



AGENDA

Council Meeting

6.00pm Tuesday 17 December 2024

VENUE:
Golden Plains Civic Centre
Council Chambers
2 Pope Street, Bannockburn

NEXT COUNCIL MEETING
To be determined

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.

Membership

Councillors

Cr Sarah Hayden, Mayor
Cr Des Phelan
Cr Brett Cunningham
Cr Emma Robbins
Cr Helena Kirby
Cr Owen Sharkey

Officers

Shane Walden, Chief Executive Officer
Phil Josipovic, Director Infrastructure and Environment
Lynnere Gray, Director Corporate Services
Emma Wheatland, Acting Director Community, Planning and Growth
Governance Coordinator

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)
- 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 19 November 2024 and the minutes of the Council Meeting held on Tuesday 26 November 2024.

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

7 BUSINESS REPORTS FOR DECISION

7.1 CITIZEN RECOGNITION AWARD

File Number:

Author: Ben Jordan, Manager Recreation & Community Infrastructure

Authoriser: Phil Josipovic, Director Infrastructure and Environment

Attachments: Nil

Golden Plains Shire is proud to recognise the fantastic achievements and contributions made by young people in the community. We are fortunate today to present a Citizen Recognition Award to Piper Flett, who is being recognised for her achievement in the sport of Inline Hockey.

- Piper is 11 years old, lives in Teesdale and was selected to represent Victoria at the National Inline Hockey Championships held in Queensland from 29 September to 6 October 2024.
 - Piper has been playing Inline Hockey “off & on” for a few years. Such is her commitment to her sport that Piper attended training and try outs for the Victorian team on the other side of Melbourne (and occasionally in Moe) every second weekend.
 - This was Piper’s first time competing at a national level. She is following in the footsteps of her talented older brother, Lachlan, who has represented Victoria and Australia at international level in the sport of Inline Hockey.
 - Piper loves skating and going up against “bigger people” and learning new skills. In her spare time she also loves to dance and do acro (acrobatic dance) locally in Teesdale.
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7.2 COUNCIL MEETING DATES 2025**File Number:****Author:** Shane Walden, Chief Executive Officer**Authoriser:** Shane Walden, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council adopts the following schedule for the 2025 Scheduled Council Meetings and Audit & Risk Committee Meetings.

Council Meetings (Scheduled)

Meeting Day	Meeting Date	Time	Place
Tuesday	25 February 2025	6:00pm	Bannockburn
Tuesday	25 March 2025	6:00pm	Smythesdale
Tuesday	1 April 2025 (Budget Submissions)	6:00pm	Bannockburn
Tuesday	22 April 2025	6:00pm	Bannockburn
Tuesday	27 May 2025	6:00pm	Smythesdale
Tuesday	24 June 2025	6:00pm	Bannockburn
Tuesday	22 July 2025	6:00pm	Smythesdale
Tuesday	26 August 2025	6:00pm	Bannockburn
Tuesday	23 September 2025	6:00pm	Smythesdale
Tuesday	28 October 2025	6:00pm	Bannockburn
Tuesday	11 November 2025 (Mayoral Election) (Note: Remembrance Day)	6:00pm	Bannockburn
Tuesday	25 November 2025	6:00pm	Smythesdale
Tuesday	16 December 2025 (Note: 3 rd Tuesday due to Christmas)	6:00pm	Bannockburn

Audit & Risk Committee Meetings

Meeting Day	Meeting Date	Time	Place
Tuesday	11 February 2025	9:00am	Bannockburn
Tuesday	13 May 2025	9:00am	Bannockburn
Tuesday	9 September 2025	9:00am	Bannockburn
Tuesday	11 November 2025	9:00am	Bannockburn

EXECUTIVE SUMMARY

To discuss and confirm the 2025 dates for Council Scheduled Council Meetings and Audit & Risk Committee Meetings.

BACKGROUND

Council holds Council Meetings in accordance with Golden Plains Shire Council's Governance Rules and Section 61 and of the Local Government Act 2020 (the Act).

Section 12 of the Governance Rules state that at or before the last Scheduled Council Meeting each calendar year, Council must fix the date, time and place of all Scheduled Council Meetings and any Delegated Committee Meetings for the following calendar year.

DISCUSSION

Council's historic practice is to hold Council Meetings on the fourth Tuesday of each month, commencing at 6:00 p.m.

Some supporting factors for this time are as follows:

- it allows people (including community members) to finish work and attend the Council meeting
- it provides a break in which Councillors can eat a light dinner before Council meetings

Some challenges with this time are as follows:

- for fulltime Councillors it can make for a long 'work day'
- wherever the meeting is held, Councillors and officers must drive some distance to get home following the meeting. This is not a major issue in summer; however, in winter, this has people driving in the dark

Councillors may like to consider the time and day of the Council meeting and determine what best suits them. They should also consider the community, noting that most community participation is online rather than in person.

It is noted that the Council does not typically hold a meeting in January, with the first meeting of 2025 planned for February. The December Scheduled Council Meeting is scheduled earlier to coincide with the summer holiday period.

There is less flexibility with the Audit and Risk Committee Meetings as the timing (being on the 2nd Tuesday at 9:00am) is the current practice, and any change would require further discussion with the chair and independent members.

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)	Yes
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	No
Communication	Yes
Human Rights Charter	Yes
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 include:

- Priority is to be given to achieving the best outcomes for the municipal community;
- Innovation and continuous improvement is to be pursued;

The meetings' timing, date, and location are designed to achieve the best outcomes for the municipal community. Council meetings are held in two locations. The community can access the Council meetings through in-person attendance, live streaming, or watching the meeting later at their leisure.

POLICY/RELEVANT LAW

This report is guided by the *Local Government Act 2020*.

COMMUNITY ENGAGEMENT

Community engagement is not required for this item.

PUBLIC TRANSPARENCY

Public transparency is provided by ensuring that the community can access the Council meetings through in-person attendance, live streaming, or watching the meeting later at their leisure.

SERVICE PERFORMANCE

This report considers the service performance principles under s.106 of the *Local Government Act 2020*, and includes information about:

- Council's equitable and responsive services;
- accessibility of services, quality and cost standards;
- demonstrating good value, and improvement in services; and

RISK ASSESSMENT

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

Section 12 of the Governance Rules state that at or before the last Scheduled Council Meeting each calendar year, Council must fix the date, time and place of all Scheduled Council Meetings and any Delegated Committee Meetings for the following calendar year.

If this report is not progressed and dates for next year are not set, the Council will either be in contravention of its policy or will need to hold an Unscheduled Council meeting in December to achieve compliance.

COMMUNICATION

The minutes of this Council Meeting will be published on the Golden Plains Shire Council website. Any agreed dates and times for meeting in 2025 will be added to the Golden Plains Shire Council Website.

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 resolves to adopt the schedule for the 2025 Council Meetings.

This option is recommended by officers as it ensures compliance with the Governance Rules.

Option 2 - That Council resolves to adopt another Option for the schedule for the 2025 Council Meetings.

Alternative schedules for Council meeting could be considered by Council.

Option 3 - That Council resolves to defer the decision on the schedule for the 2025 Council Meetings.

Officers do not recommend this option as it would not comply with the Governance Rules as not dates will have been determined for 2025. An unscheduled meeting would be required in December 2024 resolve the 2025 meeting dates.

CONFLICT OF INTEREST

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

CONCLUSION

Council is required to confirm Council Meeting and Audit and Risk Committee Meeting dates for 2025. The officer recommendation enables compliance of this requirement.

7.3 QUARTER 1 FINANCE REPORT

File Number:**Author:** Fiona Rae, Manager Finance**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:**

1. Financial Dashboard - September 2024
2. Quarterly Finance Reports - September 2024

RECOMMENDATION

That Council note the Quarter 1 Finance Report for the three months from 1 July until 30 September 2024.

EXECUTIVE SUMMARY

The Quarter 1 Finance Report outlines the three-month financial results for the period ending 30 September 2024. It compares the Council's adopted budget and forecast, which includes budget carry forwards from the 2023-24 financial year and additional funding received to complete projects.

This report includes a summary of Council's financial performance and position for the 2024-25 year up to 30 September 2024 and an update on capital projects as of 30 September 2024. The financial statements also include a high-level full-year forecast.

BACKGROUND

This report provides transparency for Council regarding the financial management of Council's operations. The *Local Government Act 2020* requires a statement comparing the budgeted revenue and expenditure for the financial year, with the actual revenue and expenditure to be presented to Council at least every three [3] months.

The attached budget report has been prepared on an operating basis. It includes a comparison of actual results for the period to 30 September 2024 compared to the annual budget adopted by Council for the following financial statements:

- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Service Area Summary

DISCUSSION

The financial report and attachments provide a comprehensive overview of Council's financial performance and current financial state for the first quarter of the 2024-25 financial year up to 30 September 2024. They also provide an update on the status and progress of capital projects.

Operating Result

The operating result for the period is reporting a surplus of \$27.5m compared to the original budget surplus of \$26.4m and a forecast surplus of \$27.7m. This \$161k unfavourable variance against the forecast is primarily due to:

- Timing of recognition of grant income
 - Operating grants – Annual forecast includes funds originally budgeted in 2023-24 and this grant income is yet to be received or recognised.

- Capital grants – \$885k lower than forecast, noting the forecast includes grants budgeted in 2023-24 yet to be recognised. Actual includes funding received earlier than budgeted for Bridge Replacement Program, Linton Oval Reconstruction and unbudgeted income for Woody Yaloak Recreation Reserve.
- Other income – \$360k lower than forecast with public open space contributions, and user fees and charges tracking lower than forecast.
- Materials and services – positive variance of \$736k (lower than forecast), noting several projects have rolled forward and are commencing or yet to commence, with spending behind the YTD forecast.
- Employee costs – positive variance of \$406k (lower than forecast) primarily due to budget weightings and staff vacancies.

Adjusted Underlying Result

The 'Adjusted Underlying Result' removes any non-recurrent grants used to fund capital expenditure, non-monetary asset contributions and other capital contributions to fund capital expenditure from the operating result. This formula is prescribed within the *Local Government (Planning and Reporting) Regulations 2020*.

At 30 September 2024 the 'Adjusted Underlying Result' is generating a surplus of \$25.5m, compared to a forecast surplus of \$25.2m (as shown on Row 2 of Table 1). This favourable variance of \$349k is primarily due to variances in the operating result as outlined above (lower grant income, lower other income, lower materials and services costs, and lower employee costs compared to forecast).

Financial Snapshot

	2024-25 Annual Budget \$'000	2024-25 Annual Forecast \$'000	YTD Forecast September 2024 \$'000	YTD Actual September 2024 \$'000
Operating Result	7,313	16,942	27,688	27,528
Adjusted Underlying Result	85	(1,813)	25,190	25,539
Capital Expenditure	13,374	31,440	7,740	4,093
Cash Balance	8,096	5,072	n/a	13,503
Total Borrowings	6,721	6,721	n/a	8,114

Table 1 – Financial Snapshot

Key Issues / Risks

The key issues and risks to note at the end of the first quarter of the 2024-25 financial year up until 30 September 2024 are:

- Rates and charges are recognised as income when the annual rates notice is issued in July. Payments by ratepayers of annual rates are reported in the statement of cash flows.
- Two lots from the Lomandra Drive development are included in the 2024-25 budgeted income. One lot was sold in the quarter with settlement in November 2024.

- The timing of grant recognition directly impacts the operating result for this reporting period. Requirements outlined in the grant agreement determine when grants are recognised. It should also be noted that several grants are treated as 'grants received in advance' and are recognised as a liability in the balance sheet (refer to the 'Grant Income Received In Advance report' in the Quarterly Finance Report attachment). The grant is recognised as income in the income statement when the grant agreement requirements are met.
- Projects carried forward from the 2023-24 year are included in the forecast result, noting several projects are behind the year-to-date forecast for a range of reasons.
- The total borrowings line is comparing the September quarter to the annual forecast. At 30 September 2024 total borrowings are higher than the annual forecast due to scheduled principal repayments that will reduce borrowings by June 2025.

Capital Projects

Actual versus Budget

The total expenditure in the Statement of Capital Works is \$4.1m, which is \$3.6m below the forecast of \$7.7m.

The revised budget includes projects totalling \$16.0m rolled forward into 2024-25 for multi-year projects and projects that were delayed due to weather, the requirement to time works outside of sports seasons, and grant funding received later than budgeted.

Delivery of Projects

The following projects have been completed during the quarter as outlined below:

Project
Inverleigh Golf Septic System (LRCI Phase 4)
Public Open Space Asset Renewal (LRCI Phase 3)
Replacement of Mowers
Rokewood Landfill Rehabilitation

Table 2 – Completed Projects

The following projects were carried over from 2023-24 into the 2024-25 year with status updates and/or roll-forward details provided below:

- \$1.5m Teesdale Female Friendly Changerooms – No funding agreement was provided in 2023-24. This is a State Government commitment awaiting funding confirmation.
- \$1.483m Bannockburn Vic Park Netball Pavilion – The facility opened for use on September 3, and the scope of works to upgrade change facilities using the remaining funds has commenced.
- \$1.056m Local Roads Improvements –Dereel-Rokewood Junction Road Widening tender awarded. The Haddon School Road/Racecourse Road intersection upgrade detailed design is complete.
- \$1.067m Local Roads Resealing – All works were allocated to Roads to Recovery funding in 2023-24, with new roads added to the 2024-25 program of works. Officers have prepared a three-year program based on recent condition assessment data. Bulk of works scheduled to commence before December and be completed in the third quarter.
- \$943k Bannockburn Skate Park Upgrade—Construction commenced in July 2024, with 75% of earthworks, 85% of bowl drainage works, and 15% of steel and concrete skate bowl works completed. It is on track for completion in November.
- \$756k Common Road Inverleigh Drainage Works – Detailed design in progress.

- \$739k Bridge Replacement Program – Funding application submitted in 2023-24, with detailed design complete.
- \$711k Linton Oval Reconstruction – Completed works include demolition of existing oval infrastructure, installation of irrigation pipe networks and drainage, laying sand and synthetic pads and installation of coaches boxes. Remaining works include completion of installation of solid turf and rectification of perimeter fence. Works scheduled to be completed by November. Total project expenditure to date (including previous financial years) is approximately \$1.33m.
- \$703k Landfill Rehabilitation Works – Rokewood landfill rehabilitation funded from this budget complete, with aftercare planning and maintenance for completion in 2024-25. Total project cost approximately \$450k.
- \$650k Northern Streetscape Implementation – Project design and community consultation commenced in July 2024.
- \$650k Bannockburn Family Services Centre Extension – The tender was awarded in September 2024. Officers are seeking separate quotes for the external kitchen hire, carpark works and temporary gate installation.
- \$619k Teesdale Oval Upgrade – Works commenced in July 2024 with drainage set out, fence posts and crushed rock base, and irrigation to mains supply complete. The remaining work includes irrigation laterals, pump shed, pouring of edge strip and turfing.
- \$586k Inverleigh Active Youth Space – Construction of installation of acrylic surfacing of basketball courts scheduled for late October 2024, however, is weather dependent.
- \$494k Emergency Drainage Works – Geotech, survey and detailed design in progress for Inverleigh drainage improvements.
- \$369k Woody Yaloak (Smythesdale) Lighting – Works are progressing for the installation of LED sports lighting to the AFL oval and netball/tennis courts. It is scheduled for completion in early November.
- \$363k Bridge Renewal Program – allocated to Federation bridge with design underway for repair work and additional geotechnical testing completed.
- \$337k Jetpatcher Truck – Ordered in 2023-24 with delivery scheduled in 2024-25.
- \$330k Local Roads Resheeting – A component of the works is allocated to 'Roads to Recovery' funding with a three-year program based on recent condition assessment data.
- \$301k Sebastopol Smythesdale Road - Under construction with 50% completed in 2023-24.

Contracts approved under CEO delegation via the Contracts, Tenders and Grants Committee

As part of continuous improvement and reporting concerning procurement activities, contracts awarded between the values of \$200,000 and \$450,000 are presented to the operational Contracts, Tenders and Grants Committee to review and recommend for approval to the CEO. Contracts awarded between these values during the quarter are listed in the table below.

Contracts Awarded – Contract Value Between \$200,000 - \$450,000			
Project	Approved By	Awarded To	Contract Value \$
Bannockburn Family Services Centre Extension	CEO (supported by Contracts, Tenders and Grants Committee)	Rendine Constructions Pty Ltd	443,509
Bannockburn Vic Park AFL Female Friendly Changerooms	CEO (supported by Contracts, Tenders and Grants Committee)	Bowden Corporation Pty Ltd	417,947
Meredith Shelford Road – Major Culvert Replacement	CEO (supported by Contracts, Tenders and Grants Committee)	Begbie's Contracting Pty Ltd	443,899

Table 3 – Contracts Awarded Under Delegation

Contracts approved via the Councillor Contracts Committee

The Councillor Contracts Committee authorises all contracts with expenditures greater than the Chief Executive Officer's financial delegation and within the approved budget allocation of the total project.

Contracts Awarded above \$450,000			
Project	Approved By	Awarded To	Contract Value \$
Panel of Suppliers – Traffic Control	Councillor Contracts Committee	<ol style="list-style-type: none"> 1. Ballarat Tree Fella 2. A1 Tree Solutions Pty Ltd 3. DNA Tree Services Australia Pty Ltd 4. Aspect Tree Management Pty Ltd 	Schedule of Rates
Dereel-Rokewood Junction Road Widening	Councillor Contracts Committee	Ontrack Civil Earthworks Pty Ltd	840,817
Panel of Suppliers – Tree Maintenance	Councillor Contracts Committee	<ol style="list-style-type: none"> 1. Ballarat Tree Fella 2. A1 Tree Solutions Pty Ltd 3. DNA Tree Services Australia Pty Ltd 4. Aspect Tree Management Pty Ltd 	Schedule of Rates

Table 4 – Contracts Awarded via the Councillor Contracts Committee.

Council officers have been proactive with early planning and allocation of project budgets, enabling several tenders to be issued and awarded earlier than usual in the financial year. Projects advertised during the quarter include:

- Panel of Suppliers – Minor Civil Works and Plant Hire
- Bannockburn Family Services Centre Extension

The table below outlines tenders/RFQs awarded during the quarter.

Project	Awarded To	Contract Value \$
Provision of Environmental Health Services	Kernow Environmental Services Pty Ltd	1,455,000
Replacement of Pinchgut Road Bridge	Ontrack Civil Earthworks Pty Ltd	431,210
Panel for Suppliers – Traffic Control	1. BBC Traffic Management Pty Ltd 2. Traffic Management Solutions 3. Go Traffic	Schedule of Rates
Dereel-Rokewood Junction Road Widening	Ontrack Civil Earthworks Pty Ltd	840,817
Provision of Consultancy – Golden Plains Northern Streetscapes	Thomson Hay Landscape Architects	143,750

Project	Awarded To	Contract Value \$
Panel of Suppliers – Tree Maintenance	1. Ballarat Tree Fella 2. A1 Tree Solutions Pty Ltd 3. DNA Tree Services Australia Pty Ltd 4. Aspect Tree Management Pty Ltd	Schedule of Rates
Provision of Consultancy – Moorabool River Reserve Masterplan Implementation	MDG Landscape Architects Pty Ltd	106,900
Compact Track Loader	Williams Adams	161,000

Table 5 – Tenders and Requests for Quote Q1 FY 24-25

Variations approved under CEO delegation

In addition, if there have been any contract variations to contracts valued over \$200,000 greater than 10% but less than 15%, they will be reported to provide transparency. There were no variations in this category during the quarter.

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)	Yes
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 <i>Gender Equality Act 2020</i>)	No

GOVERNANCE PRINCIPLES

The Golden Plains Shire Council Quarterly Finance Report has been prepared in accordance with the *Local Government Act 2020*.

POLICY/RELEVANT LAW

The following Policy or Law is applicable to the subject of this report:

Local Government Act 2020

Local Government Amendment (Fair Go Rates) Act 2015

Local Government (Planning and Reporting) Regulations 2020

Financial Plan

Annual Budget

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

Environmentally sustainable design and construction is included for all projects.

COMMUNITY ENGAGEMENT

A formal consultation process was not required.

STRATEGIES/PLANS

Financial reports are prepared ensuring consistency with Council's long term financial plan.

FINANCIAL MANAGEMENT

The Quarterly Finance Report is focused on the financial management and results for the reporting quarter. Council's financial management processes are in accordance with the *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2020*, Australian Accounting Standards, and other mandatory professional reporting requirements. Financial sustainability is monitored by considering the financial result for the period and reporting key financial indicators on the financial dashboard.

RISK ASSESSMENT

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

In accordance with section 138 of the *Local Government Act 2020*, a Quarterly Finance Report comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is required to be presented to Council at least every three months.

COMMUNICATION

The Quarter 1 report will be presented to the Audit and Risk Committee at the February 2025 meeting.

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)*.

CONFLICT OF INTEREST

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

CONCLUSION

The content included in this report and the attached documents is consistent with the adopted Budget and Long-Term Financial Plan after taking in to account the movements described above.

7.4 REVIEW OF STATUTORY PLANNING OPERATIONAL POLICIES AND PROCEDURES

File Number:

Author: Zac Van Grondelle, Coordinator Statutory Planning

Authoriser: Emma Wheatland, Acting Director Community, Planning and Growth

Attachments:

1. Consultation Meeting Policy **TRACKED**
2. Consultation Meeting Procedure **TRACKED**
3. Advertised Planning Applications Policy **CURRENT**
4. Advertised Planning Applications Procedure **CURRENT**
5. Statutory Planning Fee Waiver and Rebate Policy **CURRENT**

RECOMMENDATION

That Council adopt the:

- Consultation Meeting Policy (Attachments 1).
- Consultation Meeting Procedure (Attachment 2).

That Council rescind the:

- Advertised Planning Applications Policy and Procedure (Attachments 3 and 4).
- Statutory Planning Fee Waiver and Rebate Policy (Attachment 5).

EXECUTIVE SUMMARY

Three policies relating to the operation of the Statutory Planning division are overdue for renewal:

- The Consultation Meeting Policy (& associated procedure)
- The Advertised Planning Applications Policy (& associated procedure)
- The Statutory Planning Fee Waiver and Rebate Policy

The 'Consultation Meeting Policy' and its associated procedure are proposed to be renewed with minimal changes. The remainder of the policies and procedures are administrative in nature with no impact on Councillor business and are therefore proposed to be rescinded and replaced as Organisational Policies.

For clarity, the policies do not relate to land use or strategic planning outcomes but are operational in nature and provide both the organisation and the community guidance on how the functions of Council's Statutory Planning division should be carried out. The proposed changes are attached to this report.

BACKGROUND

The Advertised Planning Applications Policy and Procedure has been implemented since March 2021 and provides guidance on how Council will conduct advertising of statutory planning applications, in accordance with section 52 of the *Planning and Environment Act* (the Act).

The Consultation Meeting Policy & Procedure has been implemented since April 2022. The policy provides a framework for Council to conduct consultation meetings where objections are received against planning applications. The Act does not specify any requirements for Council to run any type of consultations, other than the advertising requirements listed at section 52. Therefore, Golden Plain Shire's Consultation Policy goes above and beyond the requirements of the Act.

The Statutory Planning Fee Waiver and Rebate Policy has been implemented since February 2022. There is no associated procedure. The policy provides guidance on where Council can waive fees and provide refunds, within the limited scope provided by the Act and the associated Fee Regulations.

All three policies are overdue for renewal.

DISCUSSION

The policies have been reviewed by officers to ensure they are operating efficiently and serving the needs of the organisation and community. The following changes have been identified:

Consultation Meeting Policy & Procedure

- Administrative changes including:
 - grammatical changes
 - numbering changes
 - updating the relevant manager to 'Manager Planning', due to organisational changes since the policy was implemented
 - dates within the 'Document Information' tables have been amended and expiry timelines have been extended to four years to align with the Council election cycle (therefore allowing each new Council to review the policy once)

Consultation Meeting Policy

- No substantial changes.

Consultation Meeting Procedure

- 3.1.4 - clarified that a consultation meeting would not be held if the applicant or all of the objectors state that they will not attend. This already happens in practice given that consultation meetings are not a statutory requirement of the *Planning and Environment Act* and Council cannot mandate that a party attends.
- 3.1.5 – added that a consultation meeting will not be held where officer safety cannot be assured. If officers believe that any party may be aggressive or threatening, then it is reasonable to not hold a consultation meeting.
- 3.1.6 – clarified that Councillors will not be invited to consultation meetings during the election period. This already happens in practice.
- 3.2 - clarified that where no consultation meeting will take place, written responses from the applicant must be provided to the objectors. This already happens in practice. The new wording will also provide a consistent timeframe for objectors to review the material.

Advertised Planning Applications Policy & Procedure, and:

Statutory Planning Fee Waiver and Rebate Policy

- The remainder of the policies and procedures are to be rescinded and replaced as Organisational Policies, given their administrative nature.

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)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes
Gender Equality (Gender Impact Assessment required by s.9 of <i>Gender Equality Act 2020</i>)	No

GOVERNANCE PRINCIPLES

This report and associated policies and procedures adhere to the relevant governance principles as the proposal seeks to implement and refine continuous improvement principles.

POLICY/RELEVANT LAW

This report adheres to decision making requirements listed under the *Planning and Environment Act 1987*.

PUBLIC TRANSPARENCY

The review of policies and procedures seeks to build on the transparency of decision making that has been implemented since their adoption and provide clarity for the organisation and the community regarding consultations. This is all complemented by regular reporting to Council on decisions made under delegation.

SERVICE PERFORMANCE

The proposed refinements to the policies and procedures seek to provide clarity and further improve the services of the Statutory Planning Department.

RISK ASSESSMENT

There are no identified risk implications associated with this report.

COMMUNICATION

The updated policies and procedures will be placed on Council's website.

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 – Adopt the amended Consultation Policy and Procedure as per the attached document and rescind the Advertised Planning Applications Policy and Procedure and the Statutory Planning Fee Waiver and Rebate Policy

This option is recommended by officers as a thorough review of the policies and procedures have been conducted, with the attached documents reflecting the most efficient and best practice operations for the Statutory Planning division. The rescission of the policies is also recommended given they are operational in nature and their review will be subject to Senior Management review and approval.

Option 2 – Do not adopt the amended policies and procedures

This option is not recommended by officers as the policies are now past due their renewal date and updates are required to the policies and procedures to ensure the continual improvement of Council's Statutory Planning operations.

Option 3 – Defer a decision on the amended policies and procedures to a later date

This option is not recommended by officers as the policies are now past due their renewal date and updates are required to the policies and procedures to ensure the continual improvement of Council's Statutory Planning operations.

CONFLICT OF INTEREST

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

CONCLUSION

The three policies and their associated procedures that are attached to this report are past their renewal date. Council is required to adopt newly reviewed policies which provide consistency and guidance to both the organisation and the community regarding the operations of Council's Statutory Planning division. The proposed recommendation seeks to update and renew the existing policy and to ensure they are continuously improved based on best practice and operational experience.

7.5 DELEGATES' REPORT & INFORMAL MEETINGS OF COUNCILLORS RECORDS

File Number:

Author: Elise Holmes, Executive Assistant to the CEO

Authoriser: Shane Walden, Chief Executive Officer

Attachments: 1. Informal Meeting of Councillors Record - Briefing - 10 December 2024

RECOMMENDATION

That Council receives and notes the Delegates' Report and Informal Meetings of Councillors for the past month.

EXECUTIVE SUMMARY

At each Council meeting, Councillors may 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
- Ballarat Regional Alliance of Councils
- Peri Urban Group of Rural Councils
- CEO Review Committee
- Municipal Association of Victoria
- Geelong Regional Library Corporation
- Tourism Greater Geelong and the Bellarine Board
- Golden Plains Emergency Management Committee
- Council Meeting, Strategic Briefing, Councillor Briefing and Portfolio Meetings

COMMUNITY ENGAGEMENT / EVENTS

Cr Sarah Hayden

- Greater Ballarat Alliance of Councils End of Year Meeting
- Inverleigh Active Youth Space Opening
- Mayoral Student Award Presentation – Meredith Primary School
- Mayoral Student Award Presentation – Cape Clear Primary School/
- Linton Recreation Reserve Netball Lighting & Facilities Upgrade Announcement
- MAV Mayoral Training
- Mayoral Student Award Presentation – Inverleigh Primary School
- Mayoral Student Award Presentation – Bannockburn P-12 College

Cr Lachlan Glen

- Nil

Cr Des Phelan

- Nil

Cr Brett Cunningham

- Youth Volunteer Thank You Dinner
- Mayoral Student Award Presentation – Shelford Primary School
- Mayoral Student Award Presentation – Lethbridge Primary School
- Teesdale Twilight Market & Carols

Cr Emma Robbins

- Mayoral Student Award Presentation –Woody Yaloak – (Ross Creek) Primary School
- Sharing the Wonderful Woody – with the Friends of the Woody Landcare Group
- Ballarat Walk Against Gender-Based Violence
- Mayoral Student Award Presentation – Linton Primary School
- Mayoral Student Award Presentation – Napoleons Primary School
- Opening Event – Woody Yaloak Recreation Reserve Lighting Upgrade

Cr Helena Kirby

- Mayoral Student Award Presentation –Rokewood Primary School
- Opening Event - Woody Yaloak Recreation Reserve Lighting Upgrade

Cr Owen Sharkey

- Nil

INFORMAL MEETINGS OF COUNCILLORS

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

- Is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- Is attended by an absolute majority of Councillors and one member of Council staff; and
- Is not a Council meeting, delegated committee meeting or community asset committee meeting

then the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting is:

- Tabled at the next convenient Council meeting; and
- Recorded in the Minutes of that Council meeting.

Records of informal meetings of Councillors are reported to an open Council meeting 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 records of the informal meetings of Councillors 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 that 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.

8 NOTICES OF MOTION

Nil

9 PETITIONS

Nil

10 CONFIDENTIAL REPORTS FOR DECISION

Nil