



AGENDA

Council Meeting

7.00pm Tuesday 28 March 2023

VENUE:
Linton Community Hub
Council Chamber
68 Sussex St, Linton

NEXT COUNCIL MEETING
7.00pm Tuesday 18 April 2023

Copies of Golden Plains Shire Council's Agendas & Minutes
Can be obtained online at www.goldenplains.vic.gov.au

Code of Conduct Principles

WORKING TOGETHER

We Councillors will:

- acknowledge and respect that a diversity of opinion exists among us;
- recognise that each of us has different life experience, knowledge and values, and that all of these contribute collectively to our discussions;
- behave with courtesy towards each other, Council officers and our citizens;
- conform to the policy and precedents that guide the conduct of meetings;
- attend punctually and participate in all relevant meetings, workshops and briefings;
- share reasonably in the representation, ceremonial and hosting tasks of the full Council; and
- honour the majority decisions made by the Council, irrespective of our own position, and explain these decisions frankly to the community, once made.

BEHAVING WITH INTEGRITY

We Councillors will:

- identify our financial and personal interest, or potential interest, in any matter that comes before the Council;
- be honest and truthful;
- comply with laws and the regulations deriving there from;
- respect Council property and be frugal in its use, where allowed;
- avoid using our position for personal gain or to achieve advantage over others or to obtain preferential treatment;
- be sympathetic to the legitimate concerns of our citizens;
- act impartially when making decisions and have due regard to the needs of the community as a whole, rather than that of narrow vested interest; and
- acknowledge the role of Council officers in providing advice to us and in implementing Council decisions.

MAKING COMPETENT DECISIONS

We Councillors will:

- without diminishing the short term focus, approach decisions with due regard to the long term needs of the municipality;
- form policies with regard to the needs of the entire Shire;
- direct our attentions to the strategic and statutory needs of the municipality rather than short term, transient, operational issues;
- seek to fully inform ourselves on the issues before Council before making a decision;
- take all reasonable steps to improve our knowledge of matters relevant to our municipal duties; and
- use and respect the professional knowledge of Council officers and other advisers to Council.

Members of the Gallery

Welcome to a Golden Plains Shire Council meeting and thank you for joining us.

MEETING PROCEDURES

The procedures for this Council meeting are provided in Council's Governance Rules. A copy of the Governance Rules can be found on Council's [website](#).

MEETING FACILITIES

Council meetings are generally held at:

- Golden Plains Shire Council Civic Centre (2 Pope Street, Bannockburn)
- Linton Shire Hall (68 Sussex Street, Linton)
- The Well, Smythesdale (19 Heales Street, Smythesdale)

EXPECTATIONS OF THE GALLERY

Council meetings are decision-making forums and it is important that they are open to the community to attend and view proceedings. Community members may participate in Council meetings in accordance with Chapter 2, Division 7 of the Governance Rules.

At each meeting, there is an opportunity for members of the public to ask questions of the Council. Questions must be submitted to Council no later than 10:00am on the day of the meeting in order to be asked at the meeting.

Members of the public present at Council meetings must remain silent during the proceedings except when specifically invited to address the meeting. Mobile devices are permitted for silent use but must not be used for recording, talking or any usage that generates noise, unless permission is granted by the Chairperson of the meeting.

The Chairperson of the meeting may remove a person from the meeting if the person continues to interject or gesticulate offensively after being asked to desist. The Chairperson may cause the removal of any object or material that is deemed by them to be objectionable or disrespectful.

The Chairperson may call a break in a meeting for either a short time or to resume another day if the behaviour at the Council table or in the gallery is significantly disrupting the meeting.

RECORDING OF MEETINGS

Council meetings are recorded and streamed live on the internet. Recordings are archived and available on Council's [Youtube page](#).

All care is taken to maintain your privacy however as a visitor in the public gallery, your presence may be recorded.

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1 OPENING DECLARATION

We the Councillors of Golden Plains Shire declare that we will undertake, on every occasion, to carry out our duties in the best interest of the community and that our conduct shall maintain the standards of the code of good governance so that we may faithfully represent and uphold the trust placed in this Council by the people of Golden Plains Shire

2 ACKNOWLEDGEMENT OF COUNTRY

Golden Plains Shire spans the Traditional lands of the Wadawurrung and Eastern Maar Peoples.

Council acknowledges them as the Traditional Owners and Custodians and pays its respects to both Wadawurrung and Eastern Maar Elders past, present and emerging.

Council extends that respect to all Aboriginal and Torres Strait Islander People who are part of Golden Plains Shire.

3 APOLOGIES AND LEAVE OF ABSENCE**4 CONFIRMATION OF MINUTES****Recommendation**

That Council confirms the minutes of the Council Meeting held on Tuesday 28 February 2023.

5 DECLARATION OF CONFLICT OF INTEREST**6 PUBLIC QUESTION TIME**

7 BUSINESS REPORTS FOR DECISION

7.1 DELEGATES REPORT & INFORMAL MEETINGS OF COUNCILLORS RECORDS

File Number:

Author: Elise Holmes, Executive Assistant to the CEO

Authoriser: Eric Braslis, CEO

Attachments:

1. **Informal Meeting of Councillors Record - Strategic Briefing - 7 March 2023**
2. **Informal Meeting of Councillors Record - Workshop - 14 March 2023**
3. **Informal Meeting of Councillors Record - Briefing - 21 March 2023**

RECOMMENDATION

That Council receive and note the Delegates Report and Informal Meetings of Councillors for the past month.

EXECUTIVE SUMMARY

At each Council meeting, Councillors have the opportunity to update their colleagues and the community about attendances at various Delegated Boards/Committees/Meetings that they attended on behalf of the Council and can acknowledge significant community events or Council functions / engagement opportunities that they have attended over the past month. This report contains records of informal meetings of Councillors as defined under Rule 1 of Chapter 5 of Council's Governance Rules.

MANDATORY BOARDS / COMMITTEES / MEETINGS

- Audit Committee
- G21 - Board of Directors
- Central Highlands Councils Victoria
- Peri Urban Group of Rural Councils
- Berrybank Wind Farm Community Engagement Committee
- Municipal Association of Victoria
- Geelong Regional Library Corporation
- Tourism Greater Geelong and the Bellarine Board
- Grampians Central West Waste & Resource Recovery Group - Local Government Forum
- Council Meeting, Strategic Briefing, Councillor Briefing and Portfolio meetings

COMMUNITY ENGAGEMENT / EVENTS

Cr Cunningham

- Meeting regarding Napoleon Recreation Reserve Community Hall & Community Hub
- Road Works and Footpaths Photo Opportunity
- Goldfields World Heritage - Bid and Master Plan Update and Workshop
- Inverleigh Dachshund Derby
- Peri-Urban Councils Victoria delegation to Canberra
- Teesdale Flood Study Information Session
- Meeting with CEO and Libby Coker MP

- Council Listening Post – Inverleigh
- Council Mid Term Strategy Session
- Community Strengthening Grants Application Process Drop In Session (Online)
- Visits to various Kindergartens across the Shire
- Bannockburn Southwest Industrial Estate Opening with Christine Couzens, MP
- G21 Canberra Delegation pre visit meeting / planning
- G21 Delegation to Canberra
- Briefing Day Agenda Meeting with SMT

Cr Gamble

- Bannockburn Market
- Inverleigh Dachshund Derby
- Teesdale Flood Study: Information Session, Teesdale Hall
- Meredith Multi Play Space Project – construction progress meeting with Michaela Settle MP
- Council Listening Post – Inverleigh
- Council Mid Term Strategy Session
- Teesdale Community Hall, Committee of Management Meeting
- G21 Sport and Recreation Sub Group, Online Meeting
- Bannockburn South West Industrial Estate Opening with Christine Couzens, MP
- G21 Transport and Planning Pillar Meeting, Wurriki Nyal, Geelong
- Geelong Pride March and Rainbow Festival, Johnstone Park

Cr Getsom

- Road Works and Footpaths Photo Opportunity
- Ballarat Regional Landfill Committee Meeting
- Ballarat Regional Landfill Tour of Site
- 29th National Municipal Works and Engineering Conference

Cr Kirby

- Inverleigh Dachshund Derby
- Rokewood Golf Club Meeting
- RFCS Victoria West Regional Advisory Group Event
- Bannockburn Southwest Industrial Estate Opening with Christine Couzens, MP
- Council Mid Term Strategy Session

Cr Rowe

- Maude, She Oaks and Steiglitz Residents – Community Plan Meeting
- 29th National Municipal Works and Engineering Conference
- Council Mid Term Strategy Session
- Bannockburn South West Industrial Estate Opening with Christine Couzens, MP

Cr Sharkey

- Council Mid Term Strategy Session

Cr Whitfield

- Council Listening Post – Inverleigh
- Council Mid Term Strategy Session

INFORMAL MEETINGS OF COUNCILLORS

Rule 1 of Chapter 5 of the Governance Rules requires that if there is a meeting of Councillors that:

- a) Is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors.
- b) Is attended by an absolute majority of Councillors and one member of Council staff; and
- c) 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.

Records of informal meetings of Councillors are reported to an open Council meeting in order to promote transparency of Council decisions, actions and information, in accordance with the Governance Principles as contained in s9(2) Local Government Act 2020. The informal meetings of Councillors records are attached to this report. Rule 6 of Chapter 5 of the Governance Rules provides procedures for the declaration of a conflict of interest at a meeting being held under the auspices of Council, which includes a meeting which meets the definition of an informal meeting of Councillors under Rule 1 of Chapter 5. The informal meetings of Councillors records attached include any declarations of conflicts of interest made at these meetings.

7.2 LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 2 AND 3 PROJECT UPDATES

File Number:

Author: Phil Josipovic, Director Infrastructure and Environment

Authoriser: Phil Josipovic, Director Infrastructure and Environment

Attachments: Nil

RECOMMENDATION

That Council:

- 1) Endorse the following changes to the Local Roads and Community Infrastructure Phase 2 Projects:
 - a) Allocate \$56,900 from Upgrade Bunninyong – Mt Mercer Road / Hardies Hill Road, Garibaldi intersection project savings to the Upgrade Derwent Jacks Road / Snow Gum Road / Reef Road / Chromes Road, Berringa intersection project to cover the over-expenditure.
 - b) Allocate the remaining \$113,602 of Phase 2 savings to the Meredith - Shelford Road Stage 5 project (partly funded under the Phase 3 program).
- 2) Endorse the following changes to the Local Roads and Community Infrastructure Phase 3 Projects:
 - a) Allocate \$40,000 savings from Bannockburn Bowls Sewer connection project to the purchase and installation of a disabled toilet facility at the Bannockburn Bowls Club estimated to cost \$65,000 (Note: the Bannockburn Bowls Club to contribute the balance of funding required for a new disabled toilet).
 - b) Allocate \$10,000 savings from Meredith Interpretive Centre Septic System to existing Phase 2 Meredith Public Open Space improvements.
 - c) Seek an extension of time to 31 December 2023 for the Leigh River Junction viewing platform, Inverleigh project given the yet to be completed consultation with Waddawurrung.
 - d) Seek an extension of time to 31 December 2023 Lethbridge Lakes Amenities Block Upgrade project given the delays experienced due to the October 2022 and November 22 flood events.
- 3) Note the list of project changes endorsed by Council will be submitted to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts for final approval.

EXECUTIVE SUMMARY

Projects funded under Local Roads and Community Infrastructure (LRCI) Program Phases 2 and 3 are required to be completed by 30 June 2023. While Council officers have made significant progress over the last 2 years on these projects, there are some project savings and delayed timelines likely to result in an estimated \$170,502 of the \$1,512,680 Phase 2 allocation and \$250,000 of the \$2,667,310 Phase 3 allocation in either savings or under expenditure for uncompleted projects as at 30 June 2023. This report provides details of projects in these categories and provides a recommendation for re-allocation of funding as well as identifying projects requiring an extension of time request. Council endorsed re-allocations and extension of time requests will be subject to approval by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) for final approval.

BACKGROUND

The LRCI program was introduced to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Council was allocated \$1,333,655 as part of the initial LRCI Phase 1 allocation, \$1,512,680 as part of LRCI Phase 2 funding and \$2,667,310 as part of the Phase 3 allocation. In addition, Council endorsed projects to be submitted to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts for the recently announced Phase 4 LRCI program, for which Council has been allocated \$1,333,665.

Council endorsed Phase 1, 2 and 3 projects were submitted to the Department and in all cases were approved. Phase 4 projects are yet to be submitted as the updated program guidelines have not been released.

All Phase 1 projects with the exception of the Family Services Car Park Upgrade adjacent to Council offices have been completed. Phase 2 and 3 projects are required to be completed by 30 June 2023.

DISCUSSION

The current status of projects is shown in the below tables.

Phase 2 Projects

Item	Project Cost	LRCI Income (\$1,512,680)	Estimated LRCI Expenditure by 30 June 2023	Savings / Unexpended	Status
Upgrade Bunninyong - Mt Mercer Road / Hardies Hill Road, Garibaldi intersection	\$250,000	\$250,000	\$24,510	\$225,490	Project completed
Upgrade Derwent Jacks Road / Snow Gum Road / Reef Road / Chromes Road, Berringa intersection	\$250,000	\$250,000	\$306,900	-\$56,900	Project completed
Upgrade Enfield	\$250,000	\$250,000	\$248,088	\$1,912	Project completed
Bannockburn Skate Park Upgrade	\$449,000	\$99,000	\$99,000		Project completed
Replace bridge gurdrails at various locations	\$200,000	\$200,000	\$200,000		Project completed
Paddys Gulley Road, Rokewood	\$650,000	\$318,680	\$318,680		Project completed
<i>Approved Variations</i>					Project completed
Wallace Street Drainage	\$50,000	\$50,000	\$50,000		Design completed with works to be completed by 30 June 2023.
Lethbridge Lakes Safety Upgrades	\$95,000	\$95,000	\$95,000		Boardwalk to be completed in April. \$275K total project cost with \$95K contribution from Phase 3 LRCI program. Minor works within the precinct will be scoped and introduced once remaining funds are known after boardwalk completed. All works expected to be completed by 30 June 2023.
TOTALS	\$2,194,000	\$1,512,680		\$170,502	

It is proposed that the Savings / Unexpended funds from above be allocated as follows:

- \$56,900 from Upgrade Bunninyong – Mt Mercer Road / Hardies Hill Road, Garibaldi intersection project be allocated to Upgrade Derwent Jacks Road / Snow Gum Road / Reef Road / Chromes Road, Berringa intersection project to cover the over-expenditure, and;
- Allocate the remaining \$113,602 to the Meredith to Shelford Road – Stage 5 project (partly funded under the Phase 3 program).

The rationale in allocating additional funding to Meredith to Shelford Road – Stage 5 is:

- The project is an existing LRCI funded project
- The project has incurred total variations of \$368,397.92 as reported to Council at its February 2023 meeting and the re-allocation will cover some of the variations.

Phase 3 Projects

Item	Project Cost	LCRI Income	Estimated LCRI Expenditure by 30 June 2023	Savings / Unexpended	
Meredith to Shelford Road – Stage 4	\$990,000	\$990,000	\$990,000		Project completed.
Meredith Interpretive Centre Septic System	\$42,000	\$42,000	\$32,000	\$10,000	Final stage of earthworks to be completed in March 2023 as ground level has dropped. Expected to be approximately \$10K under budget.
Bannockburn Bowls Sewer connection	\$210,000	\$210,000	\$170,000	\$40,000	All physical sewer works are complete. Expected budget savings (Estimated \$40,000).
Bannockburn Youth Hub Fit out	\$77,000	\$77,000	\$77,000		Facility opened in April 2022.
Bruce's Creek viewing platform renewal, Bannockburn	\$50,000	\$50,000	\$50,000		Platform renewal completed with approaching path network (concrete and gravel) to be completed shortly.
Leigh River Junction viewing platform, Inverleigh	\$150,000	\$150,000	\$50,000	\$100,000	Project scope unknown due to cultural heritage sensitive location. Meeting with Waddawurrung has been scheduled for March to finalise scope and any required approvals. This meeting previously scheduled for January. Extension of time will be expected to be required to complete project.
Edinburgh Street Reserve, Linton	\$50,000	\$50,000	\$50,000		Quotes have been received for works scoped. On site works to commence in March 2023 and be completed by 30 June 2023.
Lethbridge Lakes Amenities Block – Upgrade	\$150,000	\$150,000	\$50,000	\$100,000	Land Capability Assessment (LCA) underway which will provide Council options for septic locations etc. Depending upon outcomes of LCA and fabrication periods of toilet structure, an extension of time may be required.
Leigh River Reserve Viewing Platform, Inverleigh	\$40,000	\$40,000	\$40,000		Platform and approach path networks completed. Introduction of water bubbler and new fence line to be completed by 30 June 2023.
Public open space infrastructure upgrades and replacements – Haddon	\$10,000	\$10,000	\$10,000		Minor improvement works to be completed by 30 June 2023.
Public open space infrastructure upgrades and replacements – Linton	\$10,000	\$10,000	\$10,000		Minor improvement works to be completed by 30 June 2023.
Public open space infrastructure upgrades and replacements – Meredith	\$10,000	\$10,000	\$10,000		Minor improvement works to be completed by 30 June 2023.
Public open space infrastructure upgrades and replacements – Batesford	\$10,500	\$10,500	\$10,500		Minor improvement works to be completed by 30 June 2023.
Public open space infrastructure upgrades and replacements – Inverleigh	\$10,000	\$10,000	\$10,000		Minor improvement works to be completed by 30 June 2023.
Public open space infrastructure upgrades and replacements – Teesdale	\$10,000	\$10,000	\$10,000		Minor improvement works to be completed by 30 June 2023.
Meredith to Shelford Road - Stage 5	\$990,000	\$667,810	\$667,810		Project on track to be fully completed by May.
Lethbridge Lakes Boardwalk upgrade	\$180,000	\$180,000	\$180,000		Boardwalk to be completed in month of April. \$275K total project cost with \$95K Council contribution. Minor works within the precinct will be scoped and introduced once we know what funds are remaining after boardwalk completed.
TOTALS	\$2,989,500	\$2,667,310	\$2,417,310	\$250,000	

It is proposed that the Savings / Unexpended funds from above be allocated as follows:

- \$40,000 savings from Bannockburn Bowls Sewer connection be allocated to the purchase and installation of disabled toilet facility at the Bannockburn Bowls Club. Total project cost is estimated at \$65,000, with the Bowls Club to contribute the balance of funding required.
- Allocate \$10,000 savings from Meredith Interpretive Centre Septic System to the Meredith Public Open Space Improvements (which is a Phase 3 project with a \$10,000 allocation), more specifically entrance and fence upgrades at Meredith Multi Play project at Meredith Recreation Reserve currently under construction.
- Due to extraordinary circumstance with projects of this nature, seek an extension of time to 31 December 2023 for the Leigh River Junction viewing platform, Inverleigh. Consultation with Waddawurrung in a timely fashion (as required) has proven to be a challenge given their resource constraints.
- Seek an extension of time to 31 December 2023 for the Lethbridge Lakes Amenities Block – Upgrade given the delays experienced due to the October and November 2022 flood events.

It should be noted that the Phase 3 funding guidelines include the following reference to requests for extension of time:

6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at LRCIP@infrastructure.gov.au.

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision

It is considered that ensuring cultural heritage issues are addressed appropriately and the flood events of late 2022 constitute exceptional circumstances.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	No
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes
Gender Equality (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	No

GOVERNANCE PRINCIPLES

The overarching Governance Principles of the Act are a key consideration in proposing the utilisation of LRCI funding to deliver community infrastructure projects including:

- Priority is to be given to achieving the best outcomes for the municipal community
- Ongoing financial viability is to be ensured.

POLICY/RELEVANT LAW

Many projects discussed have been publicly tendered to comply with the contracting requirements of the Local Government Act and Council's Procurement Policy.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

In accordance with Council procurement guidelines, the delivery of all LRCI projects has considered environmental sustainability in the purchasing of products/services and appointment of contractors.

COMMUNITY ENGAGEMENT

Projects and items identified, that were either considered or proposed for LRCI funding, have been informed by engagement processes, feedback and priorities identified by the Golden Plains community.

FINANCIAL MANAGEMENT

All the projects have had preliminary investigations and detailed design (where required) carried out. It is considered they will bring significant benefits to the community in advance of what would otherwise be the case if the funding was not available.

RISK ASSESSMENT

Key risks associated with this report include not being able to deliver the nominated projects within the budget or by the required completion date of 30 June 2023. The projects proposed have been identified and prioritised with this in mind and provide Council the best opportunity to deliver them within budgets and required timeframes in addition to existing programs.

COMMUNICATION

Projects for every phase of LRCI funding have been endorsed by Council and published in Council minutes, as well as being the subject of media releases.

HUMAN RIGHTS CHARTER

It is considered that this report does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (VIC).

OPTIONS**Option 1 – Council endorse the recommendations of this report.**

This option is recommended by officers as it provides the best opportunity to complete the projects nominated on time (or extended) thus not risk losing any of the funding available

Option 2 – Identify new projects eligible to be funded

This option is not recommended by officers as the limited time to prepare designs, undertake procurement activities in accordance with Council's Procurement Policy and construct any nominated project is highly unlikely to be achieved by 30 June 2023.

CONFLICT OF INTEREST

No officer involved in preparing this report has any conflicts of interest in regards to this matter.

CONCLUSION

Council has either completed or is on track to complete many of the projects funded under the LRCI Phase 2 and 3 programs. It is considered the recommendations in this report gives Council the best opportunity to expend the funds and maximise the community benefit derived from the approved projects.

7.3 PROCUREMENT POLICY UPDATE

File Number:**Author:** Fiona Rae, Manager Finance**Authoriser:** Lynne Gray, Director Corporate Services**Attachments:**
1. Draft Procurement Policy
2. Draft Exemption Procedure**RECOMMENDATION**

That Council adopt the amended Procurement Policy and Exemption Procedure as attached (March 2023).

EXECUTIVE SUMMARY

Council is committed to ensuring continuous improvement and strong compliance processes are in place for its procurement activities in order to achieve value for money and generate benefits for Council and its community. A minor update to the Procurement Policy is required to include arrangements with public bodies or agencies as current projects include collaborative procurement with public bodies and agencies.

BACKGROUND

The *Local Government Act 2020* requires that Council prepare and approve a Procurement Policy and review the Procurement Policy at least once during its four-year term and amend it as necessary.

A review of the Procurement Policy was completed and adopted at the 29 June 2021 Council meeting. This minor update to the Procurement Policy will consolidate and provide clarity particularly to section 9, Alternative Arrangements.

DISCUSSION

Council conducts a review of the Procurement Policy on an annual basis as this policy is central to day-to-day operations and important to ensure it reflects current processes and meets legislative requirements which was completed in June 2021.

Minor updates have been made to the Procurement Policy and Exemption Procedure to improve wording and to make reference to the Local Government Act 2020. The financial delegation dollar amount has been replaced with reference to the 'Instrument of Delegations' which eliminates the need to update the Procurement Policy if there is a change in the Instrument of Delegations, resulting in a more fluid policy.

Proposed updates are outlined in the table below:

Policy	Section	Proposed Changes
Procurement Policy	1.1	Reference Local Government Act 2020.
	4.2	Removal of 'authority to sign' thresholds and replaced with reference to Instrument of Delegation. Replace 'approved agents' with 'alternate arrangements' to capture revised wording in clause 9.
	4.3	ICT procurement must be approved by an authorised from the ICT and Digital Transformation unit.
	6	Include alternative arrangements.

	12	Expand to include approved delegate in section on consideration if a contract is complex, high risk or controversial. Previously included Council or the CEO, and now expanded to include approved delegate.
	12.5	Reworded to include requirements of the Act rather than restating specifics (e.g. 'must comply with the conflict of interest provisions' rather than 'must avoid conflicts between his or her public duties').
	14.1	Include reference to section of the Act.
	21 & 22	Remove the CEO financial delegation amount and replace with reference to the CEO financial delegation.
	23	Revise wording to include reference to the Instrument of Delegation.
	24	Include delegated officer and replace financial delegation with delegated authority. Remove reference of delegation to a Director.
Exemption Procedure	3.6	Add probity to the legal services included to be exempt from the requirement for market engagement and the requirement for a purchase order.
	4.17	Include reference to both the Local Government Act 1989 and 2020.
	4.18	Include the requirement of a 'request for exemption form' in the instance of a sole supplier and supplier with highly specialised skills or expertise. A 'request for exemption form' is not required for all other instances listed.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans	Yes

(Consideration of Strategic Planning Principles under s.89 of LGA 2020)	
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes
Gender Equality (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	No

GOVERNANCE PRINCIPLES

The Procurement Policy has been prepared in accordance with the *Local Government Act 2020*.

POLICY/RELEVANT LAW

Local Government Act 2020

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

Environmental sustainability considerations are included within the Procurement principles section of the policy.

PUBLIC TRANSPARENCY

Probity requirements include applying a consistent and transparent process. The policy outlines procurement principles, probity requirements and the tender evaluation process. Details of tenders received are confidential, however feedback can be provided to tenderers on their tender to enable any issues to be addressed in future submissions.

STRATEGIES/PLANS

The Procurement Policy is consistent with Council's financial plans.

FINANCIAL MANAGEMENT

The Procurement Policy is consistent with Council's financial management processes, with confirmation of budget allocation prior to a tender being prepared.

RISK ASSESSMENT

There are identified risk implications associated with this report, detailed below:

The Procurement Policy has been updated in accordance with the Local Government Act 2020 and also aligned with other regional council policies. This review was completed by Council officers.

COMMUNICATION

When approved, the Procurement Policy will be published on Council's web site.

HUMAN RIGHTS CHARTER

It is considered that this report does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (VIC).

OPTIONSOption 1 – Council approve the updated Procurement Policy

This option is recommended by officers as the updates will support some current project that include the collaborative procurement with Barwon Water and the Regional Renewable Organic Network.

Option 2 – Council note the updated Procurement Policy

This option is not recommended by officers as any updates to the Procurement Policy require adoption by Council to be included in the updated policy.

Option 3 – Council request changes to the Procurement Policy

This option is not recommended by officers as the proposed changes are minor in nature and are recommended to enable current projects involving collaborative procurement with public bodies and agencies to be covered by Council's Procurement Policy.

CONFLICT OF INTEREST

No officer involved in preparing this report has any conflicts of interest in regards to this matter.

CONCLUSION

The updated Procurement Policy will come into force following adoption and will be updated on Council's website.

7.4 GOVERNANCE RULES - FOR ADOPTION

File Number:**Author:** Rosie Wright, Coordinator Governance and Risk**Authoriser:** Lynne Gray, Director Corporate Services**Attachments:**

1. Governance Rules Chapter 2 - Changes
2. Governance Rules - For Adoption

RECOMMENDATION

That Council:

1. Noting that no submissions were received on the exhibited draft, adopts the Governance Rules (attachment 2) and authorises the Chief Executive Officer and the Mayor to sign the adopted document.
-

EXECUTIVE SUMMARY

Council is required to develop, adopt and keep in force Governance Rules, pursuant to section 60 of the *Local Government Act 2020* ('the Act'). Prior to amending its Governance Rules, a Council must ensure that a process of community engagement is conducted, in accordance with section 60(4) of the Act. Changes have been identified to improve clarity and increase the accessibility of Council meetings.

The draft Governance Rules were placed on public exhibition from 1 March 2023 to 22 March 2023, with no submissions received. Minor changes have been made to the draft and the Governance Rules, as amended, are now recommended to Council for adoption.

BACKGROUND

The Governance Rules were first adopted by Council on 25 August 2020, as part of the implementation of the Act. A comprehensive review of the Governance Rules was conducted in 2022, following amendments to the Local Government Act 2020 that came into force on 2 September 2022. The amendments required Councils to include in their Governance rules procedures for requesting and approval of attendance by Councillors at Council meetings by electronic means of communication. The updated Rules were adopted by Council on 24 August 2022, ahead of the required September deadline.

DISCUSSION

With the benefit of six months of operation of the new provisions of the Governance rules, further changes have been identified to improve the operation and increase the accessibility of Council meetings. The changes have been made to Chapter 2 – Meeting Procedures, as shown in Attachment 2. All other chapters of the Governance Rules will be unchanged.

A summary of proposed changes and the purpose of the change is included in the table below.

Rule	Proposed change	Purpose
Rule 5.8(f) – Mayoral Election Process	Wording change, no change to process	This change is intended to improve clarity and remove ambiguity. The Mayoral election process is complex and is difficult to describe in clear and simple terms. This change to wording is intended to clarify that drawing of a lot will only eliminate one candidate at a time and following each elimination by lot, a vote will be repeated between the remaining candidates. This process will be repeated until a candidate is elected by absolute majority or until only two candidates remain.
Rule 34 – Public Question Time	<p>Clarity in process for public questions.</p> <p>Priority given to first question - Chairperson may defer the second question submitted by an individual until all persons have had their first question asked and answered.</p> <p>Additions to reasons that a question may not be read at a Council meeting.</p>	As only 30 minutes are allocated for public questions in Council meetings, these changes are intended to ensure efficient question time, in order to allow the maximum number of questions to be asked in question time as possible. Individuals submitting questions must still be present in the gallery, including by electronic means of communication, in order for a question to be answered during public question time.
Rule 69 & 70 – Requests by Councillors to attend Council Meetings using Electronic Means of Communication	<p>Lowering the threshold for acceptance of a request to attend virtually.</p> <p>Providing the CEO with discretion to accept a request to attend virtually if it does not strictly adhere to the Rules.</p> <p>Shortening the timeframe for a request to be made from 24 hours to 3 hours.</p>	<p>The process of receiving requests by Councillors to attend Council meetings virtually was introduced with the amendments to the Local Government Act in September 2022. This process has now been used multiple times and learnings and improvements have been identified. Particularly, use of the virtual attendance process during weather events allows Council meetings and decision making to continue when Councillors may otherwise be unable to attend.</p> <p>These changes are therefore proposed to make it easier for Councillors to attend Council meetings electronically. Some restrictions do remain in place, for example where the meeting is being held in a location that does not have the facilities to support electronic attendance or where the meeting will consider the adoption of important strategic and statutory items, however the threshold for the CEO to grant a request to virtually attend one of these kinds of meetings has been reduced and no longer require 'extraordinary' circumstances.</p>

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No
Gender Equality (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	No

GOVERNANCE PRINCIPLES

The Governance Rules will ensure adherence to the overarching governance principles in section 9 of the *Local Government Act 2020*. The governance principles have been considered throughout the review of the Governance Rules.

POLICY/RELEVANT LAW

Local Government Act 2020

COMMUNITY ENGAGEMENT

A process of community engagement has been conducted as required by section 60(4), with the proposed Governance Rules placed on public exhibition from 1 March 2023 to 22 March 2023.

PUBLIC TRANSPARENCY

The Governance Rules have been placed on public exhibition to provide the community with the opportunity to comment on the proposed changes and ensures that the process for making changes is in line with the public transparency principles under section 58 of the Act. The public transparency principles have been considered throughout the review of the Governance Rules.

RISK ASSESSMENT

The *Local Government Act 2020* prescribes the provisions that must be included in the Governance Rules, as well as the process of engagement required in amending the same.

COMMUNICATION

A report was provided to Councillors at the December 2022 Councillor Briefing containing the proposed changes to be made to the Governance Rules.

No submissions were received from community engagement.

HUMAN RIGHTS CHARTER

It is considered that this report does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic).

OPTIONSOption 1 – That Council adopt the Governance Rules.

This option is recommended by officers, as the community has been provided with an opportunity to make submissions on the proposed changes and to ensure that Council's Governance Rules are updated to comply with amendments to the Act.

Option 2 – That Council do not adopt the Governance Rules.

This option is not recommended by officers as it is the opinion of officers that the additional changes recommended will enhance Council governance practices. The community has been provided with an opportunity to make submissions.

CONFLICT OF INTEREST

No officer involved in preparing this report has any conflicts of interest with regard to this matter.

CONCLUSION

The Governance Rules are being presented to Council for adoption following community engagement in accordance with section 60(4) of the Act.

7.5 REVIEW OF INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987

File Number:

Author: Sophie Brown, Governance and Risk Specialist

Authoriser: Lynne Gray, Director Corporate Services

Attachments: 1. Instrument of Appointment and Authorisation - Planning and Environment Act 1987

RECOMMENDATION

In the exercise of the powers conferred by s 147(4) of the *Planning and Environment Act 1987* and other legislation referred to in the attached Instrument of Appointment (the 'instrument'), Golden Plains Shire Council (Council) resolves that:

1. The members of Council staff referred to in the instrument as shown in Attachment 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to sign the instrument.
3. The instrument comes into force immediately upon being signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it.
4. The previous instrument dated 28 February 2023 is revoked.

EXECUTIVE SUMMARY

The appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council. The Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* was last reviewed and adopted by Council in February 2023. A review of that instrument has now been completed and updated to reflect staffing changes that have occurred in the Environment and Open Spaces team.

It is recommended that Council consider and adopt the revised Instrument, as shown in Attachment 1.

BACKGROUND

The Chief Executive Officer (CEO) appoints the majority of authorised officers under Council's delegation to the CEO. However, under section 188(2)(c) of the *Planning and Environment Act 1987*, the appointment of authorised officers under this Act cannot be delegated and must be made through resolution of Council.

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure they have the required authority to carry out their roles within legislative requirements.

DISCUSSION

Council subscribes to the Maddocks Lawyers Delegations and Authorisations service. This service includes the provision of templates and regular updates as required to reflect new or amended legislation.

The instrument of appointment and authorisation under the *Planning and Environment Act 1987* was updated by Maddocks Lawyers in January 2023. Authorised staff have been recently reviewed and the instrument has been updated to reflect staff changes in Council's Planning team.

Officers authorised to act under the *Planning and Environment Act 1987* have authorisation to enter sites, gather evidence or serve legal notices, etc. if required, as appropriate to their level of experience and qualifications.

The specific authorisations provided through this instrument include:

1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorisation generally to institute proceedings for offences against the Act and/or any regulations.

The proposed changes to the instrument are detailed below:

Change	Reason
Added Richard Russell	Appointed as Acting Coordinator Environment and Sustainability

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	No
Human Rights Charter	No
Gender Equality (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	No

GOVERNANCE PRINCIPLES

The overarching Governance Principles have been taken into consideration when completing the update to the instruments of authorisation attached to this report.

POLICY/RELEVANT LAW

The *Local Government Act 2020*; and

The legislation referred to in the attached Instruments of Delegation.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

Delegation of powers provided by the *Planning and Environment Act 1987* will allow Council officers to exercise these powers in protection of the environment.

PUBLIC TRANSPARENCY

Council will make available for public inspection a register of authorisations, including the dates on which the last reviews took place.

RISK ASSESSMENT

- Authorised officers are required to ensure Legislative Compliance; and
- Authorisations mitigate risks associated with inappropriate exercise of powers.

COMMUNICATION

Council will make available for public inspection a register of authorisations, including the dates on which the last reviews took place.

Changes to the authorisations will be communicated internally.

HUMAN RIGHTS CHARTER

It is considered that this report does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (VIC).

OPTIONS

Option 1 – That Council adopt the reviewed Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

This option is recommended by officers as this will ensure compliance with legislation and ensure the members of Council staff exercising these powers are appropriately authorised.

Option 2 – That Council defer the report.

This option is not recommended by officers as it will risk non-compliance with legislation and hinder Council staff who require these authorisations to perform their duties.

CONFLICT OF INTEREST

No officer involved in preparing this report has any conflicts of interest in relation to this matter.

CONCLUSION

The appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made by resolution of Council. The Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* was last reviewed and adopted by Council in February 2023. A review of that instrument has now been completed and updated to reflect staffing changes that have occurred in the Environment and Open Spaces team. It is recommended that Council consider and adopt the revised the Instrument, as shown at Attachment 1.

7.6 CONTRACT FOR BUILDING CLEANING SERVICES

File Number:**Author:** Ben Jordan, Manager Recreation & Community Infrastructure**Authoriser:** Phil Josipovic, Director Infrastructure and Environment**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Resolves to award the Contract GPSC-RFT-21-2022 Building Cleaning Services to Bohan Cleaning Services for the sum of \$231,994.92 exclusive of GST per annum for the initial term of three (3) years with two (2) by one (1) year extension options.
2. Delegates to the Chief Executive Officer or his delegate authority to execute the contract on behalf of Council/

EXECUTIVE SUMMARY

Golden Plains Shire Council wishes to engage a suitably qualified contractor for the supply of cleaning services and related consumables across the portfolio of Council owned and leased buildings.

BACKGROUND

Council requires the supply of cleaning services and consumables for the portfolio of Council owned and leased facilities buildings.

These facilities are:

- Bannockburn Cultural Centre (BCC) - including library
- Golden Plains Civic Centre (GPCC)
- Bannockburn Family Services Centre (BFSC) – excluding Kardinia Child Care
- Smythesdale Well – Excluding Doctor and Pharmacy
- Bannockburn Youth Hub
- Bannockburn (old) Shire Hall
- Linton Shire office / Community Hub
- Shelford Depot
- Rokewood Depot
- Linton Depot
- Rokewood transfer station office and amenities.

Tenderers were asked to submit costs for single, multiple or all sites and present costs per site, per month. Emergency call out cleaning costs were to be provided as a separate rate per hour. Site specific costs were to be submitted separately. Consumables were to be submitted as a separate list of products.

Other facilities, such as kindergartens, which may require contract cleaning in future will be reviewed and considered annually through quotation and variations to the contract with the successful tenderer.

DISCUSSION

The tender was originally advertised on 17/11/2022, closing 11/01/2023, with fifteen (15) submissions received on closing. The submissions were reviewed, and compliance checked, with one submission identified as non-compliant. An initial short-listing meeting was held on 19/01/2023

and the evaluation panel agreed it would not shortlist by price and by consensus, decided to review all fourteen (14) compliant submissions including for OHS requirements.

The evaluation panel met again on 03/02/2023. Scores measured against the weighted criteria were received individually by Procurement from the scoring panel members prior to the meeting. Panel members reviewed individual scores and agreed to consensus scores across the evaluation criteria. The panel outcome was to recommend Bohan Cleaning Services as the preferred supplier (pending credit and reference checks) based on Capability, Capacity, Local Content and Price. The panel noted that the two top ranked suppliers were both capable of providing services for this contract and were the two highest qualitative scoring suppliers, with only a 1.25 score difference between them. However, the final weighted score placed Bohan ahead due to a lower price being offered.

A detailed credit assessment was completed on the preferred supplier and reference checks were undertaken. Following this, the panel agreed by consensus that Bohan Cleaning remained the preferred supplier.

A Confidential Tender Evaluation Report with further detail on the information outlined above has been previously provided to Councillors.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	No
Gender Equality (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	Yes

GOVERNANCE PRINCIPLES

The overarching governance principles in s.9 of the *Local Government Act 2020* provide for giving priority to achieving the best outcomes for the municipal community and that innovation and continuous improvement is to be pursued.

The contracting of Building Cleaning Services, and processes undertaken to recommend a preferred supplier, will provide improvements in cost efficiencies and service delivery to Council and the Golden Plains community.

POLICY/RELEVANT LAW

Tender GPSC-RFT-21-2022 Building Cleaning Services complies with the GPSC Procurement Policy and the *Local Government Act 2020*.

PUBLIC TRANSPARENCY

Public notice was provided and included advertisements in the Geelong Times, Ballarat Times, Golden Plains Times and Council's eProcure online portal. Decision outcomes will be advised on eProcure tender website and Council minutes.

FINANCIAL MANAGEMENT

The tender is funded from several cleaning budgets with a total 2022/23 budget allocation of approximately \$310,000. The preferred contractor tender is within the allocated budget and the separate budget lines will be combined in future Council budgets.

Rates shall remain fixed for the first twelve-month period of the Contract. At the conclusion of each twelve-month period of the Contract the rates may be reviewed in line with ABS CPI value published for the June quarter. The contractor will prepare and submit a new Schedule of Rates with any price variation request. At the end of the three year contract term, two by one year extensions are available subject to agreement by both parties. Any extension to the 3 year term of contract shall be under the same terms and conditions as the original contract.

RISK ASSESSMENT

Risks were considered by the evaluation panel and requirements associated with this specific type of risk activity will be actively monitored throughout the life of the contract.

COMMUNICATION

Council decisions on tender/s awarded are advised through Council Minutes and electronic tender system and supplier notifications via procurement email.

HUMAN RIGHTS CHARTER

It is considered that this report does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

GENDER EQUALITY

The process of engaging a contract cleaner for Council buildings has been considered in accordance with s.9 of *Gender Equality Act 2020* and no gender inequality implications have been identified.

OPTIONS

Option 1 – Approve Tender Award – GPSC-RFT-21-2022 Building Cleaning Services.

This option is recommended by Council officers through the comprehensive Tender evaluation and selection process which recommends the Building Cleaning Services contract be awarded to Bohan Cleaning Services.

Option 2 – Not award contract to any tenderer.

This option is not recommended as the works have been identified as high need and if a contract is not awarded, it may result in reputational damage to Council and increased costs of cleaning.

CONFLICT OF INTEREST

No officer involved in preparing this report has any conflicts of interest regarding this matter.

CONCLUSION

The Evaluation Panel has conducted a comprehensive and detailed assessment of the submissions which were received in response to Council's request for tender GPSC-RFT-21-2022 Building Cleaning Services as outlined in this report to ensure compliance with:

1. Relevant provisions of the *Local Government Act 2020 (Vic)*; and
2. Council's Procurement Policy requirements

In conclusion, Bohan Cleaning Services met Council's tender requirements for Building Cleaning Services and is considered best placed to provide these services for Golden Plains Shire Council.

8 NOTICES OF MOTION

8.1 NOTICE OF MOTION - COUNCIL MEETINGS START TIME

File Number: 73

Attachments: 1. Notice of Motion - Cr Whitfield

I, Councillor Clayton Whitfield, give notice that at the next Ordinary Meeting of Council be held on 28 March 2023, I intend to move the following motion:-

MOTION

That Council change the start time of the scheduled 2023 Council Meetings adopted at the 20 December 2022 Council Meeting to 6:00pm instead of 7:00pm

RATIONALE

We have experienced the 7.00pm start time at the February 2023 Meeting, and it is not advantageous for staff or Councillors that live at the other end of the Shire. Staff are given time in lieu for Council Meetings, therefore the longer a meeting goes into the night, the less time they are with their colleagues during work hours. The extra time prior to the Council Meeting was not used to advantage.

I commend this Notice of Motion to Council.

9 PETITIONS

Nil

10 CONFIDENTIAL REPORTS FOR DECISION

Nil