



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 28 January 2025

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

Commenced at 6.00pm

Council:

Cr Jo Armstrong (Mayor)

Cr Rob Armstrong

Cr Peter Joyce

Cr Teli Kaur

Cr Luke Preston

Cr Bob Sanders

Cr Bill Waterston

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

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

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

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PRESENT:

Cr Jo Armstrong, Cr Rob Armstrong, Cr Peter Joyce, Cr Luke Preston, Cr Bob Sanders, Dr Tim Harrison - Chief Executive Officer, Chandra Willmott - Governance & Risk 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 SANDERS

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 JOYCE

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 PRESTON

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

1.3 APOLOGIES

RECOMMENDATION

That the apologies of Cr Teli Kaur and Cr Bill Waterston be accepted.

**MOVED CR R ARMSTRONG
SECONDED CR JOYCE**

That the apology of Cr Teli Kaur and Cr Bill Waterston be accepted.

No Councillors spoke for or against the motion

**CARRIED 5/0
5077/25**

1.4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meeting held on 26 November 2024 be confirmed.

MOVED CR SANDERS SECONDED CR R ARMSTRONG

That the Minutes of the Council Meeting held on 26 November 2024 be confirmed.

No Councillors spoke for or against the motion

**CARRIED 5/0
5078/25**

1.5 DECLARATION OF CONFLICT OF INTEREST

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

- 1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or
- 2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
 - (a) advising of the conflict of interest;
 - (b) explaining the nature of the conflict of interest; and
 - (c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
 - name of the other person;
 - nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - nature of that other person's interest in the matter,and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

There were no Declaration of Conflicts 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 - KENNEL ROAD, ARARAT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 19061

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 Kennel Road, Ararat and surrounding streets requesting that Kennel Road be considered for sealing.

The residents have stated that the road is gravel, is very dusty and corrugated and requires regular Council maintenance.

DISCUSSION

The petition, which lists 16 signatures, indicates that the residents of Kennel Road would like their road sealed and have noted other smaller roads within the community have been sealed.

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 to seal Kennel Road, Ararat be received and lay on the table for consideration at the 25 February 2025 Council meeting*

MOVED CR SANDERS SECONDED CR R ARMSTRONG

That:

1. **The petition requesting Council to seal Kennel Road, Ararat be received and lay on the table for consideration at the 25 February 2025 Council meeting**

No Councillors spoke for or against the motion

**CARRIED 5/0
5079/25**

ATTACHMENTS

A copy of the Petition from the Residents of Kennel Road is provided as Attachment 2.1.1

Residents of Kennel Road

Ararat

20.11.2024

Dr Tim Harrison

CEO

Rural City of Ararat

Petition

Dear Dr Tim

We, the undersigned residents of Kennel Road in Ararat, request Council considers sealing Kennel Road. Kennel Road has eight serviced properties, all with multiple residents and cars. Kennel Road is gravel, and is regularly very dusty and corrugated, requiring regular council maintenance. We note that many other smaller roads within the Rural City have been sealed and we would like ours sealed as well.

Name	Address	Signature
Phil Wright	24 Kennel Rd	<i>Phil Wright</i>
Rick Preston	16 Kennel Rd	<i>Rick Preston</i>
Hayley Young	16 Kennel Rd	<i>Hayley Young</i>
Max Carroll	2 Kennel Rd	<i>Max Carroll</i>
Cheryl Shippers	3 Kennel Rd	<i>Cheryl Shippers</i>
Cheryl Smith	31 Kennel Rd	<i>Cheryl Smith</i>
Lajos Seres	32 Kennel Rd	<i>Lajos Seres</i>
Melissa Rose	32 Kennel Rd	<i>Melissa Rose</i>
AMARA RADFORD	24 KENNEL RD	<i>Amara Redford</i>
Jenny Woods	11 Jengarla Crt	<i>Jenny Woods</i>
Alanna Woods	34 Kennel Rd	<i>Alanna Woods</i>
Jenny Toppa	61 Kbit Farm	<i>Jenny Toppa</i>
Tom McCool	34 Kennel Rd	<i>Tom McCool</i>
Hayley Ridd	24 Kennel Rd	<i>Hayley Ridd</i>
PETER MARX	15 KENNEL R	<i>Peter Marx</i>
GARY WOODS	11 JENGARLA CRT	<i>Gary Woods</i>

SECTION 3 - REPORTS REQUIRING COUNCIL DECISION

3.1 COUNCILLOR CODE OF CONDUCT

RESPONSIBLE OFFICER: GOVERNANCE AND RISK LEAD
DEPARTMENT: CEO'S OFFICE
REFERENCE: 19062

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

Under Section 139(1) of the Local Government Act 2020 (the Act). Council must develop and adopt a Councillor Code of Conduct.

The Code of Conduct sets of the principles, values, standards of conduct and behaviours that will guide Council collectively, and as Councillors individually, in undertaking their duties and obligations as set out in the Act, and all other applicable legislation.

Council must review and adopt the Councillor Code of Conduct within the period of 4 months after a general election.

DISCUSSION

Councillors occupy a unique position as elected representatives, entrusted with participating, and representing the interest of the municipal community, in the decision making of the Council, and setting the strategic objectives of the Council and the Council's vision for the municipality. As such, the community is entitled to expect the highest standards of governance, integrity and ethical conduct from their Councillors.

Effectively from the 26 October 2024, all Councillors are required to observe the Model Code of Conduct which is prescribed in Schedule 1 to the Regulations.

The Model Code of Conduct replaces the previous statutory requirements for each Council to develop its own Councillors Code of Conduct.

The Model Code of Conduct establishes clear standards for the behaviour and responsibilities of Councillors. Its purpose is to ensure that Councillors can effectively perform their duties and functions, supporting the Council in its overriding role to provide good governance for the benefit and wellbeing of the municipal community. By setting these expectations, Councillors are better equipped to perform their duties in a manner that reflects the values of integrity, transparency, respect and accountability.

The Model Code of Conduct is also designed to foster a spirit of cooperation and constructive collaboration among Councillors and the Council administration. The Model Code of Conduct supports open and respectful debate, enabling Councillors to express their views freely, while maintaining civility and mutual respect. By working together effectively, Councillors can make decisions that service the best interest of the municipality as a whole, ensuring the community benefits from good governance and effective civic leadership.

Furthermore, the Model Code of Conduct serves to strengthen public confidence and trust in local government. By adhering to high ethical standards and demonstrating a commitment to servicing the public interest, Councillors contribute to a positive and transparent relationship between Council and the community it serves.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

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

Budget Implications

There are no budget implications to develop the Councillor Code of Conduct

Policy/Relevant Law

In accordance with section 139(1) of the Local Government Act 2020 Council must develop a Councillor Code of Conduct.

Section 139(4) states that the Council must review and adopt the Councillors Code of Conduct within the period of 4 months after the general election.

The Standards of Conduct are prescribed in Schedule 1 to the Local Government (Governance and Integrity) Regulations 2020.

Sustainability Implications

All economic, social and environment implications have been taken into account when developing the Councillor Code of Conduct.

Risk Assessment

Risk of breaching the Act if a Councillor Code of Conduct is not developed and approved within 4 months of a General Election.

Stakeholder Collaboration and Community Engagement

The Chief Executive Officer presented the draft Councillor Code of Conduct to Councillors at the Council briefing on the 22 January 2025 meeting.

Further to the declaration made by Councillors on the 8 November 2024, acknowledging that Councillors will abide by the Councillor Code of Conduct, Councillors will sign the Councillor Commitment as presented in the Councillor Code of Conduct, once adopted.

The Code of Conduct will be available on Council's website following its adoption by Council.

RECOMMENDATION

That:

1. Council adopt the Councillor Code of Conduct: and
2. Councillors sign the Councillors Commitment as outlined in the Councillor Code of Conduct

**MOVED CR SANDERS
SECONDED CR JOYCE**

That:

- 1. Council adopt the Councillor Code of Conduct: and**
- 2. Councillors sign the Councillors Commitment as outlined in the Councillor Code of Conduct**

Cr Sanders and Cr Joyce spoke for the motion

**CARRIED 5/0
5080/25**

ATTACHMENTS

The Councillor Code of Conduct is provided as Attachment 3.1



Councillor Code of Conduct

DOCUMENT CONTROL

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

Last Review Date: 15 December 2020
Date Approved: 28 January 2025
Next Review Date: December 2028

Revision No: 9

Stakeholder Engagement:
Councillors
Chief Executive Officer
Governance and Administration Coordinator

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1 INTRODUCTION

Preamble

As Councillors of Ararat Rural City Council, we are committed to working together constructively as a team to achieve our shared vision for the Council. We recognise that good governance, and conduct exists where a strong, democratically elected and proactive Council is dedicated to the interests and progress of its community.

We respect and embrace the Council's diversity making Ararat Rural City, a Council of many assets both natural and built. As Councillors we represent the local community in a fair, transparent and equitable way.

The Code is supported by the principles of the Council Plan as reviewed which includes Strategies and Key Strategic Objectives. Whilst the Council Plan outlines our vision and overall strategy, the Initiatives and Service Performance Indicators are reviewed and updated annually and integrated into our overall operations to ensure the projects and objectives are consistent with the community's needs and Council's broader vision and goals.

Local governments recognise the need for mutual respect, a co-operative attitude and courtesy in their dealings with each other. Regional co-operation can be crucial to effective governance in the interests of communities. Decisions made by co-operating local governments in properly constituted democratic forums must be accorded their legitimacy and authority.

Purpose

This Councillor Code of Conduct (Code) goes beyond what is required by the *Local Government Act 2020* and the *Local Government (Governance and Integrity) Regulations 2020* as our commitment to governing this Council effectively with the highest standards of conduct and democratic and corporate governance. The Code applies to all Councillors and relates to the performing of Council powers, duties and functions and all the various forms of decision-making processes.

The Code of Conduct sets out the principles, values, standards and behaviours that will guide us as a Council collectively, and as Councillors individually, in undertaking our duties and obligations as set out in the Act, and all other applicable legislation.

The Local Government (Governance and Integrity) Regulations 2020, schedule 1 outlines the prescribed Standards of Conduct, which we should uphold. The Councillor Code of Conduct has been developed referencing the Standards of Conduct, which are outlined below:

Councillor Code of Conduct



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Standards of Conduct

Standard 1: Performing the role of a Councillor

1. A councillor must do everything reasonably necessary to ensure that they perform the role and responsibilities of a Councillor effectively and responsibly, including by
 - a) Representing the interests of the municipal community by considering and being responsive to the diversity of interest and needs of the municipal community; and
 - b) Being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
 - c) Diligently using Council processes to become informed about matters which are subject to Council decisions; and
 - d) Not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and
 - e) Acknowledging and supporting the Mayor in the performance of the role of Mayor, including by
 - i. Respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and
 - ii. Refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

Standard 2: Behaviours

1. A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy, and respect, including by –
 - a) Not engaging in demeaning, abusive, obscene, or threatening behaviour, including where the behaviour is of a sexual nature; and
 - b) Not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class or persons; and
 - c) Not engaging in discrimination or vilification; and
 - d) Supporting the Council when applying the Council's community engagement policy to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations, and the Aboriginal community; and
 - e) Supporting the Council in fulfilling its obligation under the Act or any other Act (including the Gender Equality Act 2020) to achieve and promote gender equality; and
 - f) Ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the Child Wellbeing and Safety Act 2005 to the extent that they apply to Councillors.
2. A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by –
 - a) Adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace; and
 - b) Complying, so far as the Councillor is reasonably able, with any reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety
3. A Councillor must act in accordance with any policies, practices and protocols developed and implemented by the Chief Executive Officer under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.

Councillor Code of Conduct



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Standard 3: Good governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community –

- a) The Council's Council expenses policy adopted and maintained under section 41 of the Act;
- b) The Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act, including in relation to –
 - i. Conduct in Council meetings or meetings of delegated committees; and
 - ii. Requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communications; and
 - iii. The Council's election period policy made under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election;
- c) The Council's Councillor gift policy adopted under section 138 of the Act;
- d) Any direction of the Minister given under section 175 of the Act.

Standard 4: Integrity

1. A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by –
 - a) Ensuring that their behaviour does not bring discredit upon the Council; and
 - b) Not deliberately misleading the Council or the public about any matter related to the performance of their public duties; and
 - c) Not making Council information publicly available where public availability of the information would be contrary to the public interest.

NOTE: See the public transparency principles set out in section 58 of the Act.

2. A councillor must not, in their personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant) expressly or impliedly request preferential treatment for themselves or a related person or entity.

Standard 5: Robust debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

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2. PERFORMING THE ROLE OF COUNCILLOR

A councillor must do everything reasonably necessary to ensure that they perform the role and responsibilities of a Councillor effectively and responsibly, including by

- f) Representing the interests of the municipal community by considering and being responsive to the diversity of interest and needs of the municipal community; and*
- g) Being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and*
- h) Diligently using Council processes to become informed about matters which are subject to Council decisions; and*
- i) Not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and*
- j) Acknowledging and supporting the Mayor in the performance of the role of Mayor, including by
 - i. Respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and*
 - ii. Refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.**

Role of Council

As Councillors we understand the role of Council as outlined below:

The role of a Council is defined by section 8 of the Act to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

Council provides good governance if—

- (a) it performs its role in accordance with section 9;
- (b) the Councillors of the Council perform their roles in accordance with section 28.

In performing its role, a Council may—

- (a) perform any duties or functions or exercise any powers conferred on a Council by or under this Act or any other Act; and
- (b) perform any other functions that the Council determines are necessary to enable the Council to perform its role.

If it is necessary to do so for the purpose of performing its role, a Council may perform a function outside its municipal district.

A Council must in the performance of its role give effect to the overarching governance principles and take into account the supporting principles:

We will commit to the following principles and supporting principles:

Overarching Governance Principles -

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- (d) the municipal community is to be engaged in strategic planning and strategic decision making;
- (e) innovation and continuous improvement is to be pursued;
- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (g) the ongoing financial viability of the Council is to be ensured;

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- (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- (i) the transparency of Council decisions, actions and information is to be ensured.

Supporting Principles—

- (a) the community engagement principles;
- (b) the public transparency principles;
- (c) the strategic planning principles;
- (d) the financial management principles;
- (e) the service performance principles.

Role of a Councillor

As Councillors we understand and are committed to our role as outlined:

The role of a Councillor is defined by section 28 of the Act to provide greater clarity and better understanding of what is expected of Councillors. The role of a Councillor is to do all of the following:

- to participate in the decision making of the Council;
- to represent the interests of the municipal community in that decision making; and
- to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing the role of a Councillor, a Councillor must do all of the following:

- consider the diversity of interests and needs of the municipal community; and
- support the role of the Council; and
- acknowledge and support the role of the Mayor; and
- act lawfully and in accordance with the oath or affirmation of office; and
- act in accordance with the standards of conduct; and
- comply with Council procedures required for good governance.

The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer

Role of the Mayor

As Councillors we understand the role of Mayor and Deputy Mayor as outlined:

The functions of Mayor are defined in by section 18 of the Act to provide greater clarity and to reflect the role of the Mayor, these are as follows:

- chair Council meetings; and
- be the principal spokesperson for the Council; and
- lead engagement with the municipal community on the development of the Council Plan; and report to the municipal community, at least once each year, on the implementation of the Council Plan; and
- promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and
- assist Councillors to understand their role; and
- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- perform civic and ceremonial duties on behalf of the Council.

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The Mayor is not eligible to be elected to the office of Deputy Mayor.

The Mayor also has the following specific powers:

- to appoint a Councillor to be the chair of a delegated committee;
- to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;
- to require the Chief Executive Officer to report to the Council on the implementation of a Council decision.

Role Deputy Mayor

Council has resolved to elect a Deputy Mayor and as such, the following outlines the role and powers of the Deputy Mayor:

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if—

- (a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- (b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- (c) the office of Mayor is vacant.

Role of the Chief Executive Officer

As Councillors we understand the role of Chief Executive as outlined:

The Chief Executive Officer is responsible for –

- (a) supporting the Mayor and the Councillors in the performance of their roles and
- (b) ensuring the effective and efficient management of the day to day operations of the Council.

Without limiting the generality of (a) above, this responsibility includes the following—

- ensuring that the decisions of the Council are implemented without undue delay;
- ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
- supporting the Mayor in the performance of the Mayor's role as Mayor;
- setting the agenda for Council meetings after consulting the Mayor;
- when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;
- carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.

Without limiting the generality of (b) above, this responsibility includes the following—

- establishing and maintaining an organisational structure for the Council;
- being responsible for all staffing matters, including appointing, directing, managing and dismissing members of Council staff;
- managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented;
- performing any other function or duty of the Chief Executive Officer specified in this Act or any other Act.

Further a Chief Executive Officer must—

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- develop and maintain a workforce plan that describes the organisational structure of the Council, specifies the projected staffing requirements for a period of at least 4 years; and sets out measures to seek to ensure gender equality, diversity and inclusiveness; and
 - inform the Council before implementing an organisational restructure that will affect the capacity of the Council to deliver the Council Plan; and
 - consult members of Council staff affected by a proposed organisational restructure, before implementing the organisational restructure.
- A Council and the Chief Executive Officer must, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the purposes of this section.
- The Chief Executive Officer must ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan.
- The Chief Executive Officer must develop the first workforce plan under this section within 6 months of the commencement of this section.

Council Decision Making

Council is committed to making all decisions impartially and in the best interests of the whole community and acknowledge that effective decision making is vital to the democratic process and an essential component of good governance. Accordingly we will:

- consider matters fairly, by giving consideration and making a decision which is balanced, ethical and impartial;
- consider matters on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations;
- actively and openly participate in the decision-making process, striving to be informed to achieve the best outcome for the community;
- respect the views of the individual in the debate, however we also accept that decisions are based on a majority vote;
- accept that no Councillor can direct another Councillor on how to vote on any decision.

Binding caucus votes

A binding caucus vote is a process whereby a group of Councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council, irrespective of the personal views of individual members of the group on the merits of the matter before the Council.

This does not prohibit councillors from discussing a matter before the council prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.

We must not participate in binding caucus votes in relation to matters to be considered at a council.

Councillor Education

Council is committed to the development of skilled, knowledgeable and dedicated Councillors. The Mayor and Chief Executive Officer will be responsible for assessing training and development programs that would benefit the Councillors.

We recognise the importance of Councillor training and education as an integral part of our personal growth and development in the performance of our role.

Use of Council Information

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We acknowledge that information which is "confidential information" within the meaning of section 125 of the Act may not be disclosed by me except in certain specified circumstances.

We are aware that Council information may also be subject to other Council policy and legislation including the

- Council's Public Transparency Policy;
- Council's Privacy and Data Protection and Health Records Policy;
- Health Records Act 2001;
- Privacy and Data Protection Act 2014;
- Public Records Act 1973; and
- Freedom of Information Act 1982.

We will comply with any legislative provisions and Council policies concerning my access to, use of, or disclosure of Council information, whether confidential or otherwise.

Communications and Media

We understand that:

- all media requests will be directed through the Chief Executive Officer and Media and Communications Team;
- the Mayor and the Chief Executive Officer are the official spokespeople for the Council, and are the appropriate people to make statements to the media on Council policy, political matters or the decisions of the Council; and
- any personal opinions or views we express publicly are identified as our own and does not represent a position of Council.

Significant and/or Intimate Relationships

We understand that conflict and bias can arise from situations where relatives or people with significant and/or intimate relationships work together, and this can potentially lead or be seen to lead to decisions we make as a Councillor being made for reasons other than the public interest.

If we are involved in a relationship of a significant or intimate nature with another Councillor or a Council officer, we undertake to disclose the fact of this relationship to the Mayor and the Chief Executive Officer.

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3: BEHAVIOURS

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—

- (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010; and*
- (b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and*
- (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and*
- (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.*

Fairness and Equity

We will:

- consider issues consistently, promptly and fairly. Deal with matters in accordance with established procedures, in a non-discriminatory manner;
- take all relevant facts known to us, or that we should be reasonably aware of, into consideration and have regard to the particular merits of each case; and
- not take irrelevant matters or circumstances into consideration when making decisions.

Harassment, bullying and discrimination

Council strives to achieve a healthy, safe, flexible and respectful work environment free from all forms of harassment, discrimination and workplace bullying, as Councillors we will:

- not engage in harassing, discriminatory, bullying or violent behaviour towards another Councillor, employee or with a member of the public with whom we have contact in the course of our term. Council maintains a strong stance that these behaviours are unacceptable and will not be tolerated within the organisation under any circumstance;
- refuse to join in with these types of actions and behaviours; and
- support the person to say 'no' to these behaviours.

Sexual Harassment

Sexual harassment is unlawful and will not be tolerated, we will;

- uphold the principles of Council's Prevention of Sexual Harassment policy; and
- treat others with dignity, courtesy, respect and professionalism and must not engage in unlawful conduct, including sexual harassment.

Occupational Health and Safety

Council is committed to conducting its business activities in such a manner so as to protect the safety of all Councillors, employees, contractors, volunteers and public. As a Councillor, we understand that occupational health and safety is a shared responsibility. Accordingly, we will:

- comply with the Occupational Health and Safety Act;
- take care of our own safety as well as the safety of fellow Councillors and others; and
- consider the health and safety implications of Council decisions.

Gender equity, diversity and inclusiveness – understanding and consideration

As outlined in the Standards of Conduct, Councillors must support Council in fulfilling its obligation to achieve and promote gender equality. Councillors should consider the diversity of interests and

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needs of the municipality community, treat all persons with respect and have due regard for their opinions, beliefs, rights and responsibilities. We will support:

- equality – by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all people;
- diversity - by accepting each person as an individual and believing that everyone should feel valued for their contributions. By working together, we will deliver the best possible service for our community; and
- inclusion - where differences are not merely accepted, but valued and to be a community where people feel involved, respected and connected.

Cultural awareness

Council commits to cultural awareness, and we will:

- acknowledge our Traditional Owners in a way that all people can show their respect for the traditional custodians on which significant Council events are taking place;
The following Acknowledgement of Country statement is read prior to Council Meeting and events: "We acknowledge the traditional owners of the land on which we meet today, and pay our respects to their elders, past, present and emerging."
- build trust, collaborate and support partnerships with Aboriginal organisations, communities and individuals.
- as a signatory to the Refugee Welcome Zone Declaration, will foster sustained engagement and connections between the Council and newly arrived communities.
- support access and equity for all customers of our services regardless of their nationality, race, culture, sexual orientation or religious beliefs.

Fostering good working relationships with each other and the organisation

It is important for Council and the organisation to foster a good working relationship, we as Councillors, working with officers, will ensure:

- respect – two-way respect and create a place where people want to work;
- information flow – Councillors are provided with the information they need to make sound judgements/decisions and perform their legislated duties and functions;
- responsiveness – it is equally important that information is provided and decisions are implemented without undue delay. When there are delays or requests are denied, Councillors should be given swift and clear advice about the reasons;
- structure – having a documented structure and process around the way information is requested by and provided to councillors. Setting clear ground rules for both parties not only promotes equity and transparency, but also protects the individuals involved; and
- reputation – Councillors and the Chief Executive Officer are focussed on delivering good strategic outcomes for the municipality and enhancing Council's reputation as an effective entity — not on building individual professional or political profiles.

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4 COMPLIANCE WITH GOOD GOVERNANCE MEASURES

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—

- (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;*
- (b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;*
- (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;*
- (d) any directions of the Minister issued under section 175 of the Act.*

Personal Interests Declarations

Personal Interests Returns are a requirement under Division 3 of Part 6 (sections 132-136) of the *Local Government Act 2020*. In addition, the *Local Government (Governance and Integrity) Regulations 2020* set out the detail that needs to be provided for each Personal Interests Return.

We acknowledge that Councillors are required to complete an Initial Personal Interest Declaration within 30 days of taking the Oath/Affirmation of Office and return to the Chief Executive Officer.

We understand that further Biannual Personal Interests Returns is required between 1 March to 31 March and 1 September and 30 September each year,

Failure to submit an initial Personal Interests Return or subsequent Biannual Personal Interests Returns by the due dates can attract a penalty of up to 60 penalty units. There are also penalties for intentionally or recklessly providing false or incomplete information.

Conflict of interest

Sections 126 to 128 of the Act require each Councillor to identify, manage and disclose any conflicts of interest they may have.

We acknowledge that we have read and understand these provisions and will abide by them. In the event that we consider that we have an actual or perceived conflict of interest in relation to a matter, we will declare and identify this at the commencement of any discussion on the matter.

We will seek advice from the Chief Executive Officer or other appropriate person if we need assistance on interpretation of the legislative provisions. We understand that the declaration must be either made in writing and given to the Chief Executive Officer or made at any meeting prior to the matter being discussed. We acknowledge that considering, determining, and declaring a conflict of interest is our personal legal obligation as Councillors.

We understand Councillors are able to seek their own independent legal advice in relation to any of their conflict of interest matters.

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Governance Rules

As Councillors we will familiarise ourselves with Council's Governance Rules.

The Governance Rules determine the:

- conduct at council meetings;
- form and availability of meeting records;
- elect the Mayor and Deputy Mayor;
- appointment of any Acting Mayor;
- procedures for disclosing conflict of interests;
- procedures for informal meetings; and
- confidential information.

The Governance Rules also provides for Council to:

- consider and make decisions on any matter being considered by the Council fairly and on the merits; and
- institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interest considered.

We believe that we should exhibit the highest standards possible when attending, chairing, and participating in meetings or functions as a Council.

Managing Interactions between Councillors and Council Staff

As effective Councillors we will work cooperatively with the Chief Executive Officer and Council staff. We recognise the division of responsibilities, and that the role of Councillors is to represent the interests of the municipal community in decision making contribute to the strategic direction of Council, and that the Chief Executive Officer is responsible for management and administration. Therefore, as Councillors, we will be aware of the requirements of section 124 of the Act and must not intentionally direct, or seek to direct, a member of Council staff. It is appropriate to notify the Chief Executive Officer when specific issues or particular functions are required to be undertaken.

In performing our duties as Councillors, we will respect the roles and responsibilities of Council staff and welcome the same respect in return.

In line with occupational health and safety, human rights and equal opportunity legislation, we are committed to ensuring that our interactions with Council staff, each other or others associated with Council, do not breach the requirements of this legislation. As such we are also committed to protecting the health, safety and wellbeing of all Councillors and Council staff and will provide, as far as is practicable, a safe Council working environment that is free from bullying, harassment, discrimination and violent behaviour.

We recognise that as a small rural Council, there is likely to be informal contact between Councillors and Council staff at various times and in various places. We encourage friendly and respectful interaction while acknowledging that formal advice to Council and Councillors comes via the Chief Executive Officer and that this is the advice on which Councillors are entitled to rely.

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Council Expenses and Support

We acknowledge the Council Expenses and Support Policy, which supports us to perform our role, by ensuring that expenses reasonably incurred in the performance of our roles are reimbursed. The policy provides guidance on:

- Out of pocket entitlements;
- Processes for reimbursement of bona fide expenses;
- Support available to Councillors; and
- Reporting requirements.

Gifts, Gratuities and Favours in Kind

We commit to compliance with our statutory obligations in relation to gifts and hospitality. We also undertake to comply with Council's policy to disclose all gifts, gratuities and favours in kind offered and/or accepted in my capacity as a Councillor, in accordance with the Council's Gifts, Gratuities and Favours in Kind Policy.

In addition, we commit to notify the Chief Executive Officer if in the conduct of our duties, we receive an inappropriate offer of a gift or hospitality of any kind.

Meeting planning permit applicants

When proposing to meet with a known or proposed planning permit applicant (or property owner, or their representative), either for the purpose of discussing the application or where the application is likely to become a topic of discussion, We will ensure the interaction with the planning permit applicant (or property owner, or their representative) is documented and advise the Chief Executive Officer.

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5 COUNCILLORS MUST NOT DISCREDIT OR MISLEAD COUNCIL OR PUBLIC

- (1) *In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.*
- (2) *In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.*

Misuse of Position

We commit to ensuring our behaviours do not bring discredit to Council and have read and understand section 123 of the Local Government Act (M) which states:

- (1) A person who is, or has been, a Councillor or member of a delegated committee must not intentionally misuse their position—
 - (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - (b) to cause, or attempt to cause, detriment to the Council or another person. Penalty: 600 penalty units or imprisonment for 5 years.
- (2) An offence against subsection (1) is an indictable offence.
- (3) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include—
 - (a) making improper use of information acquired as a result of the position the person held or holds; or
 - (b) disclosing information that is confidential information; or
 - (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
 - (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
 - (e) using public funds or resources in a manner that is improper or unauthorised; or
 - (f) participating in a decision on a matter in which the person has a conflict of interest.
- (4) This section—
 - (a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of delegated committees; and
 - (b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

Fraud and Corruption Control

Ethical behaviour is an integral part of responsible, effective and accountable government. We acknowledge Council's obligations under the Public Interest Disclosures Act 2012 to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

We will immediately report to the Chief Executive Officer and/or appropriate integrity body, in line with the Council's Public Interest Disclosures Procedures, any suspected, potential or actual fraudulent, criminal, unethical, corrupt or other unacceptable behaviour that comes to my knowledge.

We will participate as required to the best of my ability in any subsequent investigation whether undertaken internally or externally.

We will adhere Council's Fraud and Corruption Control Policy and plan.

Use of Council Resources

We acknowledge that Councillors:

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- will be provided with mobile phone, laptop, printer consumables, email address to perform their roles;
- must use Council property, facilities and equipment honestly, efficiently, economically and carefully and in keeping with Council policies and procedures;
- must maintain adequate security over Council property, facilities and resources provided to assist in performing the role of Councillor and compliance with any Council policies applying to their use;
- maintain the confidentiality and security of their own passwords;
- must not attempt to install or remove software or hardware on Council devices;
- must not attempt to access, copy, damage, delete, insert or alter any information held on Council devices;
- must report any stolen property as soon as possible;
- must report any incident, default or problem as soon as possible; and
- must report any computer virus, Trojan or work or other malicious programs affecting Council devices.

We understand that administrative support is provided by the Governance Team.

Council Records

We acknowledge that:

- Councillors must not disclose or provide access to Council records, this will be carried out under authorisation by the Chief Executive Officer or as permitted by legislative requirements;
- Any document read or created as a Council document should be treated as a Council record, including such documents housed on personal devices or with a personal internet service provider (ISP);
- all emails sent or received from Council's system remain the property of Council. For legal purposes, email has the same standing in court as paper documents; and
- Council records must be managed (destroyed, altered, shared or disposed) in accordance with the Retention and Disposal Authority for Local Government Records designated by the Public Records Office of Victoria.

Access to Council Offices

We acknowledge that we:

- have access to the Council Chamber, Mayor's Office and other public areas of the Council offices during normal business hours; and
- must ensure that when within a staff-only area we avoid giving rise to the appearance that we may improperly influence Council staff decisions.

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Elections

Election Period Policy

Council adopts an Election Period Policy in order to ensure that the lead up to the general election or any by-election for the Ararat Rural City Council is conducted in a manner that is fair and equitable, and is publically perceived as such and where Council decisions are as required to meet statutory obligations. We understand that this policy is applicable to Councillors and Council staff.

Councillor Political Activity

We acknowledge that it is a democratic right of Councillors to seek political or other office in pursuit of their personal ambitions. We as Councillors, in pursuit of our goals, will abide by the requirements and provisions of the Act relating to the Oath of Office, Councillor Conduct Principles, misuse of position and overall obligations in the Councillor Code of Conduct. This requires Councillors to act impartially and in the best interests of the community to avoid conflicts between public duty and personal interests, not to obtain a personal advantage for themselves or others and not to misuse public resources.

State or Federal Election Candidates

We understand that Councillors at time nominate for State or Federal elections.

The *Commonwealth Electoral Amendment (Members of Local Government Bodies) Act 2003* provides that any state legislation that discriminates against a councillor on the ground that the councillor has been, or is to be, nominated or declared as a candidate for the House of Representatives or the Senate has no effect.

The following guidelines are to be observed by any person who is nominating or becomes an endorsed candidate for State or Federal elections:-

- The Councillor will advise the Chief Executive Officer in writing, as soon as practicable, who will then advise all Councillors, that the Councillor has become an endorsed candidate;
- The Councillor who is a candidate for State or Federal election should declare this at a meeting of the Council as soon as practicable after the nomination date;
- The same provisions as outlined in the Council's Caretaker Policy will apply in respect to the Councillor who is the nominated candidate; this includes no use of Council resources, including Council equipment - and particularly telephones, mobile phones, logos, letterhead, mail, publications in relation to his/her candidacy;
- A Councillor who is an endorsed candidate should take leave from any Council or representative role;
- The Councillor must not use Council activities, including Council or Advisory Committee meetings and Council-related external activities in relation to his/her candidacy;
- Where a Councillor speaks on Council issues as a candidate in an election, the Councillor should clearly identify this fact;
- The Councillor will seek their own legal advice in respect to these issues.

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External Requests for Service

As Councillors, we understand that requests for service is a request made by us or on behalf of a community member. The same service standards will apply to a Councillor request for service, as a request for service from a community member.

All service requests must be directed to the Executive Assistant and entered into Council's customer relationship management system (CRMS) and sent to the appropriate Council department for actioning.

Investigations and actions will be recorded and monitored, and status reports will be provided to the Chief Executive Officer. Councillors will promptly pass on to the Chief Executive Officer any and all correspondence, information, enquiries, requests for information, requests for service, complaints and acknowledgements provided to a Councillor relative to any activity of Council (irrespective of the format or nature of receipt) so these can be acknowledged and actioned by the Organisation in a timely manner.

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6 REFERENCES

Internal References

- Council Expenses and Support Policy
- Councillor Gifts, Gratuities and In-Kind Policy
- Councillor Education Policy
- Elections Period Policy 2020
- Fraud and Corruption Control Plan
- Privacy and Data Protection and Health Records Policy
- Public Interest Disclosures Procedure
- Public Transparency Policy
- Social Media Policy

Legislation and Other Resources

- Local Government Act 2020 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Health Records Act 2001
- Occupational Health and Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014,
- Public Interest Disclosures Act 2012 (Vic)
- Sex Discrimination Act 1984
- Victorian Charter of Human Rights and Responsibilities Act 2006

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7 COUNCILLORS COMMITMENT

In adopting this Code of Conduct, we as Councillors commit to representing the local community in a transparent, fair and equitable way.

We confirm that this Code of Conduct goes beyond what is required by the Act to demonstrate our commitment to governing this Council effectively with the highest standards of democratic and corporate governance. We will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

The Code of Conduct, like the Act, applies to all Councillors and relates to the performing of Council powers, duties and functions and all the various forms of decision-making processes.

Cr Jo Armstrong

Cr Bob Sanders

Cr Teli Kaur

Cr Peter Joyce

Cr Bill Waterston

Cr Rob Armstrong

Cr Luke Preston

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APPENDIX 1 DISPUTE RESOLUTION PROCEDURE

Disputes between Councillors

Councillors should be mindful that having and expressing differing and sometimes opposing viewpoints is a normal function of the process of democratic local government. Sharing and expressing these different views leads to informed and well considered debate. All Councillors have the right to influence the decisions made by Council through this debate.

Therefore, having differing views, politics or attitudes from other Councillors is not considered a conflict or a dispute and does not require resolution.

Conflict and/or disputes emerge when the differences between Councillors become personal or the behaviour of Councillors towards each other and/or staff is of a nature that threatens the effective operation of Council's decision-making processes. Disputes may also involve allegations of contraventions of this Code.

A dispute may arise between two individual Councillors, between one Councillor and a group of Councillors or between two or more different groups of Councillors. In this dispute resolution process the Councillor or group of Councillors that are seeking a resolution are referred to as 'the Applicant' and the Councillor or Councillors against whom the application is lodged are entitled 'the Respondent'. The following dispute resolution procedure will apply regardless of the dynamics and numbers involved.

Self-Resolution

Where a dispute and a contravention of the Code arises, the preferred outcome would be for the Applicant and Respondent to have informal discussions in the first instance with a view to resolving any issues without further recourse to this dispute resolution procedure. This may be undertaken informally or alternatively either party may request a discussion with the Mayor acting as a mediator, should the Mayor not be either the Applicant or Respondent. Where either party believes that this step will not achieve a resolution, this step in the dispute resolution process may be by-passed.

Internal arbitration process

In relation to the internal arbitration process the Act and Regulations outline the following process:

Local Government Act 2020

Section 141 Internal arbitration process

- (1) The internal arbitration process applies to any breach of the prescribed standards of conduct.
- (2) The following applies to an internal arbitration process—
 - (a) any processes prescribed by the regulations, including any application process;
 - (b) the arbiter must ensure that parties involved in internal arbitration process are given an opportunity to be heard by the arbiter;
 - (c) the arbiter must ensure that a Councillor who is a party to an internal arbitration process does not have a right to representation unless the arbiter considers that representation is necessary to ensure that the process is conducted fairly;

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Local Government (Governance and Integrity) Regulations 2020

- (1) For the purposes of section 141(2)(a) of the Act, the prescribed processes are that—
 - (a) an application for an internal arbitration process specifies—
 - (i) the name of the Councillor alleged to have breached the standards of conduct; and
 - (ii) the clause of the standards of conduct that the Councillor is alleged to have breached; and
 - (iii) the misconduct that the Councillor is alleged to have engaged in that resulted in the breach; and
 - (b) after receiving an application under section 143 of the Act, the Councillor Conduct Officer provides the application to the Councillor who is the subject of the application.
- (2) For the purposes of section 141(2)(d) of the Act, an arbiter appointed to hear a matter subject to an application under section 143 must—
 - (a) conduct the hearing with as little formality and technicality as the proper consideration of the matter permits; and
 - (b) ensure that the hearing is not open to the public.
- (3) Subject to subregulation (2), an arbiter—
 - (a) may hear each party to the matter in person or solely by written or electronic means of communication; and
 - (b) is not bound by the rules of evidence and may be informed in any manner the arbiter sees fit; and
 - (c) may at any time discontinue the hearing if the arbiter considers that—
 - (i) the application is vexatious, misconceived, frivolous or lacking in substance; or
 - (ii) the applicant has not responded, or has responded inadequately, to a request for further information.

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APPENDIX 2 PUBLIC INTEREST DISCLOSURES

Public Interest Disclosures

Council has established a system for reporting disclosures of improper conduct or detrimental action by Council or its staff members. Council's Public Interest Disclosure Coordinator (PIDC) is responsible for assessing if disclosures made to Council are assessable disclosures.

The Public Interest Disclosures Act 2012 only allows certain people and entities to receive disclosures and their ability to receive disclosures depends upon whom the disclosure is made about. As such, Council can only receive disclosures about Council and its staff.

If Council receives a public interest disclosure concerning another public body, the Council will notify the disclosure to IBAC for assessment as a public interest complaint and the protections under the Public Interest Disclosures Act 2012 will apply.

If in doubt, a disclosure should be made to IBAC, unless the disclosure is about IBAC or one of its officers, in which case it should be made to the Victorian Inspectorate.

If your disclosure concerns Council, or one of its staff members, you may make your disclosure to either the Chief Executive Officer, the PIDC (Governance and Administration Coordinator) or directly to IBAC.

Please refer to the Public Interest Disclosures Procedure for further information.

3.2 2025/26 BUDGET AND, REVENUE AND RATING PLAN DEVELOPMENT AND ENGAGEMENT PLAN

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO's OFFICE
REFERENCE: 19063

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

Council will shortly be commencing development of the 2025/2026 Budget for adoption prior to 30 June 2025. The 2025/2026 Budget will be developed consistent with the key financial drivers adopted at the July 2022 Council Meeting.

The Budget will be developed and go through a process of community engagement consistent with the requirements of Sections 94 and 96 of the Local Government Act 2020. A budget development and community engagement plan for the 2025/2026 Budget are presented for endorsement by Council. The Revenue and Rating Plan 2025-29 will also be developed and adopted alongside the Budget.

DISCUSSION

Council officers commenced the process of developing the 2025/2026 Budget in December 2024 for adoption by Council at the Ordinary Meeting of Council on Tuesday 24 June 2025.

In the Council Briefing in March 2025, Councillors will consider new initiatives or projects for inclusion in the 2025/2026 budget. The preliminary draft budget will continue to be developed by Council staff for presentation to the Council Briefing in early April 2025.

The 2025/2026 Budget will be developed based on the Key Financial Drivers adopted by Council at the July 2022 Council Meeting. These Key Drivers are:

Rating

Maintenance of the "pie model" to provide some form of long-term rating equity and reduce rate shock across rating sectors based on annual valuation fluctuations.

Debt

Debt is only used to fund strategic infrastructure outcomes with an emphasis on intergenerational equity

Asset Preservation

Maintain the asset renewal and upgrade ratio to at least 110% of depreciation

Surplus budgets

Maintain cash and operating surpluses in each financial year

Managing expenditure

Managing expenditure is a key driver of financial sustainability at Ararat Rural City Council

Rate rises

Rate rises will be kept to a minimum based on seeking organisational efficiency. These efficiencies will be returned to the ratepayer as a dividend through lower rate rises or rate cuts.

The 2025/2026 Budget will be developed on the basis of delivering a 0% rate rise.

Service standards

Expenditure savings and ratepayer dividends will not come at the price of lower service standards.

The timeframe for development of the 2025/2026 Budget is summarized in the table below:

Activity	Timeframe
Budget development by Council	December 2024 - April 2025
Public release of Draft Budget	11 April 2025
Closure of public submissions	09 May 2025
Consider any matters or submissions, as required, at the May 2025 Council Meeting	27 May 2025
Adopt 2025/2026 Budget	24 June 2025

Community Engagement

Section 96 of the Local Government Act 2020 requires that Council undertake community engagement around its budget in a form that is consistent with its Community Engagement Policy. Community consultation is not required for the Revenue and Rating Plan 2025-29 but the draft Plan will be made available during the community consultations period for the budget.

It is recommended that Council endorse a plan for community engagement for the 2025/2026 budget. This will include several mechanisms of engagement including:

- use of the Engage Ararat website
- distribution of plain language budget summaries across the municipality
- face to face "town hall" meetings
- social media posts to encourage community engagement
- summaries be placed in local newspapers
- mainstream media engagement around major 2025/2026 Budget initiatives

The process is designed to ensure maximum engagement with key geographic locations and communities of interest across the municipality. Residents and ratepayers will be encouraged to engage with the budget process and to make submission on matters of interest or concern.

Engagement Activity	Timeframe
Posting of Council's 2025/2026 Draft Budget on Engage Ararat	By 5:00pm on Friday 11 April 2025
Development of a one-page summary of key budget deliverables - available at a number of sites across the municipality	Friday 11 April 2025
"Town Hall" meetings in the following communities: <ul style="list-style-type: none"> • Ararat • Elmhurst • Tatyoon • Moyston • Lake Bolac • Pomonal • Willaura 	Between Tuesday 22 April- Friday 02 May 2025
Promotion of key budget elements across mainstream and social media	Ongoing during the budget consultation period

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

Council's Budget is a key strategic document that resources delivery of the upcoming Council Plan 2025-29. In particular, the Budget 2025/2026 relates to the following:

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

As this item relates to the development of the 2025/2026 Budget it has no direct or significant budget implications for the 2024/2025 Budget. The 2025/2026 budget will be framed around the key financial drivers adopted by Council at the July 2022 Council Meeting.

Policy/Relevant Law

Sections 94 and 96 of the Local Government Act 2020 (LGA 2020) requires that Council prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year. Section 96 requires that Council undertake community engagement around its budget in a form that is consistent with its Community Engagement Policy.

Sustainability Implications

N/A

Risk Assessment

The most significant risk to be managed is to ensure that the 2025/2026 Budget aligns with community expectation and Council's key strategies outlined in the upcoming Council Plan 2025-2029.

Stakeholder Collaboration and Community Engagement

This agenda item relates directly to a process of community engagement around the development of the 2025/2026 Budget.

RECOMMENDATION

That Council:

1. Endorse the timeframe for development and adoption of the Budget 2025/2026,
2. Endorse the community engagement plan relating to the 2025/2026 Budget.

MOVED CR SANDERS

SECONDED CR R ARMSTRONG

That Council:

- 1. Endorse the timeframe for development and adoption of the Budget 2025/2026,**
- 2. Endorse the community engagement plan relating to the 2025/2026 Budget.**

Cr Sanders and Cr R Armstrong spoke for the motion

**CARRIED 5/0
5081/25**

ATTACHMENTS

There are no Attachments relating to this item

3.3 COMMUNITY VISION AND COUNCIL PLAN DEVELOPMENT AND ENGAGEMENT PLAN

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO's OFFICE
REFERENCE: 19064

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

Council will shortly be commencing development of the Community Vision for the next 10 years and the Council Plan for the next 4 financial years. These must be adopted by 31 October this year in accordance with section 88 and 90 of the Local Government Act 2020.

This report outlines the timeframes for development and engagement for the Community Vision 2025-2035 and Council Plan 2025-29.

DISCUSSION

The development and review of Community Vision 2035 and Council Plan 2025-29 began after the Council Elections in 2024, starting with ascertaining the community's aspirations for the future of the municipality through their elected representatives to Council. This initial work will produce a draft Community Vision and Council Plan which will be presented to Council and the community to shape and steer towards a shared vision to work towards.

The proposed timeframe for development and engagement for the Community Vision 2035 and Council Plan 2025-29 is summarized in the table below:

Activity	Timeframe
Development and review by Council staff	November 2024 - February 2025
Presentation Draft Community Vision 2035 and Council Plan 2025-29 to Council Meeting	25 February 2025
Posting of Draft Community Vision 2035 and Council Plan 2025-29 on Engage Ararat	26 February 2025
Consultation and engagement alongside the Budget engagement activities and "Town Hall" meetings in the following communities: <ul style="list-style-type: none"> • Ararat • Elmhurst • Tatyoon • Moyston • Lake Bolac • Pomonal • Willaura 	Between Tuesday 22 April- Friday 02 May 2025
Closure of public submissions	09 May 2025
Consider any matters or submissions, as required, at the May 2025 Council Meeting	27 May 2025
Adopt Community Vision 2035 and Council Plan 2025-29	24 June 2025

Community Engagement

Section 88 and 90 of the Local Government Act 2020 requires that Council undertake community engagement around its Community Vision and Council Plan in accordance with its Community Engagement Policy.

It is recommended that Council engage the community on the Community Vision and Council Plan alongside the community engagement for the 2025/2026 budget. This will include several mechanisms of engagement including:

- use of the Engage Ararat website
- distribution of copies of the draft Community Vision and Council Plan across the municipality
- face to face “town hall” meetings
- social media posts to encourage community engagement
- summaries be placed in local newspapers
- mainstream media engagement

The process is designed to ensure maximum engagement with key geographic locations and communities of interest across the municipality. Residents and ratepayers will be encouraged to engage with the budget process and to make submission on matters of interest or concern.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

7. Strong and Effective Governance We will work hard to build models of governance that place delivering public value at the centre through effective financial management; well measured risk management; and implementation of effective community engagement practices.

Budget Implications

As this item gives effect to the next four financial years from 2025/2026, and it has no direct or significant budget implications for the 2024/2025 Budget.

Policy/Relevant Law

Sections 88 and 90 of the Local Government Act 2020 requires that Council develop or review and adopt a Community Vision is a period of at least the next 10 financial years, and a Council Plan for a period of at least the next 4 financial years in accordance with its Community Engagement Policy by the 31 October in the year following a general election.

Sustainability Implications

N/A

Risk Assessment

The primary objective of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions. Providing the timelines for development and engagement on the key strategic documents of Council helps to ensure the long term aspirations of the community are well considered and reflected in these documents.

Stakeholder Collaboration and Community Engagement

This agenda item relates directly to a process of community engagement around the development of the Community Vision 2035 and Council Plan 2025-29.

RECOMMENDATION

That Council:

1. Endorse the timeframe for development, community engagement and adoption of the Community Vision 2035 and Council Plan 2025-29

**MOVED CR JOYCE
SECONDED CR R ARMSTRONG**

That Council:

- 1. Endorse the timeframe for development, community engagement and adoption of the Community Vision 2035 and Council Plan 2025-29**

Cr Joyce and Cr R Armstrong spoke for the motion

**CARRIED 5/0
5082/25**

ATTACHMENTS

There are no Attachments relating to this item

3.4 QUARTERLY PERFORMANCE REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 19065

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

The financial statements and performance indicators have been prepared for the period ended 31 December 2024.

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

DISCUSSION

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

Key Financial information:

Income Statement (Attachment 1)

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

Attachment 1 shows that Council generated \$27.841 million in revenue and \$17.647 million in expenses to 31 December 2024. This has resulted in an operating surplus of \$10.194 million for the six months ended 31 December 2024.

Income

Rates and charges account for 50% of the total budgeted income for 2024/25. Rates and charges are recognised when the rates have been raised, not when the income has been received. An amount of \$17.670 million has been recognised as income for the six months ended 31 December 2024.

User fees account for 4% of the total budgeted income for 2024/25 and \$0.963 million has been received to 31 December 2024. The majority of this relates to transfer station fees, fitness centre income and commercial waste management charges.

Recurrent Operating Grants total \$7.936 million to 31 December 2024, including \$4.402 million from the Victorian Local Government Grants Commission for general purpose grants and \$2.856 million for the local roads grants.

Non-recurrent Operating Grants total \$0.246 million to 31 December 2024. 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 2024/25 \$'000	Income 2024/25 \$'000	Unearned Income \$'000
Ararat Housing Transition	-	-	300
Digital Twin Victoria	-	-	954
Free Public WiFi Services	-	-	1,196
Supported Playgroups	65	16	-
Ararat Rural City Sport, Active Recreation & Open Space Strategy	-	-	36
Tiny Towns Fund - Pomonal Community Hub	-	-	200
Tiny Towns Fund - Buangor Recreation Reserve Pavillion Redevelopment	-	-	25
Natural Disaster Relief	-	98	-
Other Minor Grants (under \$30,000)	-	67	-
	65	246	2711

Non-recurrent Capital Grants have not been received in the six months to 31 December 2024, 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 2024/25 \$'000	Income 2024/25 \$'000	Unearned Income \$'000
Mt William Road reconstruction	5,000	-	-
Buangor-Ben Nevis Road reconstruction	843	-	-
Pedestrian Infrastructure Program	-	-	70
Tatyoan Oval Upgrade Grant	-	225	-
	5,843	225	70

Note

It is important to note the following:

1. Unearned revenue received in prior years has been adjusted between the Original Budget and Current Budget with an additional \$2.936 million for Grants Operating (non-recurrent), \$0.366 million for Grants Capital (recurrent) and \$0.070 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 2024/25 financial year.
2. These changes in the budget, plus the note reported under expenses, create a change in the reported surplus position from a projected surplus of \$8.163 million to a surplus of \$9.205 million for 2024/25. The year-end variance is a deficit of \$1.320 million when the actual year to date expenses are compared to the year to date budget.

Expenses

Employee Costs account for approximately 40% of the total budgeted expenditure for 2024/25. For the six months ended 31 December 2024 Council has incurred \$6.071 million in employee costs, which includes additional wages of \$0.090 million for emergency management relief and recovery. Workcover premiums have increased by \$0.104 million compared to 2023/24.

Materials and Services account for approximately 29% of the total budgeted expenditure for 2024/25. For the six months ended 31 December 2024, Council has incurred \$6.371 million in materials and services costs. There are a number of projects, including those carried forward from 2023/24 that are expected to be completed before the end of the financial year.

Depreciation totals \$4.873 million to 31 December 2024. The higher than budgeted depreciation has resulted from increased asset valuations being received as at 30 June 2024 after the budget was finalised.

Note

It is important to note the following:

There has been an increase in expenditure on materials and services from \$8.259 million in the Original Budget to \$10.589 million in the Current Budget for 2024/25. This has resulted from a carry forward amount of \$2.330 million from the 2023/24 financial year surplus and unspent grant funds which will be used for additional activity in 2024/25.

Balance Sheet (Attachment 2)

The Balance Sheet is one of the main financial statements and reports Council’s assets, liabilities and equity at a given date, in this case 31 December 2024. Comparative figures have been provided as at 30 June 2024.

Council’s current assets have increased by \$8.145 million from \$11.732 million as at 30 June 2024 to \$19.877 million as at 31 December 2024. Cash and cash equivalents have increased by \$0.629 million from \$3.049 million to \$3.678 million. Trade and other receivables have increased by \$10.895 million from \$5.212 million as at 30 June 2024 to \$16.107 million as at 31 December 2024.

Total liabilities have decreased from \$8.777 million in 2023/24 to \$7.226 million in 2024/25. Trade and other payables have decreased by \$0.525 million and trust funds and deposits have decreased by \$0.215 million. Unearned income/revenue decreased by \$0.591 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 \$3.049 million have increased by \$0.629 million to \$3.678 million as at 31 December 2024.

Net cash of \$3.209 million was provided by operating activities, \$2.326 million was used in investing activities, and \$0.253 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	30/6/2024	30/9/2024	31/12/2024
<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>	162%	392%	350%

Indicator	30/6/2024	30/9/2024	31/12/2024
<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>	1.71%	1.53%	1.30%
<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>	7.49%	8.48%	8.14%
<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>	73.82%	66.99%	64.04%
<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>	\$4,592	\$1,238	\$2,374
<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>	\$1,993	\$2,001	\$2,001

Indicator	30/6/2024	30/9/2024	31/12/2024
<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. The outstanding Rates Debtors is reported in the Annual Financial report. As at 31 December 2024 the outstanding Rates Debtors totalled \$13.704 million compared to \$2.320 million as at 30 June 2024, an increase of \$11.384 million. In percentage terms 31.9% of the rates raised have been collected at 31 December 2024 compared to 31.5% up to 31 December 2023. Outstanding rates are currently charged 10% interest. Council issues approximately 7,900 rate notices. In 2024/25 there are 2,158 assessments paying by instalments compared with 2,640 assessments in 2023/24.</p>	88.1%	18.1%	31.9%
<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>	124.63%	108.83%	108.50%

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

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

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6 Strong and Effective Governance

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

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

Budget implications

Council's financial performance is in line with expectations. Council's cash position was expected to reduce in the first quarter to pay for the outstanding accounts at year end. Lump sum payment of rates are due on 15 February 2025.

Policy / Relevant Law

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

1. As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.
2. A quarterly budget report must include–
 - a. a comparison of the actual and budgeted results to date; and
 - b. an explanation of any material variations; and
 - c. any other matters prescribed by the regulations.
3. In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Sustainability Implications

This report does not raise any sustainability implications.

Risk Assessment

Council is required to establish and maintain a budgeting and reporting framework that is consistent with the principles of sound management and this report assists Council in meeting that requirement.

Innovation and Continuous Improvements

The content of the Quarterly report is continually reviewed to ensure meaningful data is provided.

Stakeholder Collaboration and Community Engagement

Council's financial performance reports will now be published monthly.

RECOMMENDATION

That the:

1. *Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 31 December 2024 be received and adopted.*

MOVED CR SANDERS SECONDED CR PRESTON

That the:

1. **Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators for the period ended 31 December 2024 be received and adopted.**

Cr Sanders and Cr Preston spoke for the motion

**CARRIED 5/0
5083/25**

ATTACHMENTS

Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows and Financial Performance Indicators are provided as Attachment 3.4

Attachment 1
Comprehensive Income Statement for the six months ended 31 December 2024

	Original Budget \$'000	Current Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Variance
Income						
Rates and charges	17,950	17,950	17,624	17,670	46	0%
Statutory fees and fines	272	272	136	121	(15)	-11%
User fees	1,515	1,515	881	963	82	9%
Contributions - cash capital	-	-	-	22	22	0%
Contributions - cash operating	100	100	45	26	(19)	-42%
Grants - operating (recurrent)	8,258	8,258	7,620	7,936	316	4%
Grants - operating (non-recurrent)	65	3,001	39	246	207	531%
Grants - capital (recurrent)	1,461	1,827	366	366	-	0%
Grants - capital (non-recurrent)	5,843	5,913	225	225	-	0%
Net gain/(loss) on disposal of property, plant and equipment	-	-	-	(5)	(5)	0%
Other income	722	722	361	271	(90)	-25%
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	36,186	39,558	27,297	27,841	544	
Expenses						
Employee costs	11,333	11,333	5,855	6,071	216	4%
Materials and services	8,259	10,589	5,712	6,371	659	12%
Bad and doubtful debts	-	-	-	1	1	0%
Depreciation	7,681	7,681	3,841	4,873	1,032	27%
Amortisation - right of use assets	302	302	151	151	-	0%
Borrowing costs	6	6	3	4	1	33%
Finance costs - leases	74	74	37	39	2	5%
Other expenses	368	368	184	137	(47)	-26%
Total expenses	28,023	30,353	15,783	17,647	1,864	12%
Surplus for the year	8,163	9,205	11,514	10,194	(1,320)	-11%
Other comprehensive income						
Net asset revaluation increment	-	-	-	-	-	
Total comprehensive result	8,163	9,205	11,514	10,194	(1,320)	

Attachment 2
Balance Sheet as at 31 December 2024

	31/12/2024 \$'000	30/06/2024 \$'000
Assets		
Current assets		
Cash and cash equivalents	3,678	3,049
Trade and other receivables	16,107	5,212
Financial assets	-	3,040
Inventories	92	71
Prepayments	-	360
Total current assets	<u>19,877</u>	<u>11,732</u>
Non-current assets		
Trade and other receivables	5	5
Investments in joint venture	498	498
Property, plant and equipment, infrastructure	308,751	308,261
Right of use assets	1,209	1,359
Investment property	1,535	1,535
Total non-current assets	<u>311,998</u>	<u>311,658</u>
Total assets	<u>331,875</u>	<u>323,390</u>
Liabilities		
Current liabilities		
Trade and other payables	499	1,024
Trust funds and deposits	88	303
Unearned Income	2,781	3,372
Provisions	2,096	2,104
Interest-bearing loans and borrowings	74	150
Lease liabilities	139	275
Total current liabilities	<u>5,677</u>	<u>7,228</u>
Non-current liabilities		
Provisions	293	293
Interest-bearing loans and borrowings	156	156
Lease liabilities	1,100	1,100
Total non-current liabilities	<u>1,549</u>	<u>1,549</u>
Total liabilities	<u>7,226</u>	<u>8,777</u>
Net Assets	<u>324,649</u>	<u>314,613</u>
Equity		
Accumulated surplus	108,326	98,126
Reserves	216,323	216,487
Total Equity	<u>324,649</u>	<u>314,613</u>

Attachment 3
Statement of Cash Flows for the six months ended 31
December 2024

	Six months to 31/12/2024	Forecast Year End to 30/06/2025
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000
Cash flows from operating activities		
Rates and charges	6,222	17,943
Statutory fees and fines	123	272
User fees	986	1,515
Grants - operating	8,485	10,270
Grants - capital	50	7,304
Contributions - monetary	34	100
Interest received	181	500
Trust funds and deposits taken	206	-
Other receipts	102	222
Net GST refund/payment	1,066	-
Employee costs	(6,856)	(11,333)
Materials and services	(6,978)	(10,666)
Trust funds and deposits repaid	(267)	-
Other payments	(146)	(368)
Net cash provided by (used in) operating activities	3,208	15,759
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(5,394)	(15,513)
Proceeds from sale of property, plant and equipment, infrastructure	28	28
Proceeds from investments	3,040	3,040
Net cash provided by (used in) investing activities	(2,326)	(12,445)
Cash flows from financing activities		
Finance costs	(4)	(6)
Repayment of borrowings	(75)	(150)
Proceeds from borrowings	-	-
Interest paid - lease liability	(39)	(74)
Repayment of lease liabilities	(135)	(283)
Net cash provided by (used in) financing activities	(253)	(513)
Net increase (decrease) in cash and cash equivalents	629	2,801
Cash and cash equivalents at the beginning of the financial year	3,049	3,049
Cash and cash equivalents at the end of the period	3,678	5,850

Attachment 4

Financial Performance Indicators for the six months ended 31 December 2024

Result

Material Variations

LIQUIDITY

Dimension - Operating position

Indicator - Adjusted underlying result

Measure - Adjusted underlying surplus (or deficit)

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

36.05%

Outside Expected Range The adjusted underlying result of 36.05% is high because the total amount of rates & charges has been recognised as income and the expenses are only for part of the financial year.

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

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

Dimension - Liquidity

Indicator - Working capital

Measure - Current assets compared to current liabilities

[Current assets / Current liabilities] x100

350% No material variation

Expected range in accordance with the Local Government Performance Reporting Framework 100% to 400%

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

Indicator - Unrestricted cash

Measure - Unrestricted cash compared to current liabilities

[Unrestricted cash / Current liabilities] x100

13.44% No material variation

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

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

Financial Performance Indicators for the six months ended 31 December 2024 **Result** **Material Variations**

OBLIGATIONS

Dimension - Obligations

Indicator - Loans and borrowings

Measure - Loans and borrowings compared to rates

1.30% 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

Loans and borrowings repayments compared to rates

0.45% No material variation

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

Expected range in accordance with the Local Government Performance Reporting Framework

0% to 20%

Indicator - Indebtedness

Measure - Non-current liabilities compared to own source revenue

8.14% No material variation

[Non-current liabilities / Own source revenue] x100

Expected range in accordance with the Local Government Performance Reporting Framework

2% to 70%

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

Indicator - Asset renewal (& Asset Upgrade included now also)

Measure - Asset renewal & Upgrade compared to depreciation

108.51% No material variation

[Asset renewal expenses / Asset depreciation] x100

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

64.04% No material variation

[Rate revenue / Adjusted underlying revenue] x100

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

0.26% No material variation

[Rate revenue / Capital improved value of rateable properties in the municipality] x100

Expected range in accordance with the Local Government Performance Reporting Framework

0.15 to 0.75%

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

Financial Performance Indicators for the six months ended 31 December 2024	Result	Material Variations
EFFICIENCY		
Dimension - Efficiency		
Indicator - Expenditure level		
<i>Measure - Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$2,374.01	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		
<i>Measure - Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges) / Number of property assessments]	\$2,001.75	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		

3.5 MCCROWS ROAD BRIDGE

RESPONSIBLE OFFICER: CIVIL ENGINEER
DEPARTMENT: ENGINEERING
REFERENCE: 19066

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

DISCUSSION

Following routine inspections conducted in September and October, it was identified that McCrows Bridge required further assessment by a specialist bridge engineer to evaluate its condition. Closer examination showed signs of additional structural deterioration observed beneath the bridge. These findings raise concerns about the overall integrity of the bridge, necessitating further evaluation and potential remediation to ensure safety and functionality.

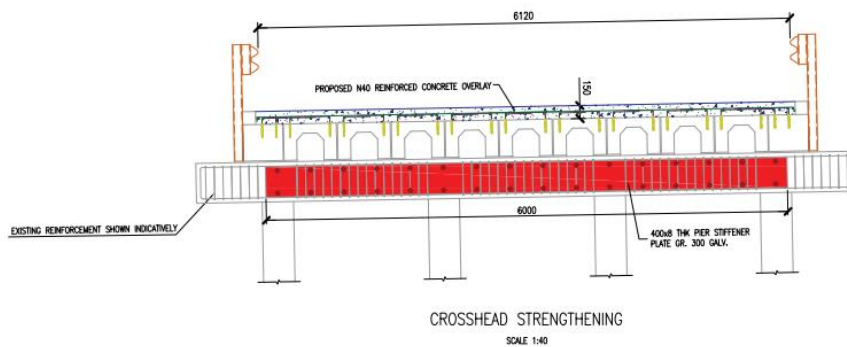
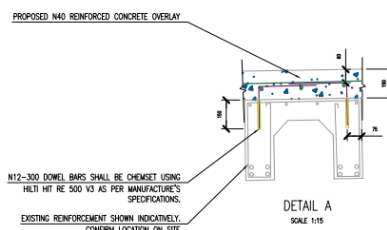
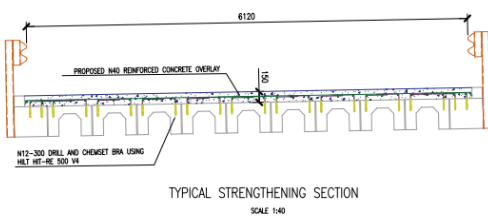
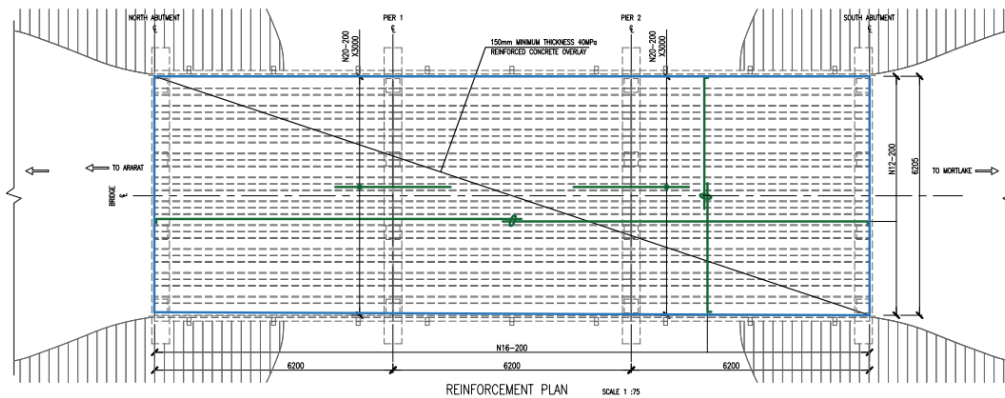
Advanced Structural Consultancy (ASC) is a specialist in Level 3 Bridge Inspections, which have had a number of high priority results implemented which include:

- Council should implement a 15 tonne load limit to reduce further risk of damage to the bridge. (This was mainly due to the U-slab deck system not able to distribute the weight of vehicles evenly across the bridge.)
- Council monitor concrete spalling until rectification of the pier crossheads and the edge beams.
- Reposition U-slab to its original position
- Repair all concrete spalling and corroded reinforcement
- Reinstate stopper by dowelling into the existing crosshead.
- Damaged Guard Rail should be replaced in accordance with VicRoads Standards.

To improve the bridge up to the standard that the community requires, two bridge design options have been provided by ASC which include:

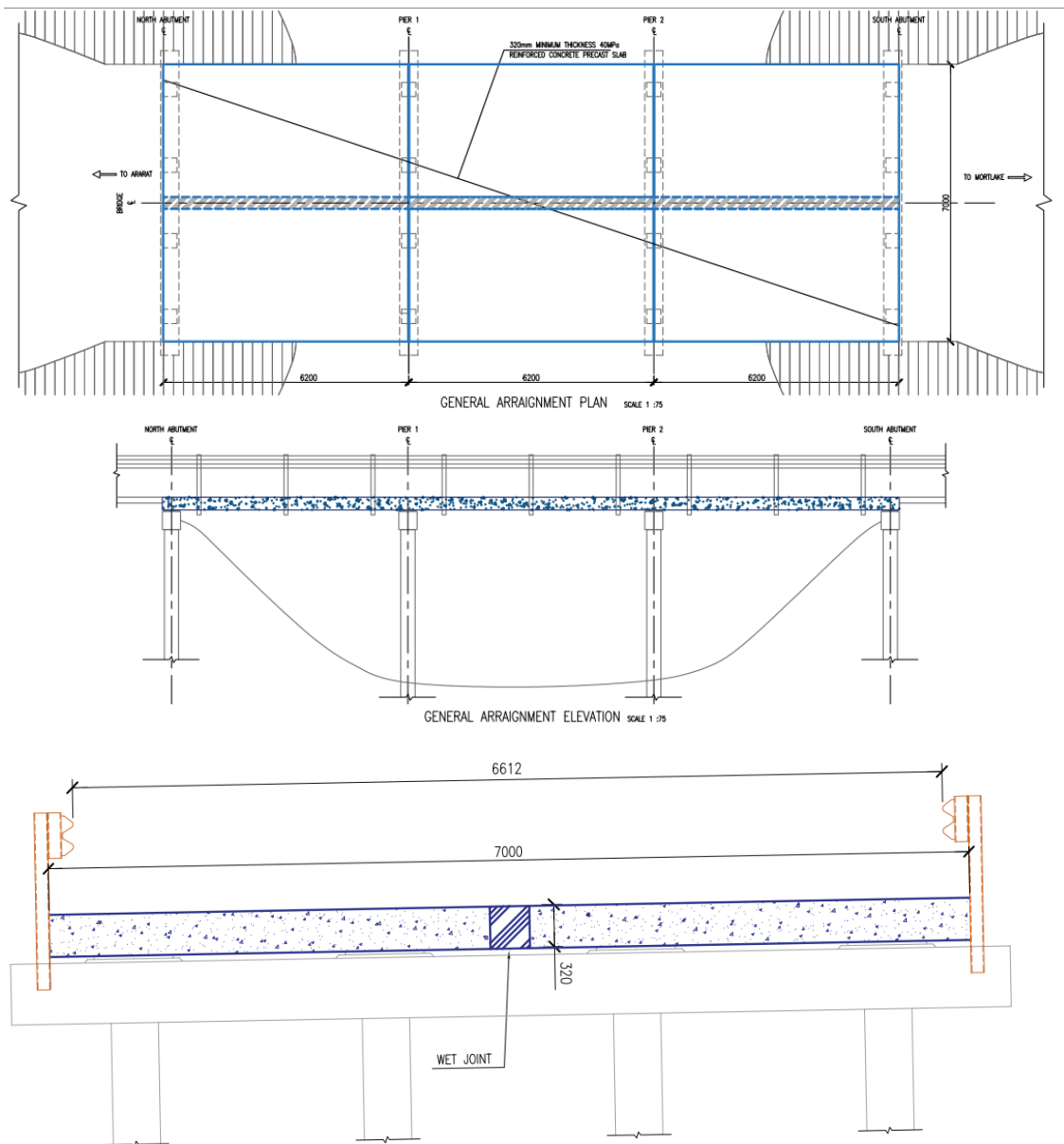
Option 1: Bridge deck overlay with crosshead bracing

- Cost estimate \$125,000 (20% margin from actual calculated)
- Estimate 3-4 weeks work for crew of 2-3 (varying depending on activities)
- Can achieve 75% of SM1600 standard loads (will be able to accommodate B-double, cranes, etc)
- Bridge deck width unchanged



Option 2: Deck replacement with precast panels

- Cost estimate \$ 200,000 (20% margin from actual calculated, with potential for lower costs through local precast suppliers)
- Estimate 3 weeks work for crew of 2-3 (varying depending on activities)
- Can achieve 100% of SM1600 standard loads
- Bridge deck width can be increased by between 0.5m - 1m (to be confirmed at detailed design).
- Will require crane to assist with removal of existing beams and installation of new panels.
- Longer service life due to elimination of deteriorated bridge beams and use of engineered concrete components.



The recommended design and repair option is option 2 which will upgrade the bridge to a full SM1600 load rating and increasing the life of the bridge with the elimination of deteriorated bridge beams and use of engineered concrete components

The bridge is on the National Heavy Vehicle Register and is a vital route economically for the region. The community around the area use this route as it accesses the Glenelg Highway between Westmere and Lake Bolac creating a much more efficient route to GrainCorp in Westmere or CHS Broadbent in Lake Bolac.

These works are able to be undertaken as a part of Council's Roads to Recovery funding stream, and require Council approval to proceed.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

4. Developing and Maintaining Key enabling infrastructure

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

Budget implications

Works for the McCrows Road Bridge to be funded through Council's Road to Recovery Program

Policy/Relevant Law

ARCC Road Management Plan

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

It is considered low risk that the bridge will fail under b-double loading, however, due to the safety factors of all the new standards it is recommended the load limit and speed reduction be implemented until the upgrade works can be completed.

Innovation and Continuous Improvement

The design option offered uses up to date technology and engineering processes.

Stakeholder Collaboration and Community Engagement

Repair timeframes have been considered in consultation with the surrounding landowners and community representatives.

RECOMMENDATION

That:

- 1. Council approve implementation of Option 2 for the upgrade of McCrows Road Bridge*
- 2. Council approve the expenditure for works on McCrows Road Bridge through the emergency provisions of the Roads to Recovery funding program*

MOVED CR PRESTON

SECONDED CR R ARMSTRONG

That:

- 1. Council approve implementation of Option 2 for the upgrade of McCrows Road Bridge**
- 2. Council approve the expenditure for works on McCrows Road Bridge through the emergency provisions of the Roads to Recovery funding program**

Cr Preston and Cr R Armstrong spoke for the motion

**CARRIED 5/0
5084/25**

ATTACHMENTS

There are no attachments relating to this item

3.6 NON-CURRENT ASSETS ACCOUNTING & VALUATION POLICY

RESPONSIBLE OFFICER: FINANCIAL SERVICES COORDINATOR
DEPARTMENT: FINANCE
REFERENCE: 19067

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

Ararat Rural City Council has a responsibility to financially represent its network of assets to fair value. This policy updates the existing Valuations Policy – Major Asset classes, and outlines the valuation approach taken to value Non-Current Assets including land, buildings, roads, bridges and major culverts, pathways, drainage, kerb and channel, and plant and equipment.

This report will detail the policy requirements to complete the valuation requirements of Council across the financial year and provides guidelines for meeting the compliance requirements of the current legislation and the Australian Accounting Standards, and requires Council approval for implementation.

DISCUSSION

The objective of the Non-Current Asset and Accounting and Valuation Policy are as follows:

- Ensure compliance with prescribed legislation and Accounting Standards.
- Prescribe the financial Non-Current Asset classifications that will be adopted for financial statement reporting.
- Prescribe accounting treatment for acquisition (including purchase, self-construction and contribution), depreciation, amortisation, impairment and disposal and write off for financial accounting purposes.
- Prescribe accounting treatment for subsequent expenditures on Non-Current Assets after initial recognition; including when to expense or capitalise Non-Current Asset maintenance, enhancements or renewal.
- Prescribe the valuation methodology to be used in valuing Non-Current Assets for financial accounting purposes.
- Prescribe the circumstances including accounting treatment when to derecognise a Non-Current Asset
- Prescribe the disclosure requirements for financial statement reporting.
- Prescribe the responsibilities of custodians in terms of security and physical control of Non-Current Assets, including Non-Current Asset stock take requirements.
- Prescribe the requirements to ensure Asset Management registers are complete, accurate and up to date.
- Prescribe the requirements of actively managing work in progress (WIP) and capital projects.
- Formalise the conceptual relationship between the corporate Non-Current Asset accounting register and underlying asset management systems and miscellaneous Non-Current Asset registers.
- Prescribe generic Non-Current Asset hierarchy.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6. Strong and Effective Governance.

Budget Implications

There are no budget implications in relation to the adoption of the Non-Current Asset Accounting and Valuation Policy.

Policy/Relevant Law

- Local Government Act 2020
- Local Government (Planning and Reporting) Regulations 2014
- Australian Accounting Standards:
 - AASB 5 Non-current Assets Held for Sale and Discontinued Operations
 - AASB 13 Fair Value Measurement
 - AASB 16 Leases
 - AASB 101 Presentation of Financial Statements
 - AASB 116 Property, Plant & Equipment
 - AASB 136 Impairment of Assets
 - AASB 137 Provisions, Contingent Liabilities and Contingent Assets
 - AASB 138 Intangible Assets
 - AASB 1031 Materiality
 - AASB 1051 Land Under Roads
 - AASB 1059 Service Concession Arrangements
- Asset Management Plans
- Risk Management Policy

Sustainability Implications

The Non-Current Asset Accounting and Valuation Policy will ensure compliance with economic requirements and financial reporting.

Risk Assessment

If the Non-Current Assets Accounting and Valuation Policy is not updated Council is at risk of not meeting the compliance requirements of legislation and the Australian Accounting Standards.

Innovation and Continuous Improvement

None Identified

Stakeholder Collaboration and Community Engagement

The revised Non-Current Asset Accounting and Valuations Policy has been created through collaboration with Council's Asset Management operations and the Finance Department and Council's Asset Valuations Contractor.

RECOMMENDATION

That:

1. Council adopts the Non-Current Assets Accounting and Valuation Policy

MOVED CR SANDERS SECONDED CR JOYCE

That:

1. Council adopts the Non-Current Assets Accounting and Valuation Policy

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

**CARRIED 5/0
5085/25**

ATTACHMENTS

The Non-Current Assets Accounting and Valuation Policy is provided as Attachment 3.6



Non-Current Asset Accounting & Valuation Policy

DOCUMENT CONTROL

Category Type: Policy
Type: Council
Responsible Officer: Financial Services Coordinator
Last Review Date: N/A
Date Approved: XXXXXXXXX
Next Review Date: XXXXXXXXX
Revision No: 1
Stakeholder Engagement:
Councillors
Chief Executive Officer
Organisational Transformation
Coordinator Strategic Asset Management and IT
Financial Services Coordinator

Non-current Asset Accounting & Valuation Policy



1 POLICY

Ararat Rural City Council has a responsibility to financially represent its network of assets to fair value. This policy outlines the valuation approach taken to value Non-Current Assets including land, buildings, roads, bridges and major culverts, pathways, drainage, kerb and channel, and plant and equipment.

2 POLICY OBJECTIVES

The objectives of this policy are:

- Ensure compliance with prescribed legislation and Accounting Standards.
- Prescribe the financial Non-Current Asset classifications that will be adopted for financial statement reporting.
- Prescribe accounting treatment for acquisition (including purchase, self-construction and contribution), depreciation, amortisation, impairment and disposal and write off for financial accounting purposes.
- Prescribe accounting treatment for subsequent expenditures on Non-Current Assets after initial recognition; including when to expense or capitalise Non-Current Asset maintenance, enhancements or renewal.
- Prescribe the valuation methodology to be used in valuing Non-Current Assets for financial accounting purposes.
- Prescribe the circumstances including accounting treatment when to derecognise a Non-Current Asset
- Prescribe the disclosure requirements for financial statement reporting.
- Prescribe the responsibilities of custodians in terms of security and physical control of Non-Current Assets, including Non-Current Asset stocktake requirements.
- Prescribe the requirements to ensure Asset Management registers are complete, accurate and up to date.
- Prescribe the requirements of actively managing work in progress (WIP) and capital projects.
- Formalise the conceptual relationship between the corporate Non-Current Asset accounting register and underlying asset management systems and miscellaneous Non-Current Asset registers.
- Prescribe generic Non-Current Asset hierarchy.

3 SCOPE

The Non-Current Asset Accounting Policy, which encompasses the associated attachments listed under the related documents applies to all Non-Current Asset accounting activities as disclosed in the Ararat Rural City Council's Financial Statements.

Specifically, the policy is directly applicable to all Non-Current Asset Custodians and officers who have asset management and Non-Current Asset accounting responsibilities.

This policy will be applicable when performing the following functions:

- Acquiring or constructing a Non-Current Asset.
- Maintaining a Non-Current Asset.
- Renewing, replacing or disposing of a Non-Current Asset.
- Valuing and revaluing a Non-Current Asset.
- Derecognising a Non-Current Asset.
- Reporting and disclosing on Non-Current Assets.



Ararat Rural City

Non-current Asset Accounting & Valuation Policy

- Managing a project that includes the creation of a Non-Current Asset.
- Estimating the relevant assumptions relating to a Non-Current Asset.
- On-going management and monitoring of a Non-Current Asset.
- Responsibility to secure and physically control a Non-Current Asset.

4 DEFINITIONS

TERM	DEFINITION
Active Market	A market in which all the following conditions exist - <ul style="list-style-type: none"> • the items traded within the market are homogeneous. • willing buyers and sellers can normally be found at any time; and • prices are available to the public.
Asset	A resource which is controlled because of past events and from which future economic benefits are expected to flow.
Asset Custodian	Officer who has day-to-day management of an asset.
Asset Recognition	The point at which an asset is recognised in the Statement of Financial Position (Balance Sheet).
Asset Lifecycle	The total period from when a Non-Current Asset is initially created until its final disposal. It includes all activities such as acquisition, maintenance, renewal, upgrade and disposal.
Capital Expenditure	Expenditure which, based on its existing condition, either extends the Useful Life of a Non-Current Asset or leads to an increase in its remaining Service Potential.
Capitalisation Threshold	the minimum amount whereby the value of a Non-Current Asset must be capitalised. Amounts below the recognition threshold are to be treated as an expense.
Carrying Amount or Net Book Value	The amount at which a Non-Current Asset is recognised after deducting any accumulated Depreciation and accumulated impairment losses. It is the Written Down Value of a Non-Current Asset as reported in the financial statements.
CGU – Cash Generating Unit	The smallest identifiable group of Non-Current Assets that generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.
Component	A significant element of a complex Non-Current Asset which is managed independently of other elements. Components may be further split into short-life and long-long parts.

Non-current Asset Accounting & Valuation Policy



Comprehensive Revaluation	A revaluation which entails significant levels of physical inspection and evaluation of all appropriate aspects such as methodology, assumptions, and Unit Rates.
Contributed Asset	A Non-Current Asset that is transferred at below or no cost, usually by way of contracts with Developers, through Government arrangements or by bequeath.
Control	The potential to contribute, directly or indirectly, to the delivery of relevant goods or services in accordance with the entity's objectives of a particular volume, quantity, and quality to its beneficiaries. This includes the ability to restrict access of others to those benefits.
Cost	Amount of cash or cash equivalent paid or the fair value of any other consideration given to acquire a Non-Current Asset at the time of its acquisition or construction.
DCF – Discounted Cash Flow	An "Income Approach" method used to calculate market value. It is based on analysis of cash inflows and outflows, discount rates, beta risk and alternative scenarios.
Decommissioning	The removal, demolition, or elimination of a Non-Current Asset's service potential, resulting from a specific management decision.
Depreciable Amount	The Cost of a Non-Current Asset, or other amount substituted for cost, less its residual value. It is the carrying amount less any residual value.
Depreciation	The systematic allocation of the depreciable amount of a Non-Current Asset over its useful life which reflects the pattern in which the Non-Current Asset's Future Economic Benefits are expected to be consumed by the entity.
Economic Benefit	For the purposes of this Policy includes social, environmental, financial and governance benefits.
Economic Life	The total potential life of a Non-Current Asset which includes its life after disposal by the current entity.
Fair Value (AASB)	This Standard defines fair value as the price that would be received to sell a Non-Current Asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.
Future Economic Benefit	The potential to contribute, directly or indirectly, to the delivery of goods and services in accordance with the entity's objectives of a particular volume, quantity or quality to its beneficiaries.
Grouped Assets	Groups of homogenous type Non-Current Assets where individually each Non-Current Asset falls below the recognition threshold but when considered



Ararat Rural City

Non-current Asset Accounting & Valuation Policy

	as a whole, are material in value. These differ from networked Non-Current Assets in that they are not required to be linked together to provide the service.
Impairment Loss	The amount by which the carrying amount of a Non-Current Asset exceeds its recoverable amount. In the case of Not-For Profit entities this is the difference between the carrying amount and fair value.
Infrastructure Assets	Are typically large, interconnected networks or programs of composite assets. The components of these Non-Current Assets may be separately maintained, renewed, replaced, or disposed of, so that the required level and standard of service from the network of Non-Current Assets is continuously sustained. Generally, the components and hence the Non-Current Assets, have long lives. They are fixed in place and often have no market value.
Intangible Assets	Identifiable non-monetary assets that lack physical substance.
Inventories	Assets: (a) held for sale in the ordinary course of business; (b) in the process of production for such sale; or (c) in the form of materials or supplies to be consumed in the production process or in the rendering of services.
Investment Property	Property (land or a building – or part of a building – or both) held (by the owner or by the lessee under a finance lease) to earn rentals or for capital appreciation or both, rather than for: (a) use in the production or supply of goods or services or for administrative purposes; or (b) sale in the ordinary course of business.
Leased Assets	A contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period in exchange for consideration.
Maintenance Expenditure or Operating Expenditure (OPEX)	Expenditure which either does not result in an increase of useful life or service potential or is immaterial and enables the Non-Current Asset to keep performing on its typical lifecycle path.
Major Plant and Equipment	Any plant or equipment of a type that is of high value.
Market Value	Valuation technique where the fair value is determined based on observable market evidence of the sales history of the same or similar assets after adjusting for condition and comparability.
Networked Asset	Are groups of Non-Current Assets which are linked together to provide the overall service. Often the individual Non-Current Assets may fall below the recognition threshold but when considered as a whole are material in value.
Non-Current Asset	An asset held for use rather than exchange and which provides an economic benefit for a period greater than one year.
Part	The AASB requires that each part of the asset that has a different useful life be depreciated from the carrying amount down to the Residual Value over the remaining useful life. The short-life (or renewal) part represents the

Non-current Asset Accounting & Valuation Policy



	estimated cost of renewal of the component and the long-life (or recyclable) part represents the balance of the value of the component.
Pattern of Consumption	The pattern in which the Non-Current Asset's future economic benefits are expected to be consumed by the entity. This may be either constant, increasing, decreasing or variable. In the absence of better information, it is assumed that Non-Current Assets will be consumed in a constant pattern.
Recoverable Amount	The higher of a Non-Current Asset's fair value less costs to sell and its value in use. For Not-For-Profit entities (including most public sector entities) this will be the fair value.
Replacement Cost	The Cost of replacing the total potential future economic benefit of the existing Non-Current Asset using either reproduction or modern equivalents after taking into account any differences in the utility of the existing Non-Current Asset and the modern equivalent.
Renewal Cost	Expenditure which extends the useful life or increases the service potential of the Non-Current Asset beyond its current condition but not exceeding its current maximum design level. E.g., resealing of a road.
Residual Value	The estimated amount that an entity would currently obtain from disposal of the Non-Current Asset, after deducting the estimated costs of disposal, if the Non-Current Asset were already of the age and in the condition expected at the end of its Useful Life. Except for Non-Current Assets traded in an open market it is assumed that the residual value will be nil.
Remaining Useful Life (RUL)	The time remaining until a Non-Current Asset ceases to provide the required level of service or reaches the end of its economic usefulness.
Service Potential	Refer Future Economic Benefit.
Straight Line Depreciation	Depreciation method used to determine where the pattern of consumption is considered to be constant over a period of time.
Upgrade	Expenditure which extends the useful life or increases the service potential of the Non-Current Asset beyond its current maximum design level. E.g., Widening a road to add an extra traffic lane or improve safety.
Useful Life	The period over which a Non-Current Asset is expected to be available for use by an entity; or the number of production or similar units expected to be obtained from the Non-Current Asset by an entity. For depreciation purposes it is the same as the RUL.
Value in Use	The present value of the future cash flows expected to be derived from a Non-Current Asset or cash-generating unit. For Not-For-Profit (including public sector entities) where the value is not dependent on the cash generating capability the Value-In-Use is Fair Value.
Written Down Value (WDV)	Refer Carrying Amount.
Whole of Lifecycle Cost	All the costs associated with control of a Non-Current Asset. They include the costs of acquisition, operation, maintenance, renewal, upgrade and disposal.



Non-current Asset Accounting & Valuation Policy

5 POLICY STATEMENTS

5.1 CLASSIFICATION OF NON-CURRENT ASSETS

5.1.1 *Financial Reporting Non-Current Asset Classifications*

For the purposes of financial reporting, Non-Current Assets will be grouped into the Financial Reporting Non-Current Asset Classes as detailed in Attachment A: Summary of Key Policy Statements. These include –

Financial Reporting Non-Current Asset Class	Financial Reporting Sub Class
Land	Land specialised Land non-specialised Land under roads Land improvements
Buildings	Buildings specialised Buildings non-specialised
Plant & Equipment	Plant, machinery & equipment Fixtures, fittings & furniture Library books Artworks
Infrastructure	Roads Kerb & channel Bridges Footpaths & cycleways Drainage

5.1.2 *Assets Held for Sale*

At the time when it is resolved that a Non-Current Asset will be sold, and the disposal is likely to occur within 12 months, then that Non-Current Asset will be classified as a current asset as “Asset Held for Sale”.

Usually these are limited to ad-hoc sale of Land and Buildings. However, in some circumstances they could include entire agencies or specific facilities.

The value of these Non-Current Assets will be the carrying value in the Non-Current Asset register as at the date of the resolution. Any further costs incurred in the development of such Non-Current Asset will also be included as part of the value of the asset held for sale.

Items that are classified as assets held for sale are to be assessed on an annual basis at the end of the reporting period. If circumstances change and it is deemed that the asset will not be sold within the following 12 months, the asset is to be re-classified as a non-current asset and valued in accordance with the relevant valuation methodologies.

Once classified as an ‘asset held for sale’ Depreciation of the asset is to cease.

5.1.3 *Default Asset Hierarchy*

Depending on the objective of the exercise, each Non-Current Asset will be disaggregated into different parts with each part described by reference to a Non-Current Asset hierarchy. Different Non-Current Asset hierarchies may be used for:

- Financial Reporting

Non-current Asset Accounting & Valuation Policy



- Asset Valuation
- Asset Management

5.2 INITIAL RECOGNITION

5.2.1 Valuation Basis (Cost or Fair Value)

All Non-Current Assets are to be valued either at Fair Value or Historical Cost as detailed in the Attachment A: Summary of Key Policy Statements.

5.2.2 Recognition and Control

Recognition Criteria

Prior to being brought to account as a Non-Current Asset the item must satisfy the following criteria –

- It must have physical substance (except if an intangible asset).
- The entity can receive the benefit and restrict other entities' access to the benefits provided by the item. (Control)
- It is probable that Future Economic Benefits or Service Potential associated with the item will flow to the entity. (Service Potential)
- The item is not held for sale, and it is expected to be used by the entity for longer than 12 months. (Non-Current and Not Held for Sale)
- The Cost of the item can be measured reliably.
- The value of the item exceeds the Capitalisation Threshold

Recognition at Time of Acquisition

All Non-Current Assets that qualify for recognition are to be measured at its cost. However, where a Non-Current Asset is acquired at below or no Cost (such as a gifted assets), the cost is its Fair Value at the date of acquisition. If there is no readily available market for the Non-Current Asset received, then the cost is its current replacement cost.

Recognition subsequent initial acquisition

Where a Non-Current Asset was acquired in prior financial years and has yet to be recorded in the accounts, the Non-Current Asset is to be brought to account at current Cost at the date of recognition. This can be obtained via either-

- Market Value if there is a readily available market; or
- Current Replacement Cost if there is no readily available market.

5.2.3 Elements of Cost

The elements to be considered when determining the Cost or initial value of the Non-Current Asset includes:

- Purchase price, including duties and taxes, after deducting discounts, rebates and reimbursable taxes.
- Any costs directly attributable to bringing the Non-Current Asset to its location and condition.

Costs directly attributable to the cost of a Non-Current Asset and therefore capitalised into the Balance Sheet include:

Non-current Asset Accounting & Valuation Policy



- Contract Costs for construction.
- Cost of employee benefits for employees directly involved in the construction or acquisition of a Non-Current Asset.
- Costs of site preparation.
- Detailed design including associated Costs.
- Initial delivery and handling Costs.
- Installation and assembly Costs.
- Costs of commissioning the Non-Current Asset.
- Professional fees.
- Tender Costs.

Note: Council's policy is that interest on a loan, funding a project which is incurred during construction (even where the interest is deemed material to the overall Cost of the project) is to be expensed.

Costs not directly attributable to the cost of a Non-Current Asset and therefore not capitalised into the Balance Sheet include:

- Costs of opening a new facility.
- Costs of introducing a new product or service (including advertising).
- Periodic software maintenance and licence agreement charges.
- General administration and overhead costs.
- Costs associated with feasibility studies, research studies, master plans, concept plans and investigations up to the point when it is decided that a capital project will be undertaken.
- Inspection Costs where no physical upgrade, refurbishment or replacement of an asset is undertaken.

In some instances, the capitalised cost of a Non-Current Asset should include an initial estimate of the cost of dismantling and removing the Non-Current Asset and restoring the site on which it is located.

Such Costs should only be capitalised when:

- They can be reliably estimated,
- Are material in amount or nature, and
- Where a clear obligation exists (predominantly through a legislative or environmental obligation) at the time a Non-Current Asset is first put into use.

5.2.4 Capitalisation Threshold

Items of low value are to be expensed based on materiality. Capitalisation thresholds have been established for all Non-Current Asset classes as detailed in Attachment A: Summary of Key Policy Statements.

Non-current Asset Accounting & Valuation Policy



5.2.5 Management of Work in Progress

Non-Current Assets may be acquired via an extended construction period requiring multiple payments for specific stages or parts. Such costs are to be recorded against Work-In-Progress (WIP) and when the Non-Current Asset is ready for use capitalised against the individual Non-Current Assets that make up the overall project.

WIP balances are to be regularly reviewed to ensure that capital costs are removed from WIP and capitalised to appropriate Non-Current Assets (whether new or additions to existing Non-Current Assets). The timing that expenditure no longer belongs in WIP is the point at which the Non-Current Asset is put into service or use.

WIP balances are to be reviewed monthly to ensure that there are no Non-Current Assets currently in service recorded in WIP.

5.3 SUBSEQUENT EXPENDITURE: CAPITAL V MAINTENANCE

Expenditure after initial acquisition is to either be expensed to the Profit and Loss Account as Maintenance or capitalised against the Non-Current Asset as Capital Expenditure.

The criteria to be applied to determine whether costs should be capitalised or not is whether, when compared to the existing Non-Current Asset, the expenditure meets one of the following criteria:

- Exceeds the Capitalisation Threshold; and
 - Extends the Remaining Useful Life of the Non-Current Asset, by a period of greater than 12 months; or
 - Provides additional Economic Benefits or Service Potential.

The determination of whether capital or maintenance will always require the exercise of professional judgement.

5.4 REVALUATION

5.4.1 Non-Current Assets Required to be Revalued

All Non-Current Assets are to be valued either at Fair Value (Market Value or Current Replacement Cost) or Historical Cost as detailed in Attachment A: Summary of Key Policy Statements.

5.4.2 Fair Value Valuation Method

The current value of a Non-Current Asset is the best estimate of the price reasonably obtainable for a Non-Current Asset of a similar type, age and condition in the market at the date of valuation. Current Value is to be determined as below in accordance with Attachment A: Summary of Key Policy Statements.

- Market Value.
- Current Replacement Cost.

5.4.3 Revaluation Threshold

To minimise the cost associated with revaluations a materiality (Revaluation) threshold has been established for each Non-Current Asset Class. It is considered that the impact of revaluation of Non-Current Assets below this threshold would result in an immaterial impact in relation to the value of the entire class and therefore the cost of valuing these Non-Current Assets would exceed the net benefit gained.

Non-current Asset Accounting & Valuation Policy



Revaluation Thresholds have been established for all Non-Current Asset classes as detailed in Attachment A: Summary of Key Policy Statements.

5.4.4 Frequency of Revaluations

All Non-Current Asset Classes valued at Fair Value are required to be revalued regularly to ensure the Carrying Amount does not differ materially from the Fair Value. This may include a combination of Comprehensive Valuations supported by Interim Revaluations.

In some circumstances it may be appropriate to undertake a 'rolling valuation' where a large portion of the portfolio is physically inspected in such a way resulting in a 100% inspection over a three-year period. The Non-Current Assets not inspected are to be revalued by way of indexation. Such valuations should be treated as a desktop valuation with the final valuation recorded as a Comprehensive Revaluation.

The maximum period allowed between a Comprehensive Revaluation and the frequency of Interim Revaluations are detailed in Attachment A: Summary of Key Policy Statements.

5.4.5 Revaluation Increments and Decrements

Revaluation increases and revaluation decreases relating to individual Non-Current Assets within a class of property, plant and equipment shall be offset against one another within that class but shall not be offset in respect of Non-Current Assets in different classes.

If the Carrying Amount of a class of Non-Current Assets is increased because of a revaluation, the net revaluation increase shall be recognised in other comprehensive income and accumulated in equity under the heading of revaluation surplus. However, the net revaluation increase shall be recognised in profit or loss to the extent that it reverses a net revaluation decrease of the same class of Non-Current Assets previously recognised in profit or loss.

If the Carrying Amount of a class of Non-Current Assets decreased as a result of a revaluation, the net revaluation decrease shall be recognised in profit or loss. However, the net revaluation decrease shall be recognised in other comprehensive income to the extent of any credit balance existing in any revaluation surplus in respect of that same class of Non-Current Asset. The net revaluation decrease recognised in other comprehensive income reduces the amount accumulated in equity under the heading of revaluation surplus.

5.5 DEPRECIATION AND AMORTISATION

The Depreciable Amount of each component/part of all Non-Current Assets are to be depreciated on a systematic basis over their useful life using a method that reflects the pattern in which the Non-Current Asset's Future Economic Benefits are expected to be consumed by the entity.

Determining the Useful Life should consider the actual experience to date along with adjustments to reflect the expected outcomes from changing asset management practices and environmental factors. It is important that the useful life estimates reflect reality as far as practicable.

Depreciation is to commence when the Non-Current Asset is first available for use by the Council.

In doing so due consideration is required to be given ensuring:

Non-current Asset Accounting & Valuation Policy



- The method used matches expected Pattern of Consumption of the Non-Current Assets Future Economic Benefits.
- Where the Non-Current Asset has a number of different components and parts with varying patterns of consumption, each Component or part is depreciated separately.
- Depreciation is to be calculated on a systematic basis over the Non-Current Asset's useful life.
- A Residual Value has been determined to ensure the Depreciation is allocated against the Depreciable Amount.

In the absence of better information, it is assumed that Non-Current Assets will be depreciated in a constant pattern (straight-line). It is also assumed that, except for Non-Currents Assets traded in an open market, that the Residual Value is nil.

The components of Non-Current Assets often experience regular renewal which may extend the useful life of the Non- Current Asset or result in an increase in the remaining service potential. The components are required to be separated into a short-life part (representing the cost of the expected renewal treatment) and the long-life part (the balance between the component cost and short-life part) with each part depreciated over their respective useful life.

Details of the methods used to depreciate each Non-Current Asset Class are detailed in Attachment A: Summary of Key Policy Statements.

5.6 ANNUAL REVIEWS (INCLUDING IMPAIRMENT)

5.6.1 Revaluations

The accounting standards require:

- All Non-Current Assets are to be assessed at the end of each financial year to ascertain whether there have been any changes since the last revaluation.
- Where the impact of changes in any of the key assumptions used to determine the Fair Value would result in a material difference between the Carrying Amount and the Fair Value the entire Non-Current Asset Class is to be revalued.
- If the Non-Current Asset Class is not revalued any changes in the key assumptions are to be accounted for prospectively as a change in the rate of depreciation in future periods.

This policy sets out that revaluations are required to be undertaken on an annual basis with a Comprehensive Revaluation conducted as per Attachment A. This approach ensures that the Carrying Amount of the Non-Current Asset always equals the Recoverable Amount and therefore there can never be a need to record impairment adjustments.

As part of the annual revaluation (including annual desktop updates) the following are required to be reviewed and considered in the calculation of update values -

- Replacement Cost/Unit Rates
- Condition/Consumption Score
- Residual Value
- Indicators of obsolescence

Non-current Asset Accounting & Valuation Policy



- Changes in typical renewal treatments which in turn impact the allocation of cost between Component short-life and long-life parts.

5.6.2 Depreciation Expense

In addition to updating the values the standards also require a reassessment of inputs to the calculation of depreciation expense. This includes reviewing for any changes in:

- Remaining useful life (short-life and long-life parts)
- Pattern of consumption

5.6.3 Impairment

For Non-Current Assets subject to annual revaluation there is no need to undertake an impairment assessment as by default the Recoverable Amount equals the Fair Value and Carrying Amount. AASB136 Impairment does not apply to specialised public sector assets valued using the cost approach.

However, for Non-Current Assets recorded at Historical Cost or using the market or income approach, there remains a requirement to undertake an Impairment assessment. If the Recoverable Amount is lower than the Carrying Amount (and the impact is considered to be material) the Non-Current Asset is to be written down to its Recoverable Amount. Given the low materiality of items valued at historical cost and the requirement to undertake annual revaluation of assets valued using the market or income approach under this policy it is highly unlikely that an impairment adjustment will be required.

5.6.4 Written Down to Nil but Still in Use

Non-Current Assets valued at Fair Value that have a Written Down Value of zero and are still in use shall be re-lived and revalued if the Current Replacement Cost is of a material amount.

Non-Current Assets valued at Historical Cost that have been written down to zero and are still in use shall be written off and brought back to account with a new Non-Current Asset number and useful life if the new estimate of Written Down Value is of a material amount.

5.7 DERECOGNITION VIA DISPOSAL OR WRITE-OFF

The Carrying Amount of an item of property, plant and equipment shall be derecognised upon either disposal or when no future Economic Life benefits are expected from its use or disposal.

The gain or loss arising from the derecognition shall be included in profit or loss when the item is derecognised. Gains shall not be classified as revenue.

The disposal or write-off may occur in a variety of ways including:

- Sale of the Non-Current Asset
- Entering a finance lease
- Donation
- Decommissioning or demolition
- Replacement as part of a renewal program



Non-current Asset Accounting & Valuation Policy

Upon disposal or write-off, the Carrying Amount of the part disposed or replaced is to be de-recognised irrespective of whether or not the replaced part had been depreciated separately. If it is not practicable for an entity to determine the Carrying Amount of the replaced part, it may use the cost of the replacement as an indication of what the cost of the replaced part was at the time it was acquired or constructed.

The gain or loss arising from the derecognition of an item shall be determined as the difference between the net disposal proceeds, if any, and the Carrying Amount of the item.

5.8 INTERNAL CONTROLS

Internal controls are to be developed and maintained to ensure the:

- Completeness and accuracy of the Non-Current Asset register.
- Existence of the Non-Current Asset.
- Valuations are kept up-to-date.
- Appropriateness of the valuation.

These internal controls include, but are not limited, to the following.

5.8.1 Security and Physical Control (including stocktaking and tagging)

The Asset Custodians shall assume full responsibility for Non-Current Assets within their Control. The nature of some Non-Current Asset classes, such as Infrastructure Assets, is such that the asset cannot be physically removed, are subject to regular physical inspection for Asset Management Planning purposes and are inspected for revaluation purposes. As such they do not require a separate physical stocktake.

The remaining Non-Current Assets are required to be verified via an annual stocktake process which may include a rolling stocktake process conducted over a number of years.

Non-Current Asset Class	Sub-Class	Stocktake Type	Frequency
Artworks	All items	Rolling	3 Years
Fixtures, Fittings Furniture	All items	Rolling	3 Years
Major Plant	All items	Rolling	3 Years
Motor Vehicles and Plant	All items	Rolling	3 Years

These Non-Current Assets are required to be tagged with details such as item details and location verified as part of the stocktake process.

5.8.2 Relationship with other Non-Current Asset Registers

To ensure completeness and accuracy of Asset Management System registers and miscellaneous Non-Current Asset registers each section that has Asset Custodian responsibilities and manages a Non-Current Asset register is required to develop, document, and implement appropriate processes to ensure completeness of Non-Current Asset registers.

All Non-Current Asset registers are to be reconciled to the financial reporting Non-Current Asset register at the end of the financial year.

Non-current Asset Accounting & Valuation Policy



5.9 FINANCIAL REPORTING DISCLOSURES

The Accounting Standards and other prescribed requirements require the disclosure of a range of information in the financial statements. All disclosures as required by the prescribed requirements shall be disclosed. This includes, but is not limited to, the following.

For each Non-Current Asset Class:

- Measurement basis used for determining gross Carrying Amount.
- Capitalisation Threshold for Non-Current Asset Recognition.
- Depreciation methods used.
- Useful lives or the Depreciation rates used.
- The gross Carrying Amount and the accumulated Depreciation (aggregated with accumulated impairment losses) at the beginning and end of the period.

A reconciliation showing for each Non-Current Asset Class the movements between the Carrying Amount at the beginning and end of the period showing:

- Additions
- Assets classified as held for sale and other disposals.
- Increases or decreases from revaluations.
- Impairment losses recognised and reversed.
- Depreciation
- Net exchange differences and
- Other changes.

Details of any revaluations including:

- whether the valuation was conducted internally or by an external valuer,
- the type of revaluation (full comprehensive revaluation or interim revaluation),
- date of effect and
- the financial impact (both for gross value and accumulated depreciation).

6 IMPLEMENTATION

6.1 Monitoring and Reporting

The application of this policy will be monitored and reported on through quarterly asset management meetings. The Financial Services Coordinator will be responsible for reporting to the Audit and Risk Committee on the application of the policy.

Specific performance measures will include:

- Non-Current Assets accounted for in accordance with Australian Accounting Standards and relevant legislation.

Non-current Asset Accounting & Valuation Policy



- Non-Current Asset movements recorded in the financial Non-Current Asset register on a timely basis.
- Non-Current Asset revaluations undertaken in accordance with Council's Non-Current Asset revaluation cycle.
- Stocktakes of Non-Current Assets as specified in this policy are undertaken on a timely basis.

6.2 Advice and assistance

The [responsible officer](#) for this policy provides advice to the organisation regarding this policy.

A person who is uncertain how to comply with this policy should seek advice from the responsible officer or from their Manager.

6.3 Review

The Council should review and, if necessary, amend this policy within four years of the approval date.

7 REFERENCES

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2014

Australian Accounting Standards:

AASB 5	Non-current Assets Held for Sale and Discontinued Operations
AASB 13	Fair Value Measurement
AASB 16	Leases
AASB 101	Presentation of Financial Statements
AASB 116	Property, Plant & Equipment
AASB 136	Impairment of Assets
AASB 137	Provisions, Contingent Liabilities and Contingent Assets
AASB 138	Intangible Assets
AASB 1031	Materiality
AASB 1051	Land Under Roads
AASB 1059	Service Concession Arrangements

Asset Management Plans

Risk Management Policy

Non-current Asset Accounting & Valuation Policy

ATTACHMENT A: KEY POLICY STATEMENT SUMMARY

Note – all thresholds include a +/- variation of 25% to enable exercise of professional judgement as appropriate.

Financial Reporting Non-Current Asset Class	Financial Sub Class	Valuation Basis	Valuation Method	Capitalisation Threshold	Revaluation Threshold	Maximum Frequency of Revaluations		Depreciation Method
						Full	Desktop	
Land		Current Value	Market Value or Current Replacement Cost (CRC)	\$1	\$1	3 years	1 Year	n/a except where land has limited life
Buildings		Current Value	Market Value or Current Replacement Cost (CRC)	\$10,000	\$50,000	3 years	1 Year	Straight-Line
Plant & Equipment	Plant, machinery & equipment	Current Value	Not revalued due to short life span	\$10,000	N/A	3 years	1 Year	Straight-Line
	Fixtures, fittings & furniture	Current Value	Not revalued due to short life span	\$3,000	N/A	3 years	1 Year	Straight-Line
	Library books	Historical Cost	Not revalued due to short life span	\$1	\$1	3 years	1 Year	Straight-Line
	Artworks	Current Value	Current Replacement Cost (CRC)	\$3,000	\$1	5 years	n/a	Not depreciated
Infrastructure	Roads	Current Value	Current Replacement Cost (CRC)	\$10,000	\$50,000	3 years	1 Year	Straight-Line
	Kerb & channel	Current Value	Current Replacement Cost (CRC)	\$10,000	\$50,000	3 years	1 Year	Straight-Line
	Bridges	Current Value	Current Replacement Cost (CRC)	\$10,000	\$50,000	3 years	1 Year	Straight-Line
	Footpath & cycleways	Current Value	Current Replacement Cost (CRC)	\$10,000	\$50,000	3 years	1 Year	Straight-Line
	Drainage	Current Value	Current Replacement Cost (CRC)	\$10,000	\$50,000	3 years	1 Year	Straight-Line
Intangible Assets		Historical Cost	Historical Cost	\$1	N/A	3 years	1 Year	Straight-Line

Non-current Asset Accounting & Valuation Policy

SECTION 4 - INFORMATION REPORTS

4.1 COMMUNITY ASSET COMMITTEE HALF YEARLY REPORT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 19068

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.

The bushfires in the Grampians National Park in December have again impacted the community of Pomonal as well as Moyston and Willaura and have highlighted the importance of community assets and facilities and relationships within our smaller communities.

Bushfire Community Information sessions were held at the Moyston Hall, Moyston Recreation Reserve, Willaura Hall and Pomonal Hall. Moyston Recreation Reserve has served as the staging area for CFA & FFMV as they continued to work on the fire still burning into January.

The Pomonal Hall continues to be used as the Pomonal Community Relief Hub for the February 2024 fires and now the December 2024/January 2025 fires. Council and community groups continue to work together to support residents through the recovery process.

I will continue to work with Committees to ensure that the standard of facilities are maintained for future generations. Council has a project management budget to upgrade these facilities as required.

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

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

1. Community Asset Committee - Meetings Minutes

The following table outlines the recent meetings held by the Community Asset Committees.

Minutes provided 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 advised	scheduled
Alexandra Hall	25 July 2024 (AGM & ordinary), 21 November 2024	27 March 2025, 24 July 2025 (AGM & Ordinary)	
Buangor Community Sports Centre	10 July 2024, 14 August 2024, 11 September 2024, 9 October 2024 (AGM & ordinary), 6 November 2024, 4 December 2024 (minutes not supplied)	Monthly meetings scheduled.	
Elmhurst Public Hall	13 November 2024 (AGM minutes not supplied)		
Lake Bolac Memorial Hall	No meetings held.	No meetings scheduled	
Maroona Recreation Reserve	No meetings held.	No meetings scheduled	
Mininera Recreation Reserve	7 March 2024 (ordinary & AGM)	No meetings scheduled	
Moyston Public Hall	13 August 2024, 12 November 2024 (AGM & ordinary)		
Pomonal Hall and Recreation Reserve	4 September 2024 (AGM), 6 November 2024	Monthly meetings scheduled	
Streatham Memorial Hall	No meetings held.	No meetings scheduled	
Tatyoorn Hall and Recreation Reserve	24 July 2024, 11 September 2024 (AGM)		
Warrak Public Hall	2 December 2024 (AGM)	No meetings scheduled	
Wickliffe Recreation Reserve	No meetings held.	No meetings scheduled	
Willaura Memorial Hall	3 October 2024 (AGM & ordinary)	Bi-monthly meetings scheduled	
Willaura Recreation Reserve	15 July 2024 (AGM), 21 October 2024, 16 December 2024	Monthly meetings scheduled	
Yalla-Y-Poorra Community Centre	No meetings held.	No meetings scheduled	

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objectives of the Council Plan 2021-2025:

- 4 Developing and Maintaining Key Enabling Infrastructure
- 4.2 Work directly with asset users to manage and develop new and existing assets.
- 5 Enhancing Community Life
- 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 2024.

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 spoke for the motion

**CARRIED 5/0
5086/25**

ATTACHMENTS

Community Asset Committee Meeting Minutes provided as Attachment 4.1

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
MINUES OF A MEETING HELD IN THE GUIDE HALL
THURSDAY 21ST NOVEMBER 2024 AT 7:00PM

WELCOME:

Chairman Wayne Gason extended a welcome to everyone present.

PRESENT:

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

APOLOGIES:

NIL.

MINUTES OF MEETING HELD 25.07.2024

R.Cocu
H.Lockland

That Minutes of Meeting
held 25/07/2024 be taken as
true and correct.

CARRIED

BUSINESS ARISING OUT OF MINUTES:

Very quiet. Problem with Guide Hall Kitchen and roof leakage, in General Business.

INWARDS CORRESPONDENCE.

1. From Origin Energy – Account showing we have a Credit of \$119.13, with next reading due December 2024 and advising ‘we are on the correct plan’. (The Gov’t Energy Bill Relief of \$325.00 was applied 19/08/2024)

OUTWARDS CORRESPONDENCE

1. To Ararat Rural City enclosing copy of Minutes of meetings held 25/07/24.

C.Healy
K.Leggett

That Outward Correspondence be approved.
and Inward Correspondence be received.

CARRIED

TREASURER'S REPORT
STATEMENT OF INCOME AND EXPENDITURE 11/11/2024

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire: Table Tennis	\$260.00	Power Main	\$350.08
Badminton Ass'n	\$640.00	Stationery	\$12.40
Guide Hall	\$200.00	Cleaning Reqs.	\$45.90
Trash & Treasure	\$260.00		
Miscellaneous	\$35.00		
Bank Interest	.65		
	<u>\$1,395.65</u>		<u>\$408.38</u>
<u>BANK RECONCILIATION</u>			
Balance C/F	\$15,044.70	Bank Statement Balance	\$16,031.97
Plus Income	<u>\$1,395.65</u>		
	\$16,440.35		
Less Expenditure	\$408.31		
<u>TOTAL</u>	<u>\$16,031.97</u>	<u>TOTAL</u>	<u>\$16,031.97</u>
<u>TERM DEPOSIT</u>			
		Balance Carried Forward	\$45,670.57
<u>TOTAL FUNDS AVAILABLE</u>			<u>\$61,702.54</u>

Treasurer requested re-imburement for, receipt book & 2025 diary \$10.70 cleaning Requirements \$19.00. Total \$29.70

H.Lockland
R.Cocu

That the Treasurer be reimbursed
\$29.70. and the Report be received.

CARRIED

GENERAL BUSINESS

GUIDE HALL KITCHEN CEILING.

Secretary was cleaning main hall and checked the guide hall finding the kitchen ceiling was leaking and partly washed away(not a good sight) water and black slush everywhere, even inside refrig where the doors were open when not in use. Contacted council men, they found the spouting on main hall roof overflowing/blocked and other problems within the area. Contacted them various times as no action had been taken. Finally the repairs were carried out in readiness for a forthcoming booking, with kitchen use on 16/11/24. The ceiling seems to be cracking again near the repair and paint job and will probably require further attention.

21/11/2026

Page 3..

SPOUTING REPAIR/REPLACEMENT

Members discussed this problem and we ask for a complete inspection of spouting of both buildings and request this be carried out with a view to repair/replacement where, or if necessary, as soon as possible.

K.leggett
R.Cocu

That we request an indepth inspection of drain pipes, spouting etc to prevent any further damage.

CARRIED

ALEX.HALL COLLINGS ST.DOUBLE DOOR ENTRANCE.

Committee previously inspected the architraves around the doors and it was suggested they need some maintenance as there appears to have a powder type wood falling out at the floor level. We think this should be repaired before the problem becomes major.

SECURITY SYSTEM MAINTENANCE.

Replacement of the batteries in this system is required and Rob Cocu has volunteered to attend to same in the near future.

RETIREMENT OF MR. KEITH JOHNSON.

It is understood Mr.Keith Johnson, Supervisor of works at Council is to retire after many years of service . Secretary and Committee relied on the expertise, understanding and cheerful disposition for some 25years, in assisting our group to maintain the Alexandra Hall/Guide Hall to be a well utilised facility for Ararat Rural City. It was then moved,

W.Gason
R.Cocu

That Keith be presented with a \$100.00 Gift Voucher in appreciation of the help this Committee have received over many years.

CARRIED

REMAINING DATES FOR MEETINGS:

27THMarch 2025, and 24th July 2025.

President Wayne suggested we have an evening meal and meeting at the R.S.L.. He had wished to arrange this on an earlier occasion but time had just slipped away too fast, and it was not possible. Members agreed this would be a good idea for a change.

_____has now been booked for ; _____'s _____

No further business the meeting was declared closed at 7:48pm

W.Gason
Chairman

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
MINUTES OF A MEETING HELD IN THE GUIDE HALL
THURSDAY 25TH JULY 2024 7:00PM

WELCOME:

Chairman Wayne Gason extended a welcome to everyone present.

PRESENT:

J. Gunstone, H.Lockland, K.Leggett, C.Healy, M.Egan
W.Gason., Dr.T Harrison Ararat Council C.E.O

APOLOGIES:

R.Cocu

M.Egan

K.leggett

That apologies be accepted.

CARRIED

MINUTES OF MEETING HELD 23.11.2023

H.Lockland

C.Healy

That Minutes of Meeting
held 15/02/2024 be taken as
true and correct.

CARRIED

CHAIRMAN WAYNE GASON.

Addressed the meeting paying a tribute to the recent passing of the inaugural President of the Alexandra Hall Committee of Management Henry Gunstone, who for many years carried out the position with interest and a great passion for this and many other community facilities in and around Ararat.

BUSINESS ARISING OUT OF MINUTES:

Cleaning of interior windows and window sills.

Have not had any success in obtaining any Co., to carry out cleaning of interior windows etc. Members discussed further possibilities and will continue to follow up on some suggestions, with Dr.Harrison will also follow up any possibilities.

INWARDS CORRESPONDENCE:

1. From Origin Energy advising of price rise in the future.

2. From Ararat R.C advising on short term hirings.

OUTWARDS CORRESPONDENCE

1. To Ararat Rural City Enclosing copy of Minutes of meeting held 15/02/24,
and requesting information on short term hirings

C.Healy

M.Egan

That Intwards Correspondence be
received and outwards

Correspondence be approved.

CARRIED

ALEXANDRA HALL
COMMUNITY ASSET COMMITTEE
ARARAT

ANNUAL MEETING HELD IN THE GUIDE HALL
AT 7:55PM THURSDAY 25th JULY 2024

WELCOME

Chairman Wayne Gason welcomed everyone present.

PRESENT:

H.Lockland, J. Gunstone, M.Egan, , W.Gason, C.Healy, K.Leggett and Ararat Rural City C.E.O.
T.Harrison.

APOLOGIES:

R.Cocu

C.Healy

K.Leggett

That apologies be accepted.

CARRIED

MINUTES OF LAST ANNUAL MEETING HELD 27/07/2023:

H.Lockland

M.Egan

That Minutes as circulated be
taken as true and correct.

CARRIED

CHAIRMAN'S REPORT:

Chairman Wayne will present the
Report in the near future due to unforeseen circumstances.

TREASURER'S REPORT:

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

K.Leggett

M.Egan

That Treasurer's Reports together
with Auditors Report be received..

CARRIED

ELECTION OF COMMITTEE /OFFICE BEARERS:

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

Dr. Harrison took the chair and declared all positions vacant.

Nominations in writing have not been received, therefore were taken from the floor..

<u>Chairperson</u>	J.Gunstone	Nominated	W.Gason
<u>Vice Chairperson</u>	J.Gunstone	"	R.Cocu
<u>Secretary/Treasurer</u>	H.Lockland	"	J.Gunstone
<u>Risk Officer</u>	K.Leggett	"	R.Cocu

All above nominees accepted and were declared elected with the remaining Persons to consist the General Committee.

<u>General Committee</u>	M.Egan ,	H.Lockland
	C.Healy	K.Leggett

Dr Harrison congratulated all members of Committee for taking on the positions again and extended the congratulations of all Councillors and infact, Community of Ararat, for once again accepting nomination to look after and maintain the Alexandra Hall/Guide Hall for a further 2 year term.

No notice of further business has been advised therefore the meeting was declared closed at 8:13pm.

W.Gason
Chairman

**ARARAT : ALEXANDRA HALL- COMMUNITY ASSET COMMITTEE
COMPREHENSIVE INCOME STATEMENT 01/01/2023 – 30/06/2024**

		<u>2023/2024</u>	<u>ACTUAL 2022/2023</u>
<u>INCOME</u>			
Hall Hire Badminton Ass'n		\$1,940.00	\$1,725.00
" Guide H Hall		\$900.00	\$1,100.00
" Suicide Prevention		\$240.00	\$360.00
" Ararat Canine & Dog Obedience		\$0.00	\$590.00
" Ararat Table Tennis Association Ass'n		\$460.00	\$280.00
" Ararat Trash & Treasure		\$780.00	\$715.00
" Ararat Taikwando		\$0.00	\$0.00
Casual Hirings		\$540.00	\$385.00
Venue Hire Bond		\$0.00	\$200.00
Bank Interest Operating A/c		\$1.33	\$0.92
Bank Interest Investment/Term Deposit		\$1,480.26	\$193.47
Ararat Rural City- Grant		\$2,400.00	\$2,400.00
Banking Error – Incorrect Account		\$127.50	\$417.00
	<u>TOTAL INCOME (A)</u>	<u>\$8,869.09</u>	<u>\$8,366.39</u>
<u>Expenditure:</u>			
Power	Main Hall	\$1,097.77	\$1,178.24
	Guides Hall	\$455.60	\$946.56
Cleaning Requirements	Main Hall	\$107.10	\$118.70
	Guide Hall	\$0.00	\$0.00
Office expenses (stationery, postage etc.)		\$24.90	\$65.65
Bond Refund		\$0.00	\$200.00
Pest Extermination	Guide Hall	\$0.00	\$200.00
Pest Extermination	Main Hall	\$0.00	\$350.00
Maintenance	Main Hall	\$0.00	\$69.95
Maintenance	Guide Hall	\$799.00	\$0.00
Banking Error – Incorrect Account Reversal		\$127.50	\$417.00
	<u>TOTAL EXPENDITURE (B)</u>	<u>\$2,611.87</u>	<u>\$3,546.10</u>
	<u>SURPLUS (A MINUS B)</u>	<u>\$6,257.22</u>	<u>\$4,820.29</u>
 <u>BALANCE SHEET AS AT 30/06/2023</u>			
			<u>2022/2023</u>
<u>ASSETS</u>			
Cheque Account less O/S cheque		\$15,044.70	\$10,467.74
Unpresented Chq No 114 Bond Refund		\$0.00	-\$200.00
Cheque Account Balance		= \$15,044.70	= \$10,267.74
Investment/Term Account		<u>\$45,670.57</u>	<u>\$44,190.31</u>
	<u>TOTAL ASSETS ©</u>	<u>\$60,715.27</u>	<u>\$54,458.05</u>
Total Liabilities			
Amounts owing to others.		\$0.00	\$0.00
(C MINUS D)		<u>\$60,715.27</u>	<u>\$54,458.05</u>

Joy Gunstone – > Hon Treasure 2023-2024



JULY 2024 MEETING MINUTES

BCSC General Meeting- 10-07-2024

Open 6:43PM – Closed- 7.50pm

Attending – Josiah, John McG,Loz,Dave , Poach, , Mary,

Apologies – Liv, Dr Tim, Jodie,sparks,Tim

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 – Katie Sanford Re: Tennis Club Fees

Special Guest - Chammo

Treasures Report – (Moved- Pitch Seaman -Poach)

Previous Minutes – (Moved- John Spencer- Marv)

*Raising funds for local halls due to Fire affected areas, Beaufort Connect - 2nd Aug they will cater and take ticket money and we get bar sales.

*Grants - Where are we at?

* Tims doing decals for equipment that we have purchased with grants

*C&C Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. Tim is still working on it.. Need a Sub Committee. Coincide with Beaufort Connect to get a starting point then we can grow it from here. We Can sell Pizzas and platters etc. ONGOING

* C&C Renos - Paul making a start, Dave will be speaking with him.

* Liquor Rep -Fenny is stepping up to do it.* licensee nominee course Sports centre to pay william angles spencer st russell st Who wants to do it?

* Step/tripping hazard at the C&C – Need to chase up a more permanent fix once Blaze Aid are gone. Rebecca and Dr Tim ONGOING

* Defib - Dr Tim will supply brand new ambo vic

* C&C Heaters - Upgrading the system at some stage as one is completely dead & with gas getting phased out.Options are electric bar heaters or split systems .. X2 Decent Split Systems

*Water- Dave getting in contact with GWM as what they initially wanted to set up will become a cost yearly for us to maintain and it's kill for what we need.

- * Cricket- Chammo will be joining us in the August meeting to discuss some things
- * Someone will be out to do a quote on refurbishing the windows at the C&C. Dave Rebecca is working on it. Ongoing
- * Jodie Barn dance/ BBQ family night ONGOING ***** Going ahead for this September Pick a date**
- * Keg service for the cobb n co * Sally thinks Hank from Beaufort would be good to help service it.... Cobb n Co Keg system
- * Tyro 3G network - Dave looking at seeing if we can network both buildings maybe the CFA can Fund this.
- * Bar Tidiness- Bar Staff are to stock the fridge and Clean up after the bar is finished on a Friday this is paid.
- * Trivia Night 9th of November School/ BCSC Booked Sally
- * 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
- * Septic Seepage Lines - Council Issue
- * Cricket nets/Shed Drainage needs scoria and drainage - Working bee
- * Peacocks Pad Needs Solar Lighting set up and Plaque - maybe a naming day BBQ
- * Food handlers course online-25th August Loz will put it out to committee members to RSVP for this
- * Elvis/Tom Jones Night- Set a Date. Pitch
- * No future Bon Fires at events and when events are on in future a text will be sent out to committee members to let them know just so everyone is aware.
- * AGM - Set a Date So we can send out a message to everyone.

AUGUST 2024 MEETING MINUTES

BCSC General Meeting- 14.08.2024 Open-6.35pm Closed-7.04PM
Attending – Pitch, Mary, JmcG, Sally, Jodie, Poach, Ben, Dr. Tim, Dave, Loz
Apologies – Tim, Tim Webby, Sparks, Cuthbertson

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 –Katie Sanford - Tennis Fees.... We are willing to pay if they come to some working bees and help maintain courts.

Special Guest -

Treasures Report – (Moved- Pitch Second- Poach)

Previous Minutes – (Moved- John Second- Mary)

*Grants - Where are we at? Dave- Disaster fund waiting on response, in the next few weeks biggest grant in few years.. Dave

* ..Tims doing decals for equipment that we have purchased with grants.

*C&C Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. Tim is still working on it. Need a Sub Committee. Coincide with Beaufort Connect to get a starting point then we can grow it from here. We Can sell Pizzas and platters etc. ONGOING Tim

* C&C Renos - Paul making a start, will be speaking with him. Finally have got started in the last couple of weeks, have paid another \$1900 invoice to cover the rest of the work. Brad has put an electrical point in for the fridges under the stairs. Dave

* Liquor Rep -Fenny is stepping up to do it.* licensee nominee course Sports centre to pay william angles spencer st russell st Who wants to do it? Dave fenny Loz book pay get it done. - Dave

* Defib - Dr Tim will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new one Dave

* C&C Heaters - Upgrading the system at some stage as one is completely dead & with gas getting phased out. Options are electric bar heaters or split systems ... X2 Decent Split Systems

*Water- Dave getting in contact with GWM as what they initially wanted to set up will become a cost yearly for us to maintain and it's kill for what we need. Dave spoke with a rep they originally wanted a 70

litres a minute type set up @ 4k per year continuation , we only need 5 litres a minute, just working out how they'll pay for it. Drop Email to Dr. Tim he will get onto his guy. **Dave**

* Cricket-*Cricket is going ahead juniors and seniors Need dates for Cricket and Tennis - St Andrews possibly make it home ground Dr Tim will talk to president. **Dr Tim**

* Someone will be out to do a quote on refurbishing the windows at he C&C. **Dave** Rebecca is working on it. Ongoing

* Jodie Barn dance/ BBQ family night ONGOING ***** Going ahead for this September Pick a date** Next week will have a date

* Keg service for the cobb n co * Sally thinks Hank from Beaufort would be good to help service it.... Cobb n Co Keg system - Allendale will do it on their regular run FENNY will learn from them to up keep anything that needs done.

* Trivia Night 9th of November School/ BCSC Booked **SALLY**

* 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

*Peacocks Pad Needs Solar Lighting set up and Plaque - maybe a naming day BBQ - **Ilcoz** Sort Plaque - Fenny Solar

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

*AGM - Set a Date So we can send out a message to everyone. Wednesday 9th Oct 630pm

Community Dates to be mindful of:

- September Barn Dance Night
- AFL Grand Final- 28th Sept Organise food etc
- 9th October 6:30PM AGM
- 9th November Trivia Night / School Fundraiser
- Sheep Drive 2nd weekend in NOV
- December Christmas Party 14 th ?
- 22nd Dec Pavilion Surprise 50th Party
- Feb 28th 2025 - March 2nd 2025 O'Loughlan Family Reunion
- Easter Fish n Chip Night

SEPTEMBER 2024 MEETING MINUTES

BCSC General Meeting- 11.09.2024

Open- 6:34PM Closed- 7:10 PM

Attending – Pitch, Dave,Loz, Liv, Tim, Sally, John McG, Poach, Sparks, Jodie, Mary

Apologies – Dr Tim

Welcome to Country – Djab Wurrung

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

Correspondence – Council RE: Insurance for Liquor License, Club Insurance GENERAL, Quotes for Security.

Special Guest -

Treasures Report – (Moved- John Second - Lt.)

Previous Minutes – (Moved-Dave Second- Sally)

*Grants - Where are we at? Dave- Disaster fund waiting on response, in the next few weeks biggest grant in few years.. Dave

* ..Tims doing decals for equipment that we have purchased with grants.

*C&C Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. Tim is still working on it.. Need a Sub Committee. Coincide with Beaufort Connect to get a starting point then we can grow it from here. We Can sell Pizzas and platters etc. ONGOING Tim

* C&C Renos - Paul making a start, will be speaking with him. Finally have got started in the last couple of weeks, have paid another \$1900 invoice to cover the rest of the work. Brad has put an electrical point in for the fridges under the stairs. Dave** End of Bar has been done nicely. They have been held up for 3 weeks. The new base and facade needs to be done, by the end of month it will be complete.

* Liquor Rep -Fenny is stepping up to do it.* licensee nominee course Sports centre to pay william angles spencer st russell st Who wants to do it? Dave fenny Loz book pay get it done. Its now able to be done online. - Dave

* Defib - Dr Tim will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new on Dave

*Water- Dave getting in contact with GWM as what they initially wanted to set up will become a cost yearly for us to maintain and it's kill for what we need. Dave spoke with a rep they originally wanted a 70 litres a minute type set up @ 4k per year continuation , we only need 5 litres a minute, just working out how they'll pay for it. Drop Email to Dr. Tim he will get onto his guy. Dave Dr Tim

* Cricket-*Cricket is going ahead juniors and seniors Need dates for Cricket and Tennis - St Andrews possibly make it home ground Dr Tim will talk to the president. Dr Tim

* Jodie Barn dance/ BBQ family night ONGOING ***** Going ahead for this September Pick a date**
Next week I will have a date. Putting off till a later date possibly 2025..

* Keg service for the cobb n co * Sally thinks Hank from Beaufort would be good to help service it.....
Cobb n Co Keg system - Allendale will do it on their regular run FENNY will learn from them to keep up
with anything that needs done. Allendale is meant to be getting back to us but that was 2 weeks **PITCH**
will get onto that.

* Trivia Night 9th of November School/ BCSC Booked **SALLY**

* 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

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

Plaque once a name is sorted- Fenny Solar

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

*AGM - Set a Date So we can send out a message to everyone. Wednesday 9th Oct 630pm

Agenda Items

Title	Discussion	Who is following up	
Security	Adam has sent quotes, everyone has voted yes towards it.	DAVE FENNY	
Liquor Licence	Licence is not the correct one for us,, looking at also expanding our red line, changing licensee is easily done online, nominee has to be committee member.	DAVE	
Insurance	We are covered twice with council and private, revamping insurance, there is an association insurance designed for us and they cover the licensee as well. we will be paying less but will be covered for more. Rebecca has said we are covered for everything.	DAVE PITCH	
Grand Final	John will get food	JOHN	
AGM	Loz to send SMS	LOZ	

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:: Meeting closed: 7:10 PM

Next meeting – WEDNESDAY OCTOBER 9th 6:30 PM AGM

Community Dates to be mindful of:

- September Barn Dance Night postponed
- AFL Grand Final- 28th Sept Organise food etc
- 9th October 6:30PM AGM
- 9th November Trivia Night / School Fundraiser
- Sheep Drive
- December Christmas Party 14 th ?
- 22nd Dec Pavillion Suprise 50th Party
- Feb 28th 2025 - March 2nd 2025 O'Loughlan Family Reunion
- Easter Fish n Chip Night

SEPTEMBER 2024 MEETING MINUTES

BCSC General Meeting- 09.10.2024

Open-6:35pm Closed- 7:10pm

Attending – Dr.Tim, Dave, Jodie, Poach, Sparks, John McG, Tim W, Ben F, Maree, Skiddy, Pitch, Loz.

Apologies – Sally P, Liv, Mary.

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 – Tennis - LOZ - Starts this Saturday

Special Guest -

Treasures Report – (Moved- John Second-Loz)

Council Covering the Insurance,

Loss for 12 months under FM which is great to have more assets on the books.

Previous Minutes – (Moved- Dave Second-John)

Nominations of new Committee 2025

President- Pitch Nominated and Elected JMcG & Skiddy

Secretary - Loz Nominated & Elected Pitch, JMcG

Treasurer - Dave - Nominated & Elected Sparks, Pitch

Committee: Fenny, Skiddy, Maree, Tim, John, Spark, Jodie, Poach, Sally, Mary

Liv is stepping down

All Congratulated by Dr.Tim

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

*C&C Wine event (*Sips in the Stable* retake) - Tim would like to discuss changing the event up a little next time.

* C&C Renos - Paul and Co have been having some progress at the C&C

* Liquor Rep -**Fenny** is stepping up to do it. Should cost less than \$200., Can't change our redline area, we can do a canteen area where people can drink anywhere... Can apply for redline extension same as liquor time licence extension - **Dave**

* Defib -**Dr.Tim** will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new one **Dave**

*Water- **Dave** getting in contact with GWM as we haven't heard back from them.

*Bore Licence \$500

* Cricket-*Cricket is going ahead, juniors and seniors Need dates for Cricket, Juniors have started already, Greens Fees for Match days. **Dave**

* Window Refurb at C&C - January - Council

* Keg service C&C and Pavilion -Dave Contact ANDALE to post out O Ring Kit and seals. Get on their run for them to service it. **Dave**

* Trivia Night 9th of November School/ BCSC Booked **SALLY**

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 - **Loz** Sort Plaque once a name is sorted- **Fenny** Solar

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

* Jodie Barn dance/ BBQ family night ONGOING *** Going ahead for this September Pick a date**Putting off till a later date possibly 2025..

***Skiddy** Car Truck and Bike Show Possibly March 2025

Community Dates to be mindful of:

- 9th November Trivia Night / School Fundraiser
- Sheep Drive - 17th November -
- December Christmas Party 14 th December - Dave Harrington will be Santa for 1 more year.
- 22nd Dec Pavillion Suprise 50th Party
- Feb 28th 2025 - March 2nd 2025 O'Loughlan Family Reunion
- Easter Fish n Chip Night 18th April

November 2024 MEETING MINUTES

BCSC General Meeting- 06.11.2024 Open-6:35 pm Closed- 7:10 pm

Attending – Dr.Tim, Dave, Poach, Tim W, Ben F, Maree, Skiddy, Pitch, Loz,Sally,Mary.

Apologies – Jodie, Sparks, John McGrath

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 – GWM Water getting onto it - Dave

Special Guest -

Treasures Report – (Moved- Loz Second -Pitch)

Council Covering the Insurance,

Loss for 12 months under 5K which is great as we have more assets on hand now.

Previous Minutes – (Moved- Dave Second-Sally ,

Nominations of new Committee 2025

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

*C&C Wine event (*Sips in the Stable* retake) - Tim would like to discuss changing the event up a little next time. Looking for help, wanting to change the idea to maybe a music day

* C&C Renos - Paul and Co have been having some progress at the C&C - TIM will talk to paul

* Liquor Rep -**Fenny** is stepping up to do it. Should cost less than \$200., Can't change our redline area, we can do a canteen area where people can drink anywhere... Can apply for redline extension same as liquor time licence extension, - **Dave**

* Defib -**Dr.Tim** will supply brand new ambo vic- Need a letter to Ambo Aux please please we need a new one on **Dave** In pipeline

*Water- **Dave** getting in contact with GWM - Filters on their way

*Bore Licence \$500

* Cricket-*Cricket has been successful in going on

* Window Refurb at C&C - January - Council

* Trivia Night 9th of November School/ BCSC Booked **SALLY** - Working Bee Sat Morning - 10am

* Liability Insurance Covered by Council for public liability excess is about 5k Contents Insurance covered now for 70k, looking at another insurance that covers licencee and other things should be under \$1500

*Looking at a new builder with a new quote through council. Dr.Tim

*Truck Show - Spoken to people who went to Horsham truck Show said it was amazing for a 1st show.

*Safe - Permission granted to purchase something

*Christmas Party - Donation Tins, Jumping Castle,Bands,Santa,Roast Rolls. Need Spit.

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 - **Loz** Sort Plaque once a name is sorted- Fenny Solar

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

* Jodie Barn dance/ BBQ family night ONGOING *** Going ahead for this September Pick a date**Putting off till a later date possibly 2025..

*Skiddy Car Truck and Bike Show Possibly March 2025

Community Dates to be mindful of:

- 9th November Trivia with a twist
- 17th November Sheep Drive
- December 4th Committee Meeting
- December Christmas Party 14 th December - Dave Harrington will be Santa.
- 22nd Dec Pavillion Surprise - 50th Party
- Feb 28th 2025 - March 2nd 2025 O'Loughlan Family Reunion
- April 5th Lozzy's 40th
- Easter Fish n Chip Night 18th April

BUANGOR COMMUNITY SPORTS CENTRE
196 COACH RD
BUANGOR, VIC
3375



(INCORPORATED)

Income & Expenditure

Buangor Community Sports Centre Inc
For the period 10 Oct 2024 to 6 Nov 2024

Account	10 Oct-6 Nov 2024
Trading Income	
Drink sales	3,424.50
Interest Income	0.27
Other Revenue	5,194.60
Total Trading Income	8,619.37
Gross Income	
	8,619.37
Operating Expenses	
Bank Fees	61.58
Bar expenses	1,693.83
Insurance	816.00
Office Expenses	85.87
Repairs and Maintenance	641.37
Water	556.43
Total Operating Expenses	3,855.08
Net Income	4,764.29

Treasurer's note:

This month would almost break-even except our insurance payout of \$5,194.60 rescued the month's balance. Items stolen have now been replaced.

Moyston Hall Annual General Meeting Nov 12 at 7pm

Present: Robert O'Connell, Jim Hall, Sue Kennedy, Brian Kennedy, Peter Horvath, Rob Mawer, Garry Tierney Ron Dean

Apologies:

Treasurers Report for last financial year (Jim Hall): Jim Hall is attempting to divert some of our funds to a term deposit but needing Council to approve and sign appropriate paperwork. Report moved Jim Hall and 2nd Robert O'Connell.

Election of officers: (Rob Mawer to call for nominations)

President Robert O'Connell, Moved by Peter Horvath and seconded Brian Kennedy, all in favour.

Secretary: Garry Tierney, Moved by Robert O'Connell, seconded Sue Kennedy, all in favour.

Treasurer: Jim Hall, Moved by Sue Kennedy and seconded by Peter Horvath. All in favour.

Vice President: Sue Kennedy, Moved by Brian Kennedy and seconded by Jim Hall. All in favour.

Committee Members: Ron Dean, Brian Kennedy, Peter Horvath nominated by Jim Hall and seconded by Brian Kennedy. Jim and Jan Crowe and Chelsea Moon Moved by Brian Kennedy and seconded by Sue Kennedy.

Meeting Closed : 7.25pm

Agenda Moyston Hall Committee November 12, 2024

Business Arising from August meeting:

- Ikea Screen purchase
- Report on Community Dinner held September 6
- Report on High Tea held August 25 and plan for next High Tea November 24
- Tour de cure cycling event scheduled for Monday November 18 morning break in the Hall
- Ararat Theatre Company production "Cruise Club" being conducted in the Hall Nov 15 or 16
- Landscaping project for back of the Hall update

New Business:

- Update on Hall Website by Sue Kennedy. We cannot keep out Domain name without paying. The basic option is \$120USD per year and would enable updates of events- currently it only allows people to get in touch via email.
- Rosie Nater has notified us of a meeting to decide the future and frequency of Community Dinners for 2025. This meeting will be on Monday November 18 at 7pm in the Moyston Hall. Rosie would like at least one member of the Hall Committee to attend.
- Also Rosie Nater has notified us that the ARCC is putting on an information session between 6pm and 8pm to discuss the Planning and Preparing for Emergencies with a free meal supplied. This will be on Friday November 22nd at the Moyston Recreation Reserve.
- Rosie Nater has also reminded us that Moyston PS Christmas Dinner and Auction is on Friday December 6.



Pomonal Hall & Recreation Reserve Community Asset Committee (PCAC)
Meeting Minutes
4th September 2024

Time and date	September 4th 2024 at 7.05 pm
Chairperson	Barb Venn (PCAC).
Location	Pomonal Hall
Attendees	Rebecca Rodger (ARCC), Keith Ward (PCAC & Mens Shed), Andrea Shelley (PCAC & PPA), Michelle Stewart (PTC), Lisa Ashdowne (APS GG), John Matthews (PTC), Danielle Leehane. ARCC = Ararat Rural City Council PCAC = Pomonal Hall and Recreation Reserve Community Asset Committee PPA = Pomonal Progress Association APS GG = Australian Plants Society Grampians Group PTC = Pomonal Tennis Club
Apologies	Rachel Whittaker, Simon Freeman.
Acknowledgement of Country	"I begin today by acknowledging the Djab Wurrung and Jardwardjali people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present"
Purpose	Manage the facilities and activities at the Pomonal Hall and Recreation Reserve.
Previous Minutes/Items	Motion: That the minutes from the 1st May 2024 PCAC meeting be approved as a true and accurate record of proceedings. Moved: Barb Venn, Seconded: Lisa Ashdowne Carried Motion: That the Discussion report from the 4th June 2024 PCAC meeting is a true and accurate record. Moved: Barb Venn, Seconded: Lisa Ashdowne Carried

Item	Description	Action/Discussion
1.	Correspondence summary presented and is attached from 1st May to 4th September 2024.	Andrea presented the correspondence list and said relevant discussion will be addressed in General business.
2.	Finance Report: Motion: That the Financial Statement from 1st May to 4th September 2024 be accepted as a true account.	Moved: Barb Venn, Seconded: Andrea Shelley Carried <ul style="list-style-type: none"> Rebecca confirmed that a refund of the water and power bills paid since February had been sent to CAC. ARCC has agreed to pay further water and

		<p>power usage costs until the end of December. This will be reviewed then.</p> <ul style="list-style-type: none"> Keith stated that there was an overdue Hall hire fee from the Neurodivergent group for their use of the Hall in 2023. <p>**Action : Barb will talk to the organisers of this group.</p> <ul style="list-style-type: none"> Keith gave an update on his discussions with the Tax Office. ABN and NFP status has been cancelled. Official paperwork will be sent. If CAC in the future wants to apply for grants, this will need to be done with ARCC or PPA support. APS GG has paid the annual hire fee for 2024/2025.
<p>3.</p>	<p>General Business:</p> <ol style="list-style-type: none"> Performance Statement and Financial Report sent to ARCC and to committee on 1st August 2024. Booking enquiries and hire fees. Tennis Club update. Mens shed email re ANZAC/Memorial permanent metal art idea. Community bookings. 	<ol style="list-style-type: none"> Rebecca stated these had been received. Andrea mentioned that there have been some non local bookings made. Discussion was had with the hirers about how to use ½ Hall to accommodate their needs. Relief Hub organisers have been understanding of the need some users have for the Hub volunteers not to be there when other users are using the Hall. No Hall hiring fees for local users remains and this will be reviewed at the next committee meeting. Non local hiring fees remain at the local fee. This will be reviewed at the next meeting. John gave an update on present work being done at the tennis courts area. Funding for this is from a grant from the Blue Ribbon Foundation (Ride to Remember) and ARCC. Work has started on removing the old surface which will be replaced with a modern type asphalt surface. New tennis posts and sleeves will be installed along with new netball posts and sleeves. These posts are removable. <ul style="list-style-type: none"> Discussion was had re where a permanent basketball area could be built. This will be discussed further when the master plan is reviewed. John told us some trees need to be removed around the tennis court area and maintenance will be needed to stop regrowth. Rebecca stated ARCC may help out with this. <p>**Action: John to consult with ARCC for an assessment of what vegetation can be removed.</p> <p>**Action: Rebecca will look for detailed plans of this area.</p> <ul style="list-style-type: none"> Discussion on hirer fees for the Tennis Club to be done at the next meeting. ANZAC Day memorial plans email from the Mens Shed was discussed. All agreed that the idea and art work planned to be made would be lovely to have in the Hall grounds. The position of this needs to be discussed further in regards to the masterplan. <p>**Action: Andrea to write to Mens Shed re this decision and ask to put a hold on this for this year.</p> <p>Rebecca was asked if a small contained fire could be lit as part of the dawn service. She agreed it could be and asked for safety to be adhered to.</p>

		5. Main bookings are: APS GG Flower Show, Garden Expo, Market, Grampians Brushes, Pomonal Primary School Art Show. Also Black and Ginger wines dinner, RMIT research, Grampians Health and Budja Budja session, and new bookings are happening.
4.	Actions to be followed up on from 4th June meeting:	<ol style="list-style-type: none"> 1. ARCC update report - Rebecca informed us that ARCC has had a quote for 3 phase power for the Hall and Mens Shed sent to Powercor. Time of completion could be up to 6 months. 2. Masterplan project will be revised after ARCC does a Feature Survey. This will include the drainage issues, exact measurements of the Hall and grounds and looking at what facilities we have and what the community wants. 3. Discussion was had about a solar barbecue that Rotary may fund. This will continue to be discussed. 4. John spoke about a plan from DECCA to store mulch and wood logs suitable for people to store for firewood. They are at present cleaning up tree debris in areas around Pomonal are able to mulch some and cut into useful logs for wood burners. 5. Committee agreed this could be stored on the reserve outer area but only if cleaned up before the declared fire restrictions are in place. CAC will not be liable for any adverse incidents.
5.	Items to be attended to by 2024/2025 new committee:	<ul style="list-style-type: none"> • Dates for meetings. • Hall and reserve maintenance schedule. • Mitre10 account. • Role of CAC with ARCC, other groups using the Reserve, in an emergency situation where the Hall is needed as a staging area. • Recovery schedule for use of Hall. • Hall booking fees review.
	Meeting closed at 8.30pm	



Pomonal Hall Community Asset Committee (PCAC) Minutes from meeting
held on
6th November 2024

Time and date	November 6th 2024 at 7 pm
Chairperson	Barb Venn
Location	Pomonal Hall
Attendees	PCAC members : Rachel Whittaker, Simon Freeman, John Matthews Danielle Leehane, Andrea Shelley Representatives for PTC is John Matthews and for PPA is Andrea Shelley ARCC = Ararat Rural City Council PCAC = Pomonal Hall and Recreation Reserve Community Asset Committee PPA = Pomonal Progress Association APS GG = Australian Plants Society Grampians Group PTC = Pomonal Tennis Club
Apologies	Michelle Stewart, ARCC representative not in attendance.
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	Manage the facilities and activities at the Pomonal Hall and Recreation Reserve.
Previous Minutes/Items	Motion: That the minutes from the September 4 th 2024 PCAC meeting be approved as a true and accurate record of proceedings. Moved: John Matthews Seconded: Barb Venn Carried All

Item	Description	Action/Discussion
1.	Correspondence summary presented from 4th September to 6th November 2024	Andrea presented the correspondence list and discussion was held. This will be addressed in General business notes Barb presented a letter from ATO for ARCC input. As no representative present, * Action : Andrea to discuss this letter with the ARCC finance person.
2.	Finance Report:	

<p>Motion: That the Financial Statement from 4 th September to 6 th November 2024 be accepted as a true account.</p> <p>The Bendigo Bank transaction report is presented</p> <p>A formal financial statement will be made after handover from Keith Ward.</p>	<p>Moved : Barb Venn Seconded : Andrea Shelley</p> <p>Andrea and Rachel to meet and decide on a method for financial reporting for 2024/2025.</p> <p>All present agreed that if the Neurodivergent group asks to hire the Hall for meetings in 2025, payment for their outstanding invoice will be needed before a new hire can be accepted.</p>
<p>3. General Business:</p> <ol style="list-style-type: none"> 1. Update from ARCC re Power Cor timeline for 3 phase power connection, drainage plan for Hall grounds and role of ARCC and CAC in an emergency situation in Pomonal where the Hall is used as a staging area 2. Maintenance schedule for Hall/ reserve for 2024/2025 3. Hall bookings update and space available for 2025 4. Mens shed email re putting a gate in the boundary fence line 5. Wood and mulch storage on reserve 6. Pomonal tennis club update 7. Pomonal Hall master plan review and priorities plan 	<ol style="list-style-type: none"> 1. No ARCC representative attended the meeting and no information was sent re-update on ARCC actions.*Action : Andrea will ask for an update when these minutes are sent. John informed CAC that the issue with mens toilet and oval fence that occurred in September 20/21 st 2024, has only been temporarily fixed. * Action: 1. John will follow up with ARCC re toilet door, 2. CAC to discuss with other uses of the oval, new fencing upgrades. 2. Discussion was held re maintenance needs for 2024/2025. Priorities are Hall deck re-staining, indoor, outdoor walls and windows cleaned and follow up with ARCC re mould issue solutions. A community working bee to help was discussed to be held or committee pay for work to be done. *Action: Further discussion and dates to be discussed at next meeting 3. At this time, half the Hall use is available for hiring. Discussion was had as to the effect this is having on bookings. It was agreed that some regular users of the hall were understanding of reduced capacity for their events but would welcome full use sometime in 2025. Pomonal relief hub hours and usage is being reviewed by the PPA/ resilience group. Committee agreed that the meeting room could be used by the Relief hub for their administration needs for an indefinite time when they decided that the clothing, household goods were no longer needed to be on display. *Action: Andrea to discuss this at the November PPA meeting. 4. Discussion had re whose responsibility is it to reply to Mens shed request. According to the ARCC Instrument of Delegation, ARCC provides perimeter fencing. PCAC is happy to support this project. 5. John Matthews as ARCC Recovery officer stated that by 18 th November all firewood and mulch will be removed from the reserve area. The Cricket club had expressed their concerns about this storage. *Action : Andrea to notify Cricket Club of decision. 6. Committee agreed, having tennis courts/ netball upgrades completed is good for the community. Danielle and John discussed the wattle vegetation issues around the fencing of the tennis courts. Further discussion to be had with CAC and PTC re public use of courts access. *Action : Andrea to email PTC *Action : Barb to discuss wattle issues with ARCC - Rebecca Rodger. 7. Priorities list for Hall and reserve masterplan will continue at future meetings: At this meeting, *Fencing around the oval and the need for grants was discussed. According to the Instrument of Delegation, the committee/ Users are responsible for the cost to upgrade fencing to a higher

		standard ARCC will provide post and rail or bollards fencing to a minimum standard suitable to restrict vehicle movement inside the reserve. *Action: Andrea to email cricket club re this and PPA as market uses oval for their thoughts.
4.	<p>Actions to be followed up</p> <ol style="list-style-type: none"> 1. Open a Stawell Mitre 10 account — ? Barb/ Andrea 2. Meet with Keith Ward re Handover of Treasurers documents. 	<ol style="list-style-type: none"> 1. For December meeting discussion, 2. Action Andrea and Rachel to arrange a meeting.
5.	<p>Other items discussed</p> <ol style="list-style-type: none"> 1. Purchasing a small freezer for kitchen 2. CAC Policy, procedures, responsibilities and relationship with ARCC. 	<ul style="list-style-type: none"> • 1. This has been discussed at a previous meeting,* Action: Rachel to ask Sam Mackley for plumbing removal work *Action : Andrea to get quotes updated <ol style="list-style-type: none"> 2. John and Andrea to commence this project for review by PCAC in 2025
	<p>Meeting closed at 2021 hrs. Next meeting : December 4 th at 7 pm.</p>	



GENERAL Meeting Minutes FORM 5

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

Committee of Management: Tatyoon Recreation Reserve

Date of Meeting: 23.7.24 JULY

Time of Meeting: 7:30pm

Committee: J.King, C.Drum, B.Robertson, R.Bibby, I.Armstrong, K.Armstrong, A. Laidlaw, D.Carter, A.Tucker, C.E.O Tim Harrison,

Present: J.King, C.Drum, B.Robertson, R.Bibby, I.Armstrong, K.Armstrong, A. Laidlaw, R.McKay D.Carter, C.E.O Tim Harrison,

Apologies: P.Hartwich, A.Brady, R.McKay A.Tucker,

Moved by C Drum and seconded by Rich Bibby

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 26.2.24 circulated on 26.7.24. Moved by B.Robertson and C.Drum seconded.

Item: Business Arising Out of the Previous Meeting			
Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied - waiting	C.Drum	HELD
Old Netball Shed refurbishment Cubicles in home footy Showers	Shed and shower petitions refurbishment due to Grant Opportunity 'Tiny Towns' Where to from here? Footy Room – 3 cubicles if petitions. Leave the shower head so 1 separate. T.Harrison will quote petitions - seems very expensive. Fitness centre has recently had same refurbishment. Currently \$15400 for 2 rooms. McDougall's quote \$2170 divide by 3 = \$723 PER PETITIONS Place in Action Plan and then HELD	B.Robertson K.Armstrong CEO to follow up.	Grant Submitted 25.2.24 Unsuccessful Petition quote to be discussed further
Scoreboards	Netball and Football Electronic Netball scoreboard – grant only. - for further discussion through the TFNC once appropriate grant comes available. Football scoreboard completed and thankyou to all involved .	A.Brady	Completed
Heaters for outside footy changerooms	Held due to cost - Action Planned for future	R.Bibby	HELD – Place in Action Plan
Collapsed Tank	Summer job: • New tank needed Buy new tank and leave old ones. Order new tank. Action R.Bibby	R.Bibby A.Tucker	In Progress Held
New Building	Continue to liaise with Tim Harrison re PHASE 1. (Move to General Business)	J.King C.Drum	In Progress
Facebook page and newsletter	Facebook page – Action plan presented on facebook page and TFNC page. Generate followers through using rec site and posting through TFNC facebook page – JKING to action	J.KING	Completed through TFNC facebook page of SRV successful grant In Progress – Will use canvas to send out a overall yearly snap

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Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

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			shot of our achievements
<u>Generator</u>	To be sold. TFNC to sell generator. All agree it needs to be sold whilst in working order. R.Bibby to action and list on internet. Marketplace \$7k A.Laidlaw will be research and get back to R.Bibby and C.Drum who will then action generator to be sold.	R.Bibby C.Drum	In Progress

Moved by R.Bibby and seconded B. Robertson

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

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Out: Email Maintenance ARCC 7.3.2022	<ol style="list-style-type: none"> 1. Door on side of hall will not lock. This continues to be an issue as door get smaller or larger through seasons. 2. Door lock on far south toilet at footy changerooms will not lock. 3. Security signs to be placed at gate way to deter criminals. 4. Outside light and netball courts needs fixing. 	ARCC /JING	Side door of hall fixed 22.7.24
In: 24.6.24 Tiny Town Grant	Unsuccessful letter for tiny towns grant. Netball shed refurbishment and shower petitions.		
In: 23.7.24 Email Sports Notice. Out: Emailed to ARCC Phuong Au	Release of information about 2018 Community Sports Infrastructure Grant	JING AND ARCC	
In: Letter 22.4.24 ARCC Community Grants	Unsuccessful for community grant – for sand for oval		

Moved by K.Armstrong and seconded by D.Carter.

2024 Hall Bookings:

29.8.23 DAGRO \$200

2.2.24 - Carter Funeral

Future Bookings:

7.08.24 DAGRO

Treasurer's Report

Financial report B.Robertson

As 30th June 2024 (See Attached)

Savings Account - \$ 116.85

Statement Account- \$5607.85

Term Deposit : \$116403.56

IN/OUT money over last couple of months with TFNC and ARCC including items like

-Lights

- Oval maintenance – lighting, sand and chops.

This was grant money that needed to be finalised within books with Rec Reserve.

Discussion if new oval works will still need coring and sanding as often. C.DRUM to action if this is needed each year \$\$\$\$\$\$

C.Drum to Action: Will maintenance decrease and volunteer time with new works on oval.

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Maintenance on oval is currently a large expense for Rec Reserve.
Consumables also a little higher. B.Robertson to Action an account at IGA for people to buy cleaning products. Eg rubbish bin and liners.
Rec Reserve responsible for all cleaning products for the reserve. This expense then included in the yearly club subs.

Discussion over the need to ensure a BUDGET. Action at AGM. This will help treasurer manage cash flow throughout the following year.
Currently our Income source is only our 3 SPORTING clubs and GRANTS. We can't rely on any other money coming in from other sources.
We have achieved a lot and a big thankyou to the TFNC for their aid in many of our current finished projects.

Moved by B.Robertson seconded by D.Carter.

Adjourned Business

Sub-committee/Working Group reports

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

Discussion over how we are progressing with new build.
CEO – stated facts that potentially it is 3 years away plus. This was due to obtaining the Sports and Infrastructure grant for oval which is within the State Government.

J.King discussed how important it was to ensure that when the time is right we are 'SHOVEL READY.' Even if it is 3 years away.

Action: Design – get a design and continue to work with architect.
ARCC will cover design fees. Have plans ready to go.

Action: Continue Fundraising – grain drive each year. C.Drum to ensure text is sent out at the beginning of harvest each DECEMBER.

Communication to Community:

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

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

Received 3 TENDERS
One came under budget - \$299K – CEO recommends this one due to the difference in costing
500k – chops middle tender
1.2million
R.McKay met with tenders and small group at ARCC.

R.Bibby questioned T.Harrison about taking the lower quote when items like 'Finishing of surface' – was not on some of the quotes. T.Harrison assured us that references had been taken and the lower tender are highly reputable. Committee discussed concerns of past projects when using the lower tender and this came with challenges. T.Harrison stated that he had responsible to Government and local rate payers to

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ensure the best tender was reached and a wise decision made on costing. However reference checks were highly utilised to ensure a good finished project.

One of the tenders was outrageous in costing and not even considered.

It is recommended by T.Harrison to take the lower costing. OCTOBER TO JANUARY oval will be out of action.

Playable next footy season for 2025 TFNC

R.McKay has worked hard with ARCC to ensure that this time frame is vitally important to remain a priority.

Discussion arose around trouble getting water to ground from the RESSI. Pump blows a fuse and then tank runs dry. This is a continual issue.

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

Agenda Items

Item: Agenda Items

1. **Action Plan – Celebrate our goals achieved.**
2. **Maintenance Undertaken**
-Email sent to ARCC 7.3.24 outlining maintenance needed. Side door has been fixed yesterday Monday 23.7.24 - 4 months later. Not sure what else has been fixed in list.
Dishwasher fixed Friday 26.7.29 and Birko instant hot water taken to Ballarat for repairs.
3. **Facility Good Governance implementation (standing Agenda item)**
4. **Grants - tiny towns and community**
5. **WFI – Insurance claim still in progress from Jan Burglary**

General Business

- **Court resurfacing**

Quote in. Discussion around the urgency of the courts being resurfaced. Committee agreed that maybe it could wait approx 2 years – grant needed. Able to use Tennis grants as well to raise capital.

QUOTE received In:00632 - 20.6.2024 \$35k B and T Pool painting and court resurfacing. Quote was given by looking at photos taken of courts, not inspection.

- **INSURANCE:**

WFI – Do we need cash insurance on premise or TFNC responsibility. J.King to bring insurance documents to Budget planning in AGM.

Light pole bending in wind – Tristan Ritchie Electrician – Warranty maybe

- **PLAN FOR CRICKET WHEN OVAL IS OUT OF ACTION**

Cricket Club – Train Thursday night. – Train at nets and I.Armstrong has sprayed and sewed north side near church. We will use this area for training over summer.

Sunday game will be played somewhere else.

Cricket Fees may need to be looked at due to limited time present at reserve this year.

- **Trees planted** – Organised by A.Tucker and Maroona Primary School. Thankyou.

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Closed: 9:00pm

Next Meeting:

AGM –Wednesday 28th August

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Ararat Rural City

AGM MINUTES

FORM 8

Annual General Meeting of the Tatyoon Recreation Reserve Committee of Management

Date: 11th September 2024

Time: 7.30PM

Venue: Tatyoon Hall

AGENDA

1. Welcome: Craig Drum
2. Attendance: C.Drum, A.Laidlaw, B.Robertson, A.Brady, I.Armstrong, J.King, P.Hartwich, R.Bibby, D.Carter, K.Armstrong.
3. Apologies: A.Tucker, T.Harrison, R.McKay
4. Minutes of last Annual General Meeting. Moved by A.Laidlaw and seconded A. Brady.
5. Annual Management Report: Craig Drum

Craig Drum commented on the following:

- Very active year by the whole committee and thank you to the executive committee
- Special thanks to the TFNC for their contribution and volunteer hours towards a couple of big projects this year – lights, power pole, scoreboard and general helping around whole reserve. So much has been achieved.
- These are major improvements within our reserve and a big thank you to all that has helped with these big projects.
- Major drainage and irrigation of oval project about to begin end of September. Always something happening. Big thank you to volunteers for all the work completed on oval redevelopment small committee eg. R.McKay, R.Bibby. Also R.McKay thanks for asking others to come and volunteer and sharing the load. The grounds look outstanding.
- Thank you to Maroona Primary School for planting the trees on north side of netball courts. Thanks to A.Tucker for organising the MPS and preparing the site.

President's report moved by A.Brady and seconded R.Bibby.

6. Annual Financial Report: Briony Robertson

End of Financial Balance JUNE 24

Cheque account- \$5608.00

Term deposit - \$122,128.00

TRR AGM 2024 - Treasurers Report B.Robertson.

It has been a steady but significant year for the Tatyoon recreation reserve financially.

We have supported the TFNC in two significant projects this year, both enabled by the installation of the secondary power meter to the Recreation Reserve.

Firstly, the installation of LED lights on the existing towers around the oval and netball courts, and secondly the installation of a new electronic scoreboard to the oval.

Outside users of the hall was very quiet this year. I feel this raises the question of whether we have priced ourselves out of the market?

Professional Cleaning of the facility, and us providing the cleaning consumables is an ongoing cost, and I believe working well. The Flick sanitation bins, Sally Gallagher, and Toms pest control total \$3830.

Electricity & gas is a significantly cost \$9040, which I expect will slightly increase with the new lighting and new scoreboard coming onto the meter.

Insurance is \$781 and is for contents & stock only. We also have the Xero subscription fee and consumer affairs. \$432

So, without any repairs or maintenance our expenses for EOFY 2024 were approx. \$14,000

Basic repairs to the dishwasher and cool rooms totalled \$2560. The other significant expense was the sand and seeding of the oval \$7,000.

In 2024 our 3 main User groups will contribute \$15,000. In 2023 council contributed \$6400, I assume we will receive a similar amount this year, giving us a running costs & maintenance budget of approx. \$21,400.

Committee discussion:

Grants will be the major fundraiser avenue to ensure we can pay for repairs to the oval this year.

Grain drive - text Action by C.Drum yearly to ensure fundraising continues.

Gas will be donated by David Mortimer. Big thankyou. Filled yesterday 10.09.24.

R.Bibby to Action to get a large gas bottle for the back of footy shed.

A.Tucker organised all septic to be cleaned out September 2024.

Treasurers Report moved by A.Brady and seconded K.Armstrong.

7. Election of new Committee **Reappointment**, if applicable

All position declared opened and C.Drum declared R.Bibby to become chairperson.

a) Chairperson/President

J.King nominated C.Drum seconded by A.Brady. C.DRUM REAPPOINTED

b) Vice Chairperson/President

B.Robertson nominated A.Laidlaw seconded by K.Armstrong. A.Laidlaw REAPPOINTED.

c) Secretary

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

d) Treasurer

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

e) Risk Officer

C.Drum nominated D.Carter and seconded A.Laidlaw. D.Carter REAPPOINTED.

f) Grants Officer

C.Drum nominated K. Armstrong and seconded A.Brady. K.Armstrong REAPPOINTED.

General Committee Members

C.Drum, A.Laidlaw, B.Robertson, A.Brady, I.Armstrong, J.King, P.Hartwich, R.Bibby, D.Carter, K.Armstrong, A.Tucker, R.McKay.

8. Thanks to outgoing Committee of Management, if applicable N/A

9. Special business

FEES

Cricket – I.Armstrong discussed a proposal from Cricket AGM for fees to be dropped to \$2000 due to not using oval because of redevelopment.

C.Drum asked for a show of hands for Cricket fees to be dropped to \$2000.

Majority NOT in favour of \$2000

More discussion. Debate in committee around who needs to pay short fall. Treasurer B.Robertson, stated that we needed the \$15000.00 annually to ensure we could pay the reserve yearly bills. This money needs to be found somewhere.

C.Drum asked for a show of hands to move that 'The cricket club would receive a \$500 discount and the TFNC would have a once off levy of \$500 to counter part the costs.'

1 against. 9 in favour .

Motion moved 'The cricket club would receive a \$500 discount and the TFNC would have a once off levy of \$500 to counterpart the costs.' 9 to 1 in favour. 1 not in agreed. Motion moved. Majority in favour.

FEES GOING FORWARD for 2024 – 2025

TFNC - \$11000.00 (once off levy of \$500)

CRICKET - \$3000.00 - (\$500 deducted due to not using the oval Dec 2024)

TENNIS - \$1000.00 TOTALLING \$15,000.00

A.Brady moved motion For cricket club to have a \$500 deduction and TFNC to have a once off levy of \$500 due to oval redevelopment. Seconded J.King.

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

Hire of Hall Fees:

Committee decided to leave Hire of hall fee structure the same as it was working well. Discussion over commercial cost being too high as usage has fallen, however all in favour to leave as is.

Hire of Hall Fee structure SEPTEMBER 2024 to stay the same:

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 R.Bibby and seconded by A.Brady.

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

Closure of meeting: 8:31pm



Annual General Meeting
Warrak Hall Committee of Management

Date: **2 December, 2024**
Time: **7.00pm**
Venue: **Warrak Hall**
MINUTES

Present: Rachel Thomas, Jane Goninon, Melissa McAdie, John Warren, Zac Thomas,
Amanda Cranstoun, Lynton Shedden, Sheryl Dunne, Rosie

Apologies:

Meeting opened at:	7.11pm	Moved:	Jane
Minutes of last Meeting		2 nd :	John Warren
		Carried	
Presidents Report:		Moved:	Rachel
		2 nd :	Amanda
		Carried	
Treasurer's Report:		Moved:	Melissa
		2 nd :	Rosie
		Carried	

Election of Office Bearers

President:	Nominated:	John Warren	2 nd :	Lynton Shedden	Elected
Vice President:	Nominated:		2 nd :		Elected
Secretary:	Nominated:	Amanda Cranstoun	2 nd :	Rosie	Elected
Treasurer:	Nominated:	Lisa Pilgrim	2 nd :	Amanda	Elected

Meeting Close: 7.49pm

Next Meeting: 2025

Willaura Hall General Meeting
3/10/24 at 5.30 pm

PRESENT

A Evans R Jenkinson ,A Byron , A Millear , V Albert,J Filliponi Cr P Beals

APOLOGIES

R Laidlaw , D McRae, G McInnes, R Patterson , CEO Dr T Harrison
Moved. J Filliponi, A Byron

BUSINESS ARISING

Tonight match paint for kitchen.

TREASURERS REPORT

Card a/c.	\$951.26
Willaura a/c.	\$6210.58
Ararat a/c.	\$2639.29

Moved R Jenkinson , A Evans

CORRESPONDENCE

IN. E McLeod Letter of thanks to the committee for his
birthday celebrations at the hall.

GENERAL BUSINESS

ThomasElectrical (Brian Thomas) will be at the hall 8.30am
Saturday to rectify the faulty connection to the projector at the front of the hall.
*Kitchen to be painted before the next event on the 19/10/24

MEETING CLOSED. 5.54pm

NEXT MEETING. 19/ 12/24 at 5.30pm at the hall

Willaura Hall AGM
3/10/24 at 6.00pm

PRESENT

R Jenkinson, A Evans, A Byron , A Millear,V Albert, J Filliponi , Cr P Beals

APOLOGIES

CEO Dr T Harrison, R Laidlaw R Patterson,G McInnes,D McRae

Moved J Filliponi, A Byron

MINUTES APPROVED. Moved V Albert , A Millear

TREASURERS REPORT

Attached as at 30/6/24
Willaura a/c 123792798. \$6120.58
Ararat a/c 158847533. \$2690..29
Card a/c. 216200261. \$951.26 all accounts in
Credit

Moved R Jenkinson, A Byron

CORRESPONDENCE.

Nil.

GENERAL BUSINESS

Hall hire charges to remain the same
Meeting Room. \$10.00
Supper room & Kitchen. \$90.00
Hall. Above included. \$ 200.00
Hall & projector etc. \$250.00

ELECTION OF COMMITTEE

Cr P Beals took the chair for the election of committee and office bearers. Cr Beals thanked the outgoing committee for their good work and wished the incoming committee every success for the coming year.

PRESIDENT A Evans
SECRETARY R Jenkinson
TREASURER A Evans
COMMITTEE A Millear, R Patterson V Albert J Filliponi., D McRae, R Laidlaw,
A Byron, G McInnes

These nominations were made in a block by V Albert & J Filliponi
And accepted by all. No change of committee members.

MEETING CLOSED. 6.25pm

NEXT AGM. TBA

Willaura Hall Balance Sheet
30/6/23 to 30/6/24

Willaura a/c 633000 123792798

Income.		Expense	
Meetings.	\$40.00.	Maintainance.	\$995.00
Functions.	2186.90.	Sundry.	8421.36
Grants.	2366.00		
Sundry.	179.53		
	\$4772.53.		\$9416.68

Opening Balance.	10764.73
Income.	4772.53
Expense.	9416.68
Closing Balance.	\$6120.58

Ararat a/c 633000 158847533

Income.		Expense	
Functions.	\$ 290.00.	Power.	\$348.47
Grants.	2400.00.	Water.	265.59
Interest	.29.	Sundry.	402.00
	\$2690.29.	Maintainance.	200.00
			\$1216.06

Opening Balance.	\$ 1864.97
Income.	2690.29
Expense.	1216.06
Closing Balance.	\$3339..17

Card a/c. 633000 216200261

Transfer from a/c 633000 123792798. \$1000.00 Opening Balance

Expense 48.74

Closing Balance. \$951.26

Willaura Recreation Reserve
ANNUAL GENERAL MEETING

15/7/24 at 6.00pm

PRESENT

R Roger (ARCC) , R Jenkinson , K Gleeson, J Coish, P Platen ,R
Townsend ,S Kumnick J Filliponi.

APOLOGIES

L Reynalds, Dr T Harrison , R Thakery, S Crawford.
Moved R Townsend P Platen.

CONFORMATION OF PREVIOUS MINUTES

Moved S Kumnick, R Townsend.

PRESIDENTS REPORT.

D Shalders" President " was not present?? R Jenkinson
gave a brief summary of the year's achievements.

*The road in front of the clubrooms and fire training track
has been re sealed and rumble strips replaced.

*Site 8 has had storm water drainage rectified.

*New windscreens for the mower are fitted

*No advancement on liquor licence for Friday nights.

*Football club are enjoying their time at the Rec

*E Velenski is no longer providing meals . Rec committee is
doing meals until something more permanent can be organised.

*Oval has been renovated by B McLean and supported by
Gorst Rural with donated fertilisers .

*Rooms sprayed for bugs.

*Big shed cleaned out with help from volunteers .

*Grampians cleaning — kitchen and bathroom.

*J Coish is working on a digital presence for the Rec.

* New EFPOS and wi-fi unit installed.

* External brickwork painted

*Camp ground has been well supported.

Many thanks to the ARCC for their support , thank you to the committee for
working thru a difficult year.

TREASURERS REPORT

Term a/c.	\$ 117439.47
ARCC a/c.	2459.57
WRRReserve.	27.37
Community Meals.	31049.19
Dinner Float.	740.00
Sunday Float.	618 .00
Site Float.	100.00

Cumulative Closing Balance at 30/6/24. \$ 152433.60

Moved K Gleeson, 2nd J Coish

ELECTION OF OFFICE BEARERS

Rebecca Roger took the chair to conduct the election of office bearers for the coming year.

PRESIDENT R Jenkinson Moved K Gleeson 2nd J Coish. Carried

SECRETARY J Coish. Moved. R Jenkinson. 2nd K Gleeson. Carried

TREASURER. K Gleeson. Moved R Jenkinson. 2nd J Coish. Carried

COMMITTEE nominated as a block J Filliponi , P Platen, R Townsend. S Kumnick

Moved K Gleeson, P Platen

GENERAL BUSINESS

L Ronald's requested a position on the committee be made available for a representative from the Willaura Swimming Pool. To be considered at the next general meeting.

MEETING CLOSED. 7.00pm

NEXT AGM. TBA.

Willaura Recreation Reserve
General Meeting
21/10/24

PRESENT

R. Jenkinson, K Gleeson, J Platen, J Filliponi, Dr T Harrison

APOLOGIES

J Coish, R Townsend, S Kumnick

MINUTES PREVIOUS MEETING

Minutes from the previous meeting were not presented.

TREASURERS REPORT

Main a/c.	\$22906.87
ARCC a/c.	2403.93

Moved K Gleeson, J Platen

GENERAL BUSINESS

* J Coish has resigned as secretary due to family commitments. She has indicated she will remain on the committee. R Jenkinson will take on the secretarial duties until a replacement can be found.

* R Jenkinson to purchase a 15 litre spray unit from Gorsts.

This will be kept in the big shed for Rec use.

* Pine bark has been unloaded at the play ground for ARCC to spread.

* Next Friday night community meal at the Rec will be drinks and nibbles. We will have to decide the future of Friday night community meals for the future.

* The last community meal provided by the Willaura primary school was a great success.

* "Sound acoustics" have installed acoustic material to the ceiling of the social room for a cost of \$10320.91. A notable improvement has been achieved.

* Please bring to our next meeting ideas for our next project for discussion.

MEETING CLOSED 6.40pm

NEXT MEETING. 16/12/24 at 6.00 pm at the Rec

Willaura Recreation Reserve
General Meeting
16/12/24 @ 6.00pm

PRESENT

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

APOLOGIES

Dr T Harrison, J Coish, S Kumnick

MINUTES APPROVED

Moved J Platen, R Townsend

CORRESPONDENCE

Nil

TREASURERS REPORT

Balance of working account \$29868.51
Moved J Filliponi, J Platen

GENERAL BUSINESS

*M McGee (visiting camper) has offered his services to mow grass and do some general maintenance to help over the summer period. He will receive a 50% reduction in camp fees.

*New projects, In the cooler weather we will work towards installing outdoor chairs and tables received from ARCC.

MEETING CLOSED. 6.35pm

NEXT MEETING 17/2/25 at 6.00pm

4.2 2024/2025 CAPITAL WORKS PROGRAM - DECEMBER 2024

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 19070

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

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

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

EXECUTIVE SUMMARY

Council has approved its 2024/2025 Capital Works Program as a pivotal component of the current budget. With a substantial capital works investment totaling \$15.513 million, the budget primarily targets infrastructure enhancements.

Key initiatives include:

- Mount William Road Stage Two Construction - supported by Federal Government funding.
- Buangor Ben Nevis Road Stage One Construction - beginning from the Western Highway section for approximately 1.5 kilometres
- 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 2024/2025 fiscal year.

DISCUSSION

Council's 2024/2025 Capital Works Program marks a significant shift from previous years, reintroducing larger road and bridge construction projects post-pandemic. The program's budget has increased by \$6 million, with substantial state and federal funding, alongside smaller targeted works.

The focus for 2024/2025 remains on renewing and updating Council assets, leveraging in-house capabilities, and supporting local employment and contractors.

Key areas include:

- Enhanced road reseal program
- Urban drainage improvements
- Footpath network upgrades
- Major urban road gravel to seal program
- Stage two of Mt William Road Reconstruction
- Three Roads to Recovery funded projects (Churchill Avenue, Webb Street, Buangor Ben Nevis Road bridge)

Budget Status:

As of 31 December, 2025, 32% of the budget is spent, with end-of-month invoices pending.

Buangor Ben Nevis Road plans are complete, and commencement of stage two of Mt William Road are ready to commence, pending cultural heritage and flora and fauna reports.

With the Yarram Gap Road fires it is likely that our capital works budget will again be affected with emergency works being a priority in early 2025. Construction on Churchill Avenue has commenced this month.

	Budget	Committed/ Contracted	Expended	%	Notes
PROPERTY - CAPITAL					
Property Capital	\$270,000		\$150,859	57%	Works have been completed for the resurfacing of the Pomonal Tennis Courts, replacement of windows at the Town Hall in the Arts & Crafts Room, painting of the Maroona Rec Reserve and new touch screen kiosks.
Ararat Library Upgrade	\$200,000	\$82,875	\$95,053	48%	All ordering has been completed for the works of the Library Upgrade works are expected to be undertaken in February 2025.
Tatyoan Oval, Drainage, Irrigation & Resurfacing	\$333,500 \$83,500 Council \$250,000 CFNP	\$88,230	\$235,750	71%	Aqualines Irrigation Pty Ltd are currently completing the works with all trenches and irrigation installed and the connection of a new tank and pump, works are expected to be complete in late January 2025.
TOTAL PROPERTY		\$200,921	\$481,662	60%	
PLANT & EQUIPMENT					
Book stock - Library Book Replacement	\$40,000	-	\$20,422	51%	
TOTAL PLANT & EQUIPMENT			\$20,422	51%	
ROADS					
Gravel Road Sheeting, Widening & Alternative Sealing	\$1,800,000	-	\$1,176,564	65%	Resheeting, widening and alternative seal works have been completed on a number of roads including: <ul style="list-style-type: none"> • Tatyoan North Road • Mt William Road • Webbs Road • Rockies Hill Road • Coopers Road • Astons Road (Shoulders) • Tunnel Road • Moyston Township
Reseal Program	\$1,000,000	-	\$847,113	85%	Reseal works are 85% complete for the current financial year.
Mt William Road (24/25 - HSVPP Funding)	\$6,250,000	-	\$2,216	-	These works will commence on receipt of final cultural heritage management plan reporting.
Buangor Ben Nevis Road	\$2,143,000	\$68,522	\$102,860	5%	Plans and technical reporting have been completed. Council is working with Australian Cultural Heritage Services to complete CHMP Due Diligence and plan requirements. The complex site testing has been completed with a meeting with traditional owners expected by the end of the month. This should then move the final approval of the plan. Construction in segmented areas should be able to progress once that area has been documented and approved.

Weighbridge Place, Lake Bolac		\$74,900	\$691		Asphalting works at Weighbridge Place are to be undertaken by SHS Civil, works will not commence until the completion of grain season. The intersection with Mortlake Ararat Road is in poor condition and require the upgrade to withstand the heavy vehicle that use the area.
Churchill Avenue, Ararat	\$800,000	\$2,750	\$32,595	4%	Design works have been completed, footpath are expected to commence at the start of December on footpath works.
Webb Street, Ararat	\$700,000	\$3,700	\$9,997	1%	Design works are complete, and work will be completed in-house. Discussions are being undertaken with GWM Water with relation to the water main and the ability to replace this as a part of the reconstruction works.
Urban Road Gravel to Seal	\$700,00		\$852,717	122%	Works are currently being completed at various urban locations with kerb and channel and drainage being installed including Bailey Lane, Currajong Ave/McLellan Street, Mulcahy Road and Young Street. Multiple design works are being finished for the coming years programs.
Major Patching	\$100,000	\$	\$68,453	68%	Priority works have been completed in November 24. Additional works are being prepared for the next works to be undertaken.
Bridges	\$80,000	\$13,927	\$84,081	105%	Investigations into the works required for the Buangor Ben Nevis Road Bridge 1 project are underway. Other bridge strengthening works are being investigated and estimated for upcoming programs.
Footpath Renewal Program	\$400,000	\$250,754	\$159,063	40%	Council's footpath program has commenced with Barkly/Queen Street Asphalt Path, and Maude Street Path, both under construction. Other costs within this budget include works on Tunnel Track, Pomonal which was a funded project. Internal concreting works have been commenced in December 24.
Urban Drainage Works	\$750,000		\$359,552	48%	Drainage works are progressing with works currently completed at Ararat Cemetery and Thompson and Kneale Street. Works on the main drain are being compiled for completion. The Queen Street Stormwater Project has also been completed.
Kerb and Channel	\$239,000		\$80,368	34%	Works on the Walkerville and Wileman Street project in Willaura have recommenced with following works undertaken by GWM Water replacing a asbestos pipe in the works area.

Miscellaneous			\$127,387		These works include finalisation of works at Gordon Street Reserve and small projects carried over from previous years.
TOTAL INFRASTRUCTURE		\$494,710	\$4,565,128	31%	
TOTAL CAPITAL WORKS		\$695,631	\$5,067,212	32%	

There are also projects that were funded in the 2023/2024 budget that have extended beyond the single financial year. The committed expenditure includes contracts entered for construction of various elements of the projects. The table below provides a summary of these projects:

	Budget	Previous y Expende d Funds	Committed /Contracte d	Total Expended	%	Notes
Mt William Road	\$1,000,000	\$313,911	\$110,727	\$852,277	83%	Work commenced in late May 2024. The works have been set out, tree and stabilising works have been completed. There was significant soft spots found within the area and these have been remedied. Final works include class A stone and sealing works.
Buangor Recreation Reserve Kitchen Extension		\$53,849		\$167		The project has been out to the market and came in with a significant price difference between the cost plan and the pricing received from the tenderers. Funding has been received as part of the Tiny Towns Funding Program which will help progress Stage 1 of this project. Council is currently undertaking quotation works with a local commercial builder to try to progress these works.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

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

- 4.1** Ensure that asset development and renewal during the planning period matches that identified in Council's Asset Plan 2021-2031.
- 4.2** Work directly with asset users to manage and develop new and existing assets.
- 4.3** Deliver infrastructure outcomes that support economic growth, promote community wellbeing and safety and align with Council's financial sustainability.
- 6.1** Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation, and rating fairness.

Budget Implications

The 2024/2025 Capital Works Program represents a significant element of Council's 2024/2025 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 2024/2025 Capital Works Program complies with the program funded in the 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 Capital Works Program has been developed as an element of the 2024/2025 Budget. There was extensive community engagement undertaken prior to adoption.

RECOMMENDATION

That

1. Council receive the Capital Works Program - December 2024 report.

**MOVED CR SANDERS
SECONDED CR JOYCE**

That

1. Council receive the Capital Works Program - December 2024 report.

Cr Sanders and Cr Joyce spoke for the motion

**CARRIED 5/0
5087/25**

ATTACHMENTS

There are no attachments relating to this item

SECTION 5 - INFORMAL MEETINGS

5.1 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 22 January 2025

Matters discussed at the briefing:

- December 2024 fires
- Councillor Code of Conduct
- Transfer Stations
- 2025/2026 Budget, and Revenue and Rating Plan Development and Engagement Plan
- Community Vision and Council Plan Development and Engagement Plan
- Quarterly Performance Report
- Kennel Road Gravel to Seal - Community Petition
- McCrows Road Bridge
- Capital Works Report - December 2024
- Compliance issues update
- Planning issue update
- Green Hill lake Management
- Orchid House
- Planning approvals under delegation
- Building approvals
- Federal Government Housing Support Program Grant
- Community Asset Committee Half yearly report
- Non-current Assets Accounting & Valuation Policy

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

6. STRONG AND EFFECTIVE GOVERNANCE

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

- 6.3 Continuously improve Council's community engagement process and practices in line with deliberative engagement practices, while acknowledging the need for a range of different techniques to ensure effective engagement.

Financial

There are no financial impacts for the receiving of Informal Meetings of Councillors.

Policy/Relevant Law

Reporting of Informal Meetings is in line with the requirements of the Governance Rules.

Risk Assessment

Following the requirements of the Governance Rules will ensure that Council meets its legislative requirements.

Stakeholder Collaboration and Community Engagement

A summary of matters discussed at the Council Briefings are presented for community information.

RECOMMENDATION

That

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

MOVED CR PRESTON

SECONDED CR SANDERS

That

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

No Councillors spoke for or against the motion

CARRIED 5/0

5088/25

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 5.1.

Councillor Briefing



Date: Wednesday 22 January 2025
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Peter Joyce
Cr Luke Preston
Cr Bob Sanders
Cr Bill Waterston
Officers: CEO, Dr Tim Harrison
Apologies: Cr Teli Kaur

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed (*Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules*).

Matters Considered

1	Mayor's roundup
2	December 2024 fires – verbal report
3	Councillor Code of Conduct
4	Transfer Stations
5	2025/2026 Budget, and Revenue and Rating Plan Development and Engagement Plan
6	Community Vision and Council Plan Development and Engagement Plan
7	Quarterly Finance Report
8	Kennel Road Gravel to Seal – Community petition
9	McCrows Rd Bridge
10	Capital Works Report – December 2024
11	Compliance issues update
12	Planning issue update
13	Green Hill Lake management
14	Orchid House
15	Planning approvals under delegation
16	Building approvals
17	Federal Government Housing Support Program Grant
18	Community Asset Committee Half yearly report
19	Non-current Asset Accounting & Valuation Policy

Dr Tim Harrison

SECTION 6 - COMMITTEE MINUTES/REPORTS

No Committee Minutes/Reports received

SECTION 7 - NOTICES OF MOTION

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

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:

No Confidential Agenda Items

Meeting closed at 6:29pm

I HEREBY CERTIFY THAT PAGES 9936 - 10072 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR - CR JO ARMSTRONG