved : Emily Dalkin
Seconded : Andrea Shelley

8. Election of new committee, All positions declared vacant by Rebecca Rodgers - ARCC

Nominations received and Positions agreed for - 2025/2026

Chairperson : Rachel Whittaker and Michelle Stewart -to co share this position at CAC meetings.

Secretary: Andrea Shelley

Treasurer: Emily Dalkin

Booking person : Andrea Shelley

General Committee members:

John Matthews, Clayton Mackley, Simon Freeman and Danieele Leehane

Conflict of interest :

John Matthews - employed by ARCC and secretary of Pomonal Progress, Michelle Stewart- President of Tennis club and Clayton Mackley - Secretary of Pomonal cricket, all agreed to leave the room if there is a conflict of interest with their other roles during a discussion and if a decision is being made.

AGM closed at 630pm.

General Meeting- followed at 645pm

An open agenda was presented to the 2025/ 2026 committee.

Discussion was had:

1. Emily asked for a formal agreement to arrange for \$20,000 to be invested in a term deposit with Bendigo Bank. Emily suggested a 7 months plan was available with a good interest rate. This was discussed with the former committee at the 4th August 2025 Committee meeting.
2. Motion : Pomonal Community Assets Committee(CAC) to invest \$20,000 in a term deposit with Bendigo Bank. Moved : Emily Dalkin Seconded : Andrea Shelley All agreed.
3. Discussion had re signatures for actions with the Bendigo Bank account. All agreed a third signature was useful as Barb Venn would no longer be a signature due to her resignation. Clayton Mackley agreed to do this and will go to the Ararat branch to set it up.
4. Motion: For Clayton Mackley to be the third signature to the Pomonal CAC account. Moved : Emily Dalkin Seconded: Andrea Shelley All agreed.
5. Clayton spoke about the damage to the oval after the 31st August 2025 market. Discussion was had. Rebecca stated she would talk to ARCC parks people and

arrange for the area to be repaired. Clayton was asked to write a letter to CAC for Andrea to present at the Pomonal Progress Association (PPA) September 9th meeting. More discussion about options for car parking for the public attending the market and other outside events will need to be had. All regular users of the reserve will be asked for ideas.

6. Rebecca stated that the masterplan with the feature study overlay will be given to CAC soon. This will be useful for the committee to discuss with the Pomonal community, what ideas to prioritise for 2025/2026 at the October community gathering planned by PPA.
7. Michelle told us the pickle ball activity held in the Hall on Sundays was well attended. This may become a regular event either in the Hall or on the tennis courts.
8. Barb was presented with a gift and given many thanks for being part of the Pomonal Hall committee/ CAC in many roles over the past 10 years. She has been a very active committee person. Barb said she is very happy to be asked for advice and assist the committee in any way.
9. Lisa was also acknowledged and thanked for her time on the committee. Will be sent a thank you.

Meeting closed at 7:15

Next committee meeting :Monday 20th October at 7pm.

**Minutes of the Pomonal Community Asset Committee
Meeting on 20th October 2025 at 7pm**

Details	
Chairperson	Rachel Whitaker
Location	Pomonal Hall
Present	Michelle Stewart, Clayton Mackay, Andrea Shelley, Rebecca Rodgers(ARCC), John Matthews and Emily Dalkin
Apologies	Apologies received from Simon Freeman and Danielle Leehane. Both have expressed interest to nominate for the CAC. May attend the November meeting.
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 4th August and September 1st discussion following the AGM be approved as a true and accurate record of proceedings. Moved: Rachelle Whitaker Seconded: Michelle Stewart
Actions from previous meeting	<ul style="list-style-type: none"> • From the AGM : Nominations to be received for Simon Freeman and Danielle Leehane to join the 2025/2026 committee. TBC • Term deposit set up with Bendigo Bank done TBC • Clayton to visit bank to be an extra signature on CAC account TBC • Repair of a section of the reserve near the cricket pitch update- Clayton discussed the repair work which he felt was not satisfactory and said he would work further on the area. • Masterplan update and and plan fwd to CAC — Rebecca advised that the Masterplan was not ready to be viewed at this time. Work continues on this.

General Business	Report on items discussed.
Treasurers report	<p>Motion: That the Financial Statement from August 4th to 20th October 2025 be accepted as a true account. Moved Emily Dalkin Seconded: Andrea Shelley</p> <p>Present balance is \$26,606.64</p> <p>Actions : Emily to visit Bendigo Bank to set up the Term deposit and Clayton to set up as another signature on the account.</p>
Correspondence	<ul style="list-style-type: none"> • Discussion was had on relevant items in General business.
Bookings	<ul style="list-style-type: none"> • Bookings for November are: a wedding reception, 'Grainz' conference, African talk and dinner and Pomonal Community Gathering. Regular bookings are ARCC recovery centre, outreach library and digital assistance, Community paramedic clinic, Yoga class, Gentle movement class, Pickle ball, Growers and Producers market and the monthly Pomonal market, PPA meetings and APS Grampians Group meetings. • Pomonal youth cricket games are starting - 16&30th November. <p>Notice of Annual fees for Regular users to be sent. Action Emily</p>
Maintenance and works update	<ul style="list-style-type: none"> • Car parking setup for the October Pomonal native flower show went well. The area was marked out and two volunteers acted as marshalls who directed the flow of traffic. Discussion on parking planning for other events will need to be had with those hiring the Hall and reserve. Rebecca stated she will talk to Tim about parking and traffic flow for the Hall and reserve. More bollards and signs may need to be purchased. Action : John and Andrea • The committee discussed the need for a maintenance schedule and equipment needed. Suggested date is for January 2026 to start. A maintenance list to be discussed at the November meeting. John stated a scrubbing machine can be borrowed from ARCC which can be used on the Hall wooden floor. • The pamphlet holder has been installed today and will feature pamphlets concerning Fire season advice and General Health items for now. Other items relevant for community and public knowledge will be added as sourced. • Rubbish bin surround removal and reinstalling is on ARCC to do list. Action: John to check on this.

	<ul style="list-style-type: none"> All thanked Rebecca for organising the new drainage work done at the front of the Hall, recent rain showed it was effective.
Pomonal Hall regular user update	
Tennis	Michelle discussed drainage issues near the tennis club. Rebecca will mention this to the engineers looking at the masterplan. Pickle ball games in the Hall over colder months went well and will now continue on the tennis courts.
PPA	Rebecca suggested that the Hall committee talk to PPA about their offer to purchase the barbecue unit she has sent to CAC. This can be stored in an ARCC shed until the place of installation has been decided. All agreed Action: Email to be sent to PPA - Andrea
Mens Shed	No report received.
APS GG	The Pomonal native flower show was a success, 1700 paid visitors attended, many more visited the markets. Very positive comments were received by visitors about the show, flower, hall and area.
New Business	
CAC policies and procedures	<p>Discussion was had re purchasing items for the Hall Motion : Andrea and Emily can purchase and pay for items needed under \$500 between committee meetings. Items over \$500 to be purchased are to be discussed at the committee meetings and decisions made then. Moved :Rachel Whittaker Seconded: Andrea Shelley All agreed</p> <p>Motion : Purchase of and installation of black blinds for the window seat window to be done according to Dollar Curtains quote received. Moved : John Matthews Seconded: Michelle Stewart</p> <p>Discussion had re-purchasing a projector for the Hall. Rebecca suggested that ARCC may allocate the projector on loan to the Recovery officer to be kept at the Pomonal Hall for general use.</p> <p>Action : To discuss further with ARCC - John Matthews</p>

ARCC meeting	<ul style="list-style-type: none"> • A written report to be presented at the next meeting. Andrea mentioned that Dr. Tim Harrison stated that the Pomonal Hall is not a place of last resort in a bushfire event. • Action : Rebecca to consult with Chandra re wording of this and then it will be sent to residents via PPA communication networks.
Communication	Committee members discussed communication methods from the Secretary between meetings. All agreed for an important message sent by email, to be marked Urgent in the subject line. Text messages may also be sent if needed. Agenda and Minutes of meeting are to be emailed.
Storage of Cricket Club mower	Discussion was had re storage options for the mower used by the cricket club for maintenance of the cricket ground area. Option may be using the first hall shed with some modification. Action: Clayton, Andrea and John to look at this area.
Pomonal Reserve Community Asset Development	All agreed for discussion when the updated masterplan is finalised by ARCC.
Storage of Hall sound system	Rebecca advised the committee that ARCC are arranging acoustic panels to be set up in the Hall in November. Date to be confirmed.

Meeting finished at 8:20 pm

Next meeting November 20th at 7pm.

**Minutes for the Pomonal Community Asset Committee
Meeting held on 17th November at 7pm**

Details	
Chairperson	Rachel Whittaker
Location	Pomonal Hall
Present	Emily Dalkin, Clayton Mackley, Andrea Shelley
Apologies	John Matthews, Michelle Stewart, Rebecca Rogers
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 20th October 2025 meeting be approved as a true and accurate record of proceedings. Moved: Rachel Whittaker Seconded: Andrea Shelley
Treasurers Report	<ul style="list-style-type: none"> • Motion: That the Financial Statement from 20th October to November 17th 2025 be accepted as a true account. Moved: Emily Dalkin Seconded: Andrea Shelley Discussion was had re investing Pomonal Community Assets Committee funds into a term deposit. All present agreed to do this. Motion: For \$25,000 to be invested in a Sandhurst Select 90 Fund with Bendigo Bank. Moved: Emily Dalkin Seconded : Rachel Whittaker Clayton Mackley has had relevant paperwork completed to be authorised as another signature to the bank account.

General Business	Items
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Report from ARCC	<p>Rebecca Rodger (by phone to Andrea), updated ARCC actions from the October meeting.</p> <ul style="list-style-type: none"> • Masterplan continues to be worked on and the acoustic panels will be installed soon. • A double plate barbecue will be purchased from Tiny Towns funding for the Pomonal community and visitors. This will be stored in a shed in Ararat until the position for this on the reserve area is decided.
Correspondence	<ul style="list-style-type: none"> • List of relevant correspondence is attached with the minutes and discussion had under Business Items.
Hall Bookings	<ul style="list-style-type: none"> • Update of new bookings was given. All approved of these. • Annual fees and hire forms for regular users and booking dates will be sent soon.
Hall and Reserve Maintenance and Works.	<ul style="list-style-type: none"> • Ideas for car parking plans for Pomonal markets and other events were discussed. Further discussion will be had with Allson Bainbridge, Pomonal Market co-ordinator. • Date for rubbish bin surround relocation to be confirmed. A reminder will be sent to ARCC. • The date for Dollar curtains to install black blinds to be confirmed. • Discussion to continue re storage of new sound system equipment. • Hall contents audit to be done in January 2026 by committee. Date to be confirmed.
Pomonal Hall regular user updates and reports.	
Tennis Club committee	<p>Photos of the flooding in the Tennis club room were sent to the committee. These were forwarded to ARCC for advice on how to prevent further issues and how to repair present damage.</p>
Pomonal Progress Committee (PPA)	<p>Car parking plans for markets and other events continue to be discussed with market co-ordinators. PPA agreed a double barbecue to be purchased for community use from ARCC.</p>
Mens Shed	<p>Bookings made for an event.</p>
APS Grampians Group (GG)	<p>Discussion had re GG request for stone mulch to be purchased by CAC for Hall gardens. The decision was to ask GG for a quote for</p>

	<p>the mulch to be sent to CAC for consideration. Discussion then will be had about who will lay the mulch around the garden beds.</p> <p>An email was sent advising GG that the Hall generator will be placed in the garden area near the kitchen entry door and the flower show sign will be moved closer to the fence line. No reply received at this time.</p>
Pomonal Cricket Club	Mower will be stored in the Hall shed after Clayton completes minor renovation to the shed door.
New Business	
New parking signs ideas	All agreed to purchase parking signs that attach to the orange bollards from New Signs company. Andrea and Emily to consult on this.

Meeting closed at 8:10 pm

Next meeting : February 2026 : Date to be confirmed.



GENERAL Meeting Minutes

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

Committee of Management: Tatyoon Recreation Reserve

Date of Meeting: 6.10.2025

Time of Meeting: 7:00pm

Committee: J.King, C.Drum, B.Robertson, R.Bibby, I.Armstrong, K.Armstrong, D.Carter, A.Tucker, A.Brady, P.Hartwich., R. McKay, (12 MEMBERS)

Present: J.King, C.Drum, B.Robertson, R.Bibby, I.Armstrong, K.Armstrong, A.Brady, Phuong Au (ARCC representative.)

Apologies: P.Hartwich, A.Laidlaw, D.Carter, A.Tucker, R.McKay

Moved by A.Brady 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 24.2.25 circulated on 5.10.25. 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)	Subcommittee	In Progress
Pump -	Aqualine (Oval Redevelopment company) has placed the pump in an incorrect location in reservoir. When it floods it will be washed away. ARCC have been contacted and waiting to hear back to ensure this is rectified.	C DRUM ARCC	In Progress
INSURANCE	Do we need cash insurance? Still working on classification from ARCC on major items. Eg. mower, light towers, roller, John Deer lawn mower, kobota lawn mower. Phuong Au will action and email B. Robertson.	ARCC B. Robertson	In Progress
Netball Scoreboard	Netball Scoreboard ordered. Feb pick up	B Roberston	COMPLETED

Moved R.Bibby and seconded by K.Armstrong.

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

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
12.5.2025 Choices Flooring	Quote – flooring hall bathrooms and hallway Completed for Rabobank community hub grant.	J.King	Completed
15.5.2025 - Remittance advice from ARCC	\$6400 RECEIVED	B.Robertson	Completed

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

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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22.05.2025 – New keys ordered	5 new keys ordered and given to volunteers: Simon Barr Anthony Brady Ash Maconachie Andy Laidlaw Kelly Gellie	J.KING	Completed
24.7.2025 WFI INSURANCE	New claim advice email. Receipts needed EXCESS IS \$500	J.KING	In Progress

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

2025 Hall Bookings:

11.02.2025 – SOUTHERN FARMING
27th JULY 2025 – RE FUTURES SQUADRON
AUG – DAGRO

Treasurer's Report

Financial report B.Robertson

Balance Sheet As at 6th October 2025

Assets Bank Savings Account- Donations \$118.83

Statement Account \$15,442.54

Term Deposit Account \$125,945.56 (FUNDRAISING SAVINGS ACCOUNT)

Total Bank \$141,506.93

TRR GM Oct 2025 - Treasurers Report

The facility hire has been paid by the Tatyoon Football Netball Club. We received income from the term deposit, which has been reinvested and continues to roll over.

Recent expenses include the annual audit by Mulcahy's \$275, cleaning products purchased from Office National, and ongoing sanitation services provided by Flick. Electricity and gas across both meters, 3-month period, totalled \$2,188.34.

Two significant maintenance expenses for the hall and facilities were incurred, including the septic tank pump for the court change rooms \$1864.13 and servicing of the Kubota mower \$1068.80.

Licence, Fees & registrations is the Consumer Affairs annual statement fee of \$49, and printing and stationery expenses \$66 is for a funeral notice published in the Ararat Advocate

Other discussion with the committee:

Footy and Netball paid User fees.

K.Armstrong Flic bins – very expensive.

Phuong Au will Action - to see if we could get ARCC to help cost and get a better arrangement with other reserves.

\$143.09 per month. \$26per bin excluding gst. This has increased from \$90.

Moved by B.Robertson seconded by K.Armstrong.

Adjourned Business

Sub-committee/Working Group reports

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

Previous meeting: Communication to Community: To be completed

In Progress - J.King to put up presentation in Public information box at Tatyoon to explain our position with NEW Build.

B.Robertson - Do we need to get Shovel Ready?

Discussion around Andrew Davidson, who was the architect employed by ARCC and plans have been drawn up.

Phuong Au stated that an updated QS would just need to be completed if funding became available. Easy step when needed.

J.King to Action to find plans for next meeting.

Where to from here:

Sport and Vic Grant— did not work last time due to specific guidelines that need to be followed.

Therefore, Federal or state – needed.

Phuong Au believes we need a Federal/State grant. Need a community grant and not a Sports and Vic grant. Waiting for election.

Committee asked timeframe – Phuong Au stated approx. 3 years possibility for new build if funding became available.

So far I progress:

Master plan completed in 2015

2018 Netball changerooms built

2019 Planning began New community centre - 7 years in planning so far.

2023 ARCC employed Architect to draw up new community centre. Community knocked backed Sports and Vic grant due to restrictions on size of community hub. It was going to be smaller than what we currently have. So instead used Sports and Vic grant for Oval Redevelopment project.

2024 – Oval surface redevelopment.

2025 – Needing to get Community Hub redevelopment shovel ready.

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

Nearly completed. Project have not been ticked off by ARCC.

Solar panel incorrect placing in reservoir.

Pump shed hasn't been totally fixed. Aqualine needs to come and ARCC are ensuring this occurs before they tick this project off.

Discussion about other areas of concern:

Does oval still need sand etc? Really rough surface when mowing so sand is recommended by committee volunteers who mow oval regularly.

I.Armstrong – wondering if Ned Gellie would remove top soil that is currently heaped up in south end of reserve. But need to know whose responsibility to move top soil is.

ARRC to find out if this was noted in the Aqualine's Contract.. ARCC needs to understand that a good coverage of sand is needed and rye grass seed also may need to be sown.

C.DRUM aswell as Phuong Au will action

Agenda Items

Item: Agenda Items

1. Action Plan – Celebrate our goals achieved.

President C.Drum stated that In-kind work is still huge. Congratulations so many big tasks have been achieved. More discussion in AGM.

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- Although not many actual meetings we get things completed as a committee.
- 2. Maintenance - Establish new system to complete tasks**
Maintenance role
Snap, send and solve – ARCC APP
Secretary to email ARCC and delegate.
Current Maintenance issues:
 - Poster board - pinboard
 - Fireplace - Stumps underneath fireplace – flu is bending.
 -Needed Equipment for Hall:
 - Wine glasses – donate by J.King
 - Pots glasses
 - lockWorking Bee – A.Laidlaw has mowed with a couple of workers. Huge thankyou. Working bee needed just to spray and tidy up. Mow big area. C.Drum to organise whipper snipping. J.King to organise cleanup of the containership on a Thursday nights when kids are training.
- 3. Facility Good Governance Implementation (standing Agenda item)**
- 4. Grants -**
Netball Vic grant for resurface of netball courts will need council to aid in the submission.
K.Arstrong to action and send email.
Grain Corp grant for netball courts – unsuccessful.
Rabobank community grant applied and waiting for bathrooms in hall. Hopefully find out in October.
Grants are becoming harder to get and the netball resurface is a repair and grants criteria is more looking at new projects. K.Armstrong will keep looking.
- 5. WFI – Insurance in progress.** Phuong Au looking into what ARCC fixed asset they already insure.
- 6. Security cameras – not moving forward with security option as no cash will be left at the premise.**
Committee decided that the cost is too much and cameras will not deter offenders if they really want to get in.
Starlink being purchased by TFNC.

General Business

Hydro Smart pump – to clean bore water and this is a priority. Needing to keep oval alive as reservoir is empty and pipeline is still a year away. Water needed asap!
K.Armstrong has applied for grant – Hydro Smart \$10k quote plus installation.
It can not be too close to power source due to magnets so location will be important.

Motion moved:

To install a HydroSmart to ensure we can water new oval surface and improve the water quality. C. Drum moved and seconded A.Brady. All in favour.

Funding – \$3000 ARCC grant

Plus support from council

C.Drum to action and continue to discuss with council. 12 tanks of water per week needed if carted. It will pay for itself.

FIRE PLACE – stumps underneath fireplace. J.King to action maintenance on this issue.

Closed: 8:25pm

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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Ararat Rural City

AGM Minutes

FORM 8

Annual General Meeting of the Tatyoon Recreation Reserve Committee of Management

Date: 6th October 2025

Time: 8:27PM

Venue: Tatyoon Hall

AGENDA

1. Welcome: Craig Drum
2. Attendance: C.Drum, B.Robertson, A.Brady, I.Armstrong, J.King, R.Bibby, K.Armstrong, P.Au ARRC representative, A. Laidlaw (Phone)
3. Apologies: P.Hartwich, D.Carter, R.McKay, A.Tucker, A.Fraser, T.Harrison

Moved A.Brady and seconded R.Bibby.

4. Minutes of last Annual General Meeting. Moved by A.Brady and seconded by R.Bibby.
5. Annual Management Report:

Craig Drum commented on the following:

- Huge thankyou to whole committee for all their work.
- Huge thankyou to Rob McKay for oval resurface. Extremely commendable job, especially when he had to project manage the project as well. Many hours of his own personal time to ensure project was successful.
- C.Drum stated that he was stepping down as President and thanked his committee for helping, especially the executive. We have an active committee, and we should be very proud of what we have all achieved over the years, from netball changerooms, lights, to our latest oval redevelopment in my term of President.

J.King thanked Craig Drum for his work and his excellent communication skills with all members of our community.

6. Annual Financial Report: Briony Robertson
Balance Sheet As at 6th October 2025
Assets Bank Savings Account- Donations \$118.83
Statement Account \$15,442.54
Term Deposit Account \$125,945.56 (FUNDRAISING SAVINGS ACCOUNT)
Total Bank \$141,506.93

TRR AGM 2025 - Treasurers Report

It has been a quiet year for the Tatyoon recreation reserve financially.

No significant projects have gone through our account.

Outside users of the hall again has been quiet. We held a funeral, and three sessions from commercial users. Totalling \$1600. Our three main user groups again provided our financial security. \$14,400

Professional Cleaning of the facility, and us providing the cleaning consumables is an ongoing cost, and I believe working well. The Flick sanitation bins cost \$1642. A significant cost and am wondering if there is an alternative option.

Electricity & gas is a significantly cost \$9737, which was a slight increase of \$697 from the previous year, not because of usage, but the unit cost increase.

Insurance is \$724 and is for contents & stock only. We also have the Audit fee, Xero subscription fee and consumer affairs. \$715.20

So, without any repairs or maintenance our expenses for EOFY 2025 were approx. \$13,264

Basic repairs to the dishwasher and beer chiller totalled \$1780.85. The other expense was the spraying of the oval \$1914.

Which gives us a total of \$16,959 total expenditure for the 24/25 financial year.

In 2024 our 3 main User groups contributed \$15,000. In 2024 council contributed \$6400, I assume we will receive a similar amount this year, giving us a running costs & maintenance budget of approx. \$21,400.

I believe we can keep the fees the same for the coming year, with the TFNC levy, & TCC deduction removed.

FEES from 2024

TFNC - \$11000.00 (once off levy of \$500)	\$10500
CRICKET - \$3000.00 - (\$500 deducted due to not using the oval Dec 2024)	\$3500
TENNIS - \$1000.00	TOTALING \$15,000.00

Hire of Hall Fees:

Hire of Hall Fee structure SEPTEMBER 2024

½ day Hire (Day Time) = \$100

Hire of Hall to 1am = \$250

Hire of Hall after 1am = \$500

Meetings: -Charity / not for profit =

Commercial = \$200

Cleaning COST: \$100

B. Robertson moved and seconded A.Brady

Election of new Committee [Reappointment], if applicable.

All position declared opened and C.Drum declared Phuong Au (ARRC representative) to become chairperson.

7.

a) Chairperson/President

J.King nominated A.Laidlaw seconded by C.Drum. A. Laidlaw APPOINTED

b) Vice Chairperson/President

J.King nominated C.Drum seconded by B.Robertson. C.Drum APPOINTED

c) Secretary

C.Drum nominated J.King seconded by K.Armstrong. J.King REAPPOINTED

d) Treasurer

J.King nominated B.Robertson seconded by C.Drum. B.Robertson REAPPOINTED

e) Risk Officer

A.Brady nominated R.Bibby seconded by C.Drum. R.Bibby APPOINTED

f) Grants Officer

C.Drum nominated K.Armstrong seconded by B.Robertson. K.Armstrong REAPPOINTED

g) General Committee Members

C.Drum nominates A.Laidlaw, C.Drum, B.Robertson, J.King, I.Armstrong, A.Brady, R.Bibby, K.Armstrong, R.McKay, A.Fraser.

Moved by J.King and seconded I.Armstrong.

10 committee members going forward.

8. Thanks to the outgoing Committee of Management, if applicable

Thankyou to A.Tucker, D.Carter and P.Hartwich. They have all spent many years contributing to our reserve and we thank them for their service.

Incoming committee members, if applicable

Annie Fraser

9. Special business

FEES

MAIN USERS 2025:

TFNC - \$10500.00

CRICKET - \$3500.00 -

TENNIS - \$1000.00 **TOTALLING \$15,000.00**

B. Robertson moved motion to set the fees to the original fees before oval redevelopment as above.
Seconded A.Brady.

Fee structure Moved by B.Robertson and seconded A.Brady.

Hire of Hall Fees 2025:

Committee decided to leave Hire of hall fee structure the same.

Hire of Hall Fee structure from October 2025

½ day Hire (Day Time) = \$100

Hire of Hall to 1am = \$250

Hire of Hall after 1am = \$500

Meetings: -Charity / not for profit = No charge

- Commercial = \$200

Cleaning COST: \$100

Moved by J.King and seconded by B.Robertson.

POLICIES – Child Safety / Sun Smart – Individual users of reserve to ensure a current policy is being adopted.

BUDGET - discussed in treasurer's report.

Closure of meeting: 9:02pm

Willaura Hall General Meeting
At 5.30pm on 7/8/2025

PRESENT

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

APOLOGIES

R Patterson, D McRae's, V Albert, R Laidlaw
Moved J Filliponi , A Byron

MINUTES APPROVED.

A Millear, R Jenkinson

BUSINESS ARISING

Nil

TREASURERS REPORT

Card a/c.	\$503.86
Statement a/c.	8875.01
ARC a/c.	3437.67

Moved A Evans , R Jenkinson

CORRESPONDENCE

Nil

GENERAL BUSINESS

*Health inspector conducted his inspection of the kitchen , toilets etc. All OK nothing to follow up.

*Water leak under the stage . Temporary repairs were done to enable the hall to be used. Further work to follow to replace aged galvanised pipe to the hand basins in the meeting and store rooms. Thanks to ARCC for their response and temporary repairs .

*WORKING BEE at the hall on Tuesday 26 August at 5.00pm for a spruce up prior to a film night on the Friday evening.UHMG.

MEETING CLOSED 6.00pm

NEXT MEETING. AGM October at 7.00pm at the hall.

Willaura Hall AGM
2/10/25 at 7.00pm

PRESENT

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

APOLOGIES

V Albert

CONFORMATION OF MINUTES

Moved. A Byron, J Filliponi

BUSINESS ARISING

Hall hire rates to remain the same	
Meeting Room.	\$10.00
Supper Room.	90.00
Entire Hall.	200.00
Hall+ Projector etc.	250.00

CHAIRPERSON REPORT

A Evans thanked the committee for their good work and support throughout the year. Several successful fundraising activities were undertaken to help maintain the hall.

Unfortunately the new kitchen fridge needed a new compressor just out of warranty!

Many thanks to the ARCC for their ongoing support enabling the hall to be in great shape for our community.

TREASURERS REPORT

To 1/7/2025	
Card a/c.	\$503.86
Statement a/c.	8875.01
ARCC a/c.	3437.67

Moved A Evans, G McInnes

GENERAL BUSINESS

Nil

ELECTION OF OFFICE BEARERS & COMMITTEE

Dr T Harrison took the chair for elections. He thanked the committee for their good work and ongoing care and maintenance of the hall.

All Positions remain the same

President & Treasurer.	A Evans
Secretary & Caretaker.	R Jenkinson

Committee. A Millear, A Byron, R Patterson, G
McInnes, V Albert, R Laidlaw, J Filliponi, D McRae
Dr T Harrison (ARCC)
All contact details remain the same.

MEETING CLOSED 7.05 pm

NEXT MEETING TBA

BALANCES

Card Account BSB 633 000 A/C 216200261

1 JULY 2024 - 30 JUNE 2025

Opening Balance	\$951.26
YTD Total Income & Less Expenses	(447.40)
Ending Balance	\$503.86

Statement Account BSB 633 000 A/C 123 792 798

1 JULY 2024 - 30 JUNE 2025

Opening Balance	\$6,120.58
YTD Total Income & Less Expenses	\$2,754.43
Ending Balance	\$8,875.01

ARC Account BSB 633 000 A/C 158849533

1 JULY 2024 - 30 JUNE 2025

Opening Balance	\$3,339.17
YTD Total Income & Less Expenses	\$98.50
Ending Balance	\$ 3,437.67

WILLAURA HALL

Card Account BSB 633 060 A/C 216200061
INCOME 1 JULY 2024 - 30 JUNE 2025

DATE	DESCRIPTION	TOTAL \$	MEETING	FUNCTION	HIRE GOODS	GRANTS	INT.	DONATION	SUNDRY	COMMENT
8/10/2024	Reject Shop	(10.00)							(10.00)	Diary 2025
10/10/2024	755C Office	(17.70)							(17.70)	Felbert A. Imberts
15/10/2024	Reject Shop	(17.00)							(17.00)	Plastic Box - ARCHIVE
24/10/2024	Auto Prio	(59.95)							(59.95)	Replacement Card for Sound System
25/10/2024	Woolworths	(19.00)							(19.00)	AAH Ban
16/01/2025	St John Ambulance	(268.50)							(268.50)	Replacement pads for DofB machine
7/02/2025	Willaura Post Office	(18.99)							(18.99)	AAH Ban
1/03/2025	Albi	(8.96)							(8.96)	AAH Ban
9/03/2025	Woolworths	(7.30)							(7.30)	AAH Ban
YTD TOTAL		(447.40)							(447.40)	

Statement Account BSB 633 060 A/C 123 792 798
INCOME 1 JULY 2024 - 30 JUNE 2025

DATE	DESCRIPTION	TOTAL \$	MEETING	FUNC.	HIRE GOODS	GRANTS	INT.	DONATION	\$UNDRY	COMMENT
19-Jul-24	Willaura Lions	90.00		90.00						Don But
18-Oct-24	Wickham cash	(900.00)							(900.00)	Frost for Bar Murder Mystery
24-Oct-24	Bar Income	2131.00							2131.00	Murder Mystery
25-Oct-24	Willaura Dev Group	250.00		250.00						Murder Mystery
25-Oct-24	Willaura Dev Group	70.00							70.00	
28-Oct-24	Mt William	200.00			200.00					PA System for Pato
29-Oct-24	Willaura Cemetary	10.00	10.00							A System
29-Oct-24	Yerram Park	250.00		250.00						Missy Mylar
30-Oct-24	Wimmera Catchment	90.00	90.00							Cooper Rhythum
15-Nov-24	Willaura Dev Group	536.68							536.68	Bar
15-Nov-24	Willaura Cemetary Trust	10.00							10.00	
21-Nov-24	Willaura Supermarket	(1,304.25)							(1,304.25)	Alcohol - Murder Mystery
25-Nov-24	AMJ Byron	151.00							151.00	Alcohol Purchased after Murder Mystery
26-Nov-24	Willaura / L Bobac C Bank	60.00	60.00							Meeting room 2023/2024
30-Jan-25	Cash	150.00		150.00						Kate Muggers funeral
27-Feb-25	Groundup Ag Pty Ltd	90.00		90.00						Score Function
25-Mar-25	Willaura RCH GFA	30.00	30.00							Willaura Committee RCH GFA
26-Mar-25	Southern Farming System	250.00		250.00						Southern Farm Systems Function
02-Apr-25	Peter Finn	250.00	250.00							The Old Meeting
09-Apr-25	Ararat Rural City	250.00			250.00					Team Chair Drive
11-Apr-25	Western Ag Supplies	90.00	90.00							Meeting in Supper Room
		0.00								
		0.00								
YTD TOTAL		2,794.43	530.00	1,060.00	450.00				694.43	

ARC Account 558 653 000 A/C 158649533
INCOME 1 JULY 2024 - 30 JUNE 2025

DATE	DESCRIPTION	TOTAL \$	MEETING	FUNCTION	FREE GOODS	GRANTS	INT.	DONATION	SUNDRY	POWER	WATER	MAINT.	COMMENT
01-Jul-24	Interest	0.02					0.02						
25-Jul-24	J. Byron	(98.00)							(98.00)				Remains Liquid License - Nuclear Mystery
01-Aug-24	Interest	0.03					0.03						
10-Aug-24	Origin Energy	(505.13)								(505.13)			
12-Aug-24	GWM Water	(96.83)									(96.83)		
01-Sep-24	Interest	0.03					0.03						
01-Oct-24	Interest	0.02					0.02						
19-Oct-24	Fox Refrigeration	(1,560.75)										(1,560.75)	Fridge - New Compressor
01-Nov-24	Interest	0.02					0.02						
07-Nov-24	GWM Water	(89.84)									(89.84)		Hex of Hall
19-Nov-24	ARC	250.00	250.00										Account Purchased after Muddy Mystery
25-Nov-24	A & K Events	128.00							128.00				
01-Dec-24	Interest	0.01					0.01						
01-Jan-25	Interest	0.01				2,400.00	0.01						
09-Jan-25	Ararat Rural City	2,400.00											
03-Feb-25	GWM Water	(95.27)											
05-Feb-25	Origin Energy	(330.90)								(330.90)			
01-Mar-25	Interest	0.03					0.03						
01-Apr-25	Interest	0.01					0.01						
30-Apr-25	GWM Water	(95.27)											
04-May-25	Origin Energy	(307.89)		500.00									
20-Jun-25	Vic Police	500.00											Bar for Blue Ribbon Ball
YTD TOTAL		98.50	250.00	500.00	-	2,400.00	0.18	-	30.00	(1,343.72)	(377.21)	(1,560.75)	

Willaura Recreation Reserve
General Meeting
18/8/25

PRESENT

R Jenkinson, K Gleeson ,J Coish, R Townsend, J Platen ,
Dr T Harrison

APOLOGIES

J Filliponi

MINUTES APPROVED

J Platen ,R Townsend

CORRESPONDENCE

Moyston Willaura FNC Request for trophy display
Cabinet.

TREASURERS REPORT

MAIN A/C.	\$17457.24
ARCC.	6329.24

Moved R Townsend, J Coish

GENERAL BUSINESS

- *Trophy cabinet R Jenkinson to follow up.
- *Friday night functions by the Rec to stay on hold until further notice.
- *October 10th Primary school meal . Rec to do the bar.
- *AFL grand final day . J Coish to organise food and advertising, RSVP required. Rec to do the bar in conjunction with the football club.
- *Central highlands irrigation have replaced the faulty irrigation controll unit.ARCC paid for this work, many thanks.
- *Book exchange door locker repaired.
- *Smart TV to be purchased to replace old unit. K Gleeson to organise.
- *Social room key locker still has not been replaced.Dr T Harrison to follow up.
- *Main Switchboard to the club rooms is now locked to avoid any further tampering.
- * Insurance money from the Good Friday Group has been forwarded to Brad McLean for repairs to the oval from Good Fridays miss hap.
- *Caravan park caretakers have moved on.R Jenkinson to resume duties.
- *The Rec is to run the bar at the hall for the CFA presentation night October 4th. A Byron to organise the licence, Rec to reimburse him.
- *Health Inspection has been completed, nothing to follow up.
- *Historical society have asked permission to improve the lighting in their hall at their expense . Granted .

*B McLean to roll and cut the oval for the final on August 30.
Rec to help on the gate.

* A Evan's has sprayed weeds and grass around club rooms
and other infrastructure at the Rec. Many thanks

* L Bright has booked the rooms for November 8&9 2025.

MEETING CLOSED. 6.45pm

NEXT MEETING. AGM October 20th (time to be advised)

*

Willaura Recreation Reserve
General Meeting
20/10/2025 at 6.00pm

PRESENT

R Jenkinson ,K Gleeson, J Coish,J Platen, J Filliponi

APOLOGIES

R Townsend

MINUTES APPROVED

Moved J Platrn ,J Filliponi

CORRESPONDENCE

Nil

TREASURERS REPORT

Main a/c. \$24182.13

ARCC. 3233.86

Report attached

Moved J Platen , J Coish

GENERAL BUSINESS

*Friday nights, J Platen ,J Coish and K Gleeson to co-ordinate bar opening every alternate Friday nights to work with Lions bingo .

*R Jenkinson to advise on working bee to determine suitable locations for outdoor chairs and tables donated by council.

* R Jenkinson to approach Allen McErvale re helping to cut grass etc. at the Rec as a volunteer.

*J Coish reported an incident after the AFL grand final fundraiser by the REC. This was on account of unruly and disrespectful behaviour by M Murray that evening at closing.

*It was moved that the football club have entry codes removed and a new ones issued at the start of next season. Moved J Filliponi, K Gleeson.

MEETING CLOSED. 6.30pm

NEXT MEETING. 15/12/2025 at 6.00pm

- *1 -

19.8.25 - 20.10.25

Income		Expenses	
Camping	\$3657.00	Fuel	71.75
Bar	2771.00	Bar	544.-
GLM	197.40	licence	80.45
Air Condit.	3090.91	Food	367.99
	\$ 9,716.31	Gas	531.60
		One Office	61.49
		Reject St	24.00
		Mitre 10	9.98
		Oval	1,320.00
	\$ 24,182.13		\$ 2981.26

ARCC \$3,233.86

Sandhurst \$149,254.02

BAR - \$3891.00. Stocktake.

www.ruralbank.com.au

Customer Service Centre
1300 660 115
RBN30RBA001 (A239882) (05/17)

Sent from my iPhone

Willaura Recreation Reserve
AGM
20/10/2025 at 6.30pm

PRESENT

R Jenkinson, K Gleeson, J Coish, J Platen, J Filliponi

APOLOGIES

R Townsend

MINUTES APPROVED

Moved Platen J Filliponi

CORRESPONDENCE

Nil

TREASURERS REPORT

Term a/c.	\$124254.02
ARCC a/c.	6329.34
Willaura Rec Res.	27.37
Community Meals.	44098.55
Attached balance sheet	

Moved J Platen , K Gleeson

PRESIDENTS REPORT

In December we opened the Rec to Blaze aid to established a camp after the December fires to support local farmers and community affected. They had use of our facilities until May , by then had completed all scheduled works.

The RCH Good Friday Committee fundraiser went ahead. Unfortunately during the day some damage was done to the surface of the oval by a heavy vehicle. An insurance claim was lodged by RCH Committee and repairs were completed. The Football season fixture was reversed and reduced causing extra expense for the Rec .

We now have Brad McLean helping with oval management and grass cutting on a contract basis. We are still doing the irrigation of the oval with some help from GWM water.

The camping is going ok along with Friday night functions providing funds to help maintain the reserve.

A new smart TV has been purchased for the clubrooms.

There has been no further advancement by council to sort out the liquor license for the clubrooms.

Thanks to the Council for their ongoing support throughout the year and to the committee for another year well done.

GENERAL BUSINESS

Clubrooms Hire charge to remain at \$200.00

ELECTION OF OFFICE BEARERS

The Committee and office bearers remains the same. Scott Kumnick did not re nominate and is no longer on the committee. Many thanks Scott for your time & effort on the committee.

MEETING CLOSED. 6.50pm

NEXT AGM. TBA

2024 - 2025
Combined Acct #145

CASH FLOW BUDGET	12-Oct-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Date prepared													
INCOME													
Site Donations	16601	1051	700	2173	410	1431	2140	1650	1390	2500	1437	502	1380
Dinners	20346	2183	1466	745	1397	370	144	2684	3958	1455	3241	1446	1257
Interest	2	0	0	0	0	0	0	0	0	0	0	0	0
GWM	6991	395			592		1924	971	971		1942	197	
MRFNC	0												
Annual Fees and Expenses	3030					3000		600		310			
Room Hire	8944	200		200		200		300	879	1000	1050	5115	
TOTAL INCOME	56613	3659	2160	3118	2407	5001	4208	6224	7198	5065	7070	7261	2637
EXPENSES													
Gas	3554	305		136	122	109		481		1097	151	1754	
Orth Energy	10021		2862			827			2082			4440	
GWM	1554		265			210			207		782		
Dinners	10279	1287	1143	179	805	485		1107	2287	808	1669	544	-123
Rooms	0												
Capital Works	15278	757		10513				917		3091			
Fuel	609		37	92	65	56	118	69	69	70	54	69	
Other Expenses	2005	362	125	74	150	103	43 69	116	43	96	14	862	
TOTAL EXPENSES	43301	2711	4435	10984	1201	1589	162	2620	4788	5164	2700	7060	-123
TOTAL INCOME	56613	3659	2160	3118	2407	5001	4208	6224	7198	5065	7070	7261	2637
TOTAL EXPENSES	43301	2711	4435	10984	1201	1589	162	2620	4788	5164	2700	7060	-123
CASH FLOW	13512	1148	-2209	-7876	1207	3412	4046	3604	2411	-99	4069	201	2760
TRANSFERS	0												
BALANCE	30583	31731	29462	21500	22792	26204	30250	33653	36264	36165	41134	41336	44095
AT START													CLOSING



WILLAURA REC COMMITTEE - TREASURERS REPORT
Financial Year Ending 30th June 2025

Term Account 170711493	\$124,254.02	
ARCC Account 158842393	\$6,329.34	3.
Willaura Rec Reserve 123885220	\$27.37	
Community Meals Account 161802145	\$44,098.55	
Dinners Float (\$740 Banked 17.06.25)	\$0.00	
Sunday Float (\$218 Banked 17.06.25)	\$400.00	
Site Float	\$100.00	
Committed	nil	
Cumulative Closing Balance - 30.06.25	\$175,209.28	



Forms and attachments must be submitted to Council prior to facilities maintenance grants being processed.

SECTION ONE:

Name of Community Asset Committee: WILLAURA RECREATION RESERVE

Committee Details

President's name: RON JENKINSON Mobile: 0427 849492

Secretary's name: RON JENKINSON Mobile: _____

Postal address: 96 MAIN ST. WILLAURA 3379.

Alternative contact: _____ Phone: KAREN GLEESON 0418 102 532

Proposed meeting dates for the financial year 2025/2026:

FROM THIRD MONDAY OF EVERY EVEN MONTH AT 6.00PM.

SECTION TWO: CHECKLIST

Please ensure the following documents are attached to this form

Latest financial statement ✓

Committee membership details form SAME AS LAST YEAR

Volunteers registration forms (not committee members) LEFT AT VINCENT ST OFFICE

Key Register/PIN code holders KEYS RON JENKINSON X 2 KAREN GLEESON X 1

List of hirers for the past financial year (for insurance purposes) ✓

Name: Ron Jenkinson Signature Date: 20/10/25

Please return form to:

In person
59 Vincent St, Ararat 3377

By email
ncleary@ararat.vic.gov.au

By mail
Ararat Rural City Council, PO Box 246, Ararat 3377

Willaura Recreation reserve
General Meeting
22/12/25 at 6.00pm

PRESENT

R Jenkinson, K Gleeson, J Coish, R Townsend, J Filliponi.

APOLOGIES

J Platen,

MINUTES APPROVED

R, Townsend, J Filliponi

CORRESPONDENCE

Nil

TREASURERS REPORT

Report attached

● GENERAL BUSINESS

*Additional signage for the campers with what is available in the town . J Coish and J Filliponi to follow up.

*Tentative booking for 17 or 18/1/26 J Flavel funeral TBA.

*Friday nights on hold for the time being.

*Camp fees to \$20 .00 per night for power site.

Moved R Jenkinson, R Townsend

*Grassed area between bowls club and tennis courts to be cut. R Jenkinson to follow up.

*Sympathy card to J Platen and J Coish .

*Cementing for campers chairs and table early next year. J Filliponi , R Jenkinson to follow up.

MEETING CLOSED

6.35pm

● NEXT MEETING

16/2/26 at 6.00pm

WILLAVRA REC.

12/12/2025

Income

Camping	\$4,135.00
Bar	1,266.00
CWM	197.40
	<u>\$5,598.40</u>

Expenses

Origin	1937.44
Mowing	660.00
Bar	832.93
CWM	300.53
Liquor licence	343.17
Misc.	121.03
Fuel	59.11
	<u>\$4,254.20</u>

\$26,630.32

\$9,231.24 - ARCC \$16000-



AGM AGENDA 2025

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

Date: 20/10/25

Time: 1800

Venue: Yalla-Y-Poora Community Centre

AGENDA

1. Welcome: A.Brady,
2. Present: Mick Watson, Anthony Brady, Amanda Brady, Jess Whiteside, Heather Phillips, Simon Barr, Melissa Hope, Amy Barr, Phuong Au
3. Apologies: Zoe DeFegley, Ema Smith, Jack Armstrong
4. Minutes of last AGM – Moved: Heather Phillips 2nd Anthony Brady
5. Annual Management Report: A. Brady
6. Financial Report: Moved: Amy Barr 2nd: Amanda Brady

Chairpersons Report	As per above management report
User Groups	Tennis, CFA, BaTCA – Charging an amount for use. Groups to donate an amount or keep it free for use. Voted keep it free to use. Moved: Anthony Brady Second: Melissa Hope
Grants	Council Grant – this yr increase by 50% - \$3600
Injuries and Accidents	N/A
Maintenance/new purchases undertaken previous 12 months	Blower, drinks fridge, Urn

6. General Business

Discussion	Action Items	Responsible	Due

Continual leaking toilet	Toilets have been leaking and there is also no water in the second female toilet (southern one) Council to please have a look at this.	Council	ASAP
Working bee/bees	Possibility of Jessie Watson mowing the lawn on a regular basis. Jobs left – cleaning gutters	Mick Watson Al Fraser	
Hall hire fee - BaTCA	As above		
Future Projects	Move the basketball ring higher up Purchase trees to plant once trees on Mick Watson are removed.	Mick Watson	Whenever Waiting on trees to be removed
Ideas for other improvements?	Phuong – to take to council the removal of the large tree in the driveway. Fear of it falling onto the building or large limbs.	Council	
Tennis Items	Grand Final Day – the two top teams will be doing the catering themselves. Involving whole league was not working. Future of the league is a year by year decision.		
Other Items around the table?			
Purchase of new blower	To be taken out of Tennis Club Account	Amy	
Depo for Mitchell Water – Jo Armstrong	There is a potential to use Yalla-Y as a depo for Mitchell Water - committee agrees this would be ok		
Purchase of a Defib Machine	Discussed purchasing one and putting it outside above the key box. Purchase a steel box to keep it in. Moved: Melissa Hope 2 nd : Jess Whiteside	Heather	
Sign for tank that says NOT FOR DRINKING	Purchase a metal sign to put on tank so people do not drink it.	Simon	

7. Annual Financial Report: Amy Barr

8. Election of new Committee ~~Reappointments~~ if applicable

- a) Chairperson/President: Amanda Brady – nominated by Amy Barr 2nd: Melissa Hope
 - b) Vite-Chairperson/President: Jack Armstrong - nominated by Amanda Brady 2nd: Melissa Hope
 - c) Secretary/ Treasurer: Amy Barr -nominated by Melissa Hope 2nd Jess Whiteside
 - d) Secretary/ Treasurer: Melissa Hope by Simon Barr 2nd: Amy Barr
 - e) General Committee Members: Heather Phillips, Simon Barr, Michael Hope, Mick Watson, Anthony Brady, Jess Whiteside
9. Thanks to outgoing Committee of Management, if applicable
 10. Next Meeting Date: October 2026
 11. Closure of meeting: 6:49pm

SECTION 5 - COMMITTEE MINUTES/REPORTS

No Committee Minutes/Reports received

SECTION 6 - INFORMAL MEETINGS

6.1 COUNCIL BRIEFINGS

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

OFFICER'S DECLARATION OF INTEREST

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

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

EXECUTIVE SUMMARY

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

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

DISCUSSION

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

INFORMAL MEETINGS
Council Briefing held on 17 February 2026

Matters discussed at the briefing:

- CEO Employment & Remuneration Committee
- New beneficial enterprise
- CBD Audit
- S6 - Delegation from Council to Members of Council Staff
- New Style Policies
- Petition for Community Improvements at Grevillea Court, Ararat North
- Sector 37
- Monthly Community Engagement Report
- Monthly Performance Report - Prestige Mill Infrastructure Project Update - January 2026
- Monthly Progress Report - Council Plan - Annual Plan
- Monthly Performance Report - January 2026
- Community Asset Committees Half Year Report
- Capital Works Program - January 2026
- Program of Works - OTTA Seal
- Urban Gravel to Seal Program 2025/26
- Building approvals
- Planning approvals under delegation
- Electronic Briefing Materials
- Budget

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

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 ensuring that Councillors' roles as elected community representatives are understood and reflected in decision-making.

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 R ARMSTRONG SECONDED CR PRESTON

That:

1. **the Informal Meetings of Councillors Report be received.**

Cr R Armstrong and Cr Preston spoke for the motion.

**CARRIED 7/0
5304/26**

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 6.1.

Councillor Briefing Agenda



Date: Tuesday 17 February 2026

Commencement: 5.00 pm

Location: Council Chamber, Shire Offices

Councillors:	Cr Jo Armstrong Cr Rob Armstrong Cr Peter Joyce Cr Teli Kaur Cr Luke Preston Cr Bob Sanders Cr Bill Waterston
Officers:	CEO, Dr Tim Harrison Deputy CEO, Phuong Au Chief Operating Officer, Chandra Willmott Major Projects Lead, Rebecca Rodger

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 CEO Employment & Remuneration Committee
- 2 Mayor's roundup
- 3 New beneficial enterprise
- 4 CBD Audit
- 5 S6 Delegations
- 6 New style policies
- 7 Petition for Community Improvements at Grevillea Court, Ararat North
- 8 Sector 37
- 9 Monthly Community Engagement Report
- 10 Monthly Progress Report - Prestige Mill Infrastructure Project Update - January 2026
- 11 Monthly Progress Report - Council Plan - Annual Plan
- 12 Monthly Performance Report - January 2026
- 13 Community Asset Committees Half Year Report
- 14 Capital Works Program - January 2026
- 14A Program of Works - OTTA Seal
- 15 Urban Gravel to Seal Program 2025/26
- 16 Building approvals
- 17 Planning approvals under delegation
- 18 Electronic Briefing Materials
- 19 Budget

Dr Tim Harrison

SECTION 7 - NOTICES OF MOTION

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

SECTION 8 - URGENT BUSINESS

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

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

SECTION 9 - CLOSE SESSION (CONFIDENTIAL)

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

- Item 9.1 - CEO Employment and Remuneration Committee update

6:33PM - CLOSURE OF COUNCIL MEETING TO THE PUBLIC

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

RECOMMENDATION

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

MOVED CR KAUR SECONDED CR PRESTON

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

No Councillors spoke for or against the motion.

**CARRIED 7/0
5305/26**

6:37PM - OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

MOVED CR J ARMSTRONG SECONDED CR KAUR

That the Open Council Meeting recommence.

No Councillors spoke for or against the motion.

**CARRIED 7/0
5307/26**

Gallery invited to return to Council Chamber.

LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS

RECOMMENDATION

That:

1. *The confidentiality of the report in relation to Confidential Agenda Item 9.1 not be lifted on adoption of the motion.*
2. *The confidentiality of the decision and the Terms of Reference be lifted on adoption of the motion.*

MOVED CR J ARMSTRONG SECONDED CR PRESTON

That:

1. **The confidentiality of the report in relation to Confidential Agenda Item 9.1 not be lifted on adoption of the motion.**
2. **The confidentiality of the decision and the Terms of Reference in relation to Item 9.1 be lifted on adoption of the motion.**

No Councillors spoke for or against the motion.

**CARRIED 7/0
5308/26**

9.1 CEO EMPLOYMENT AND REMUNERATION COMMITTEE UPDATE

MOVED CR JOYCE SECONDED CR PRESTON

That Council:

1. **Receives the minutes of the CEO Employment and Remuneration Committee meeting from 20 January 2026 and 17 February 2026;**
2. **Adopts the CEO Employment and Remuneration Committee Terms of Reference;**
3. **Not lift the confidentiality of the report;**
4. **Lift the confidentiality of the decision and Terms of Reference**

Cr Joyce, Cr Preston and Cr Sanders spoke for the motion.

**CARRIED 7/0
5306/26**



CEO Employment and Remuneration Committee Terms of Reference

DOCUMENT CONTROL

Category Type: Terms of Reference
Type: Council
Responsible Officer: Chief Executive Officer

Last Review Date: 1 April 2022
Date Approved 24 February 2026
Next Review Date: At the expiry of each new CEO

Revision No: 3

Stakeholder Engagement:
Councillors
Chief Executive Officer
CEO Employment and Remuneration Committee

CEO Employment and Remuneration Committee Terms of Reference



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CEO Employment and Remuneration Committee Terms of Reference



1 BACKGROUND

To assist Council in fulfilling its responsibilities relating to CEO Employment and Remuneration as required under section 45 of the Local Government Act 2020.

2 FUNCTION AND ROLE

The primary responsibility of the CEO Employment and Remuneration Committee is to assist Council to fulfil its responsibilities in relation to employment matters of the Chief Executive Officer, as outlined in Council's CEO Employment and Remuneration Policy.

In that context the CEO Employment and Remuneration Committee has the following functions and responsibilities:

Recruitment and Contract commencement

- a. Provide advice to Council on the engagement of an executive recruitment agency, the recruitment process and recruitment timeline;
- b. Act as a point of liaison between the Council and any appointed executive recruitment agency;
- c. Coordinate the review of the Position Description and associated recruitment documentation;
- d. Undertake any aspects of the recruitment and appointment process agreed to by the Council;
- e. Make recommendations to the Council on remuneration and other conditions of employment.

Annual Review

- a. Coordinate the annual review process, having sought input and feedback from all members of the Council;
- b. Make recommendations to the Council on annual performance objectives;
- c. Make recommendations to the Council on annual remuneration review, or the review of any other terms and conditions of the employment contract.

Contract Expiry

- a. Make recommendations to Council, having sought input and feedback from all members of the Council, on options within 6 months of the expiry of the CEO's employment contract which could include:
 - Reappointment of the CEO under a new employment contract; or
 - To cease the employment of the CEO in accordance with the expiry of contract.

The CEO Employment and Remuneration Committee does not have delegated powers or authority to make decisions or implement actions unless so resolved by Council on a case by case basis.

3 TERM OF COMMITTEE

Ongoing with membership reviewed on an annual basis.

4 MEMBERSHIP AND TERM OF MEMBERSHIP

The CEO Employment and Remuneration Committee will consist of an Independent Chair, and at least 3 Councillors as appointed by Council.

CEO Employment and Remuneration Committee Terms of Reference



5 CHAIR AND TERM OF CHAIR

The Committee will be chaired by an independent person with appropriate professional experience in employment related matters.

The Independent Chair will be appointed for a two-year term approved by Council. There may be an option for a further two-year term by mutual agreement between the Independent Chair and Council.

The Independent Chair cannot be a Councillor or member of Council staff member.

The Independent Chair will be paid a fee equivalent to that received by the Chair of the Audit and Risk Committee.

6 QUORUM

A majority of members which must include the Independent Chair will be necessary to transact business of the Committee.

7 CONDUCT OF MEMBERS

Councillor Code of Conduct applies. The conflict of interest and confidentiality provisions of the Local Government Act 2020 apply to all members.

8 MEETING FREQUENCY

The Committee will meet at least twice annually, or more often as circumstances require.

Where required, a schedule of meetings will be developed and agreed to by the members. Meetings will, where possible, be arranged to coincide with relevant contractual dates and Council reporting deadlines.

9 REPORTING REQUIREMENTS

Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting as a confidential item for consideration.

10 OTHER RELEVANT INFORMATION

Meetings:

Conduct at meetings of the CEO Employment and Remuneration Committee shall be consistent with Council's Governance Rules, and at the discretion of the Chair.

Meeting agendas will be prepared and provided at least five (5) days in advance to members, along with appropriate briefing materials.

Minutes will be prepared and distributed to the CEO Employment and Remuneration Committee within one (1) week of the meeting for approval by the Committee Chair. The Chair will sign the minutes of the meeting to attest to their accuracy and completeness.

The following provisions will apply to all meetings of the Committee:

- Only Committee members are entitled to attend meetings;

CEO Employment and Remuneration Committee Terms of Reference



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- The Committee may invite, or require, any person/s to attend meetings, as it deems necessary;
 - The Chief Executive Officer shall attend all meetings, except when the Committee chooses to meet with the Chief Executive Officer not present.

Meeting closed at 6:38pm

I HEREBY CERTIFY THAT PAGES 12287 - 12572 INCLUDING PAGES 901 - 913 OF THE CLOSED SESSION ARE CONFIRMED AND A TRUE AND CORRECT RECORD.

MAYOR - CR BOB SANDERS