

Ordinary Council Meeting AGENDA

24 April 2018

6.00pm

Council Chambers

Linton Customer Service Centre

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	Nil	

1 OPENING DECLARATION

Our Vision

A healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships
 - *Our Community, Our Economy and Our Pride.*

Opening Prayer

*Almighty God,
 Help us to undertake our duties impartially and honestly,
 in the best interests of the people of the Golden Plains Shire.
 We make this prayer through Jesus Christ Our Lord.
 Amen.*

2 ACKNOWLEDGEMENT OF COUNTRY

*Council acknowledges the traditional Wadawurrung owners of this land.
 Council pays its respects to Wadawurrung Elders both past and present
 and extends that respect to all Aboriginal and Torres Strait Islander People
 who are part of Golden Plains Shire.*

3. APOLOGIES AND LEAVE OF ABSENCE

3 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary meeting of council held 27 march 2018, as circulated, be confirmed.

4 DECLARATION OF CONFLICT OF INTEREST

5 ASSEMBLY OF COUNCILLORS

6.1 ASSEMBLY OF COUNCILLORS

File Number: 02-03-004

Author: Petra Neilson, Council Support Officer

Authoriser: Eric Braslis, CEO

Attachments: 1. Assembly of Councillors Record

RECOMMENDATION

That Council notes the Assembly of Councillors Record from 28 March to 23 April 2018 as attached.

EXECUTIVE SUMMARY

To present Council with written records of Assembly of Councillors in accordance with section 80A of the Local Government Act 1989 from 28 March to 23 April 2018.

BACKGROUND

In accordance with Section 80A of the Local Government Act 1989 a written record of assembly of Councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

DISCUSSION

The record must include:

1. The names of all councillors and members of Council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a Councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly.

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST


In Accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

This information provided in this report is compliant with Section 76A of the Local Government Act 1989.



Assembly of Councillors Record

Date of meeting:	Tuesday 17 April 2018
Time:	1.00pm
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Helena Kirby, Mayor Cr David Evans Cr Joanne Gilbert Cr Nathan Hansford Cr Owen Sharkey
Apologies:	Cr Des Phelan Cr Les Rowe
Council staff present:	Eric Braslis, Chief Executive Officer Greg Anders, Director Assets & Amenity Jillian Evans, Director Community Services Richard Trigg, Director Corporate Services David Greaves, Works Manager Tim Waller, Development Manager Felicity Bolitho, Executive Unit Team Leader Fiona Maw, Strategic Planner Elisha Atchison, Resource Recover & Waste Coordinator
Other people present:	Justin Giddings, CEO, Avalon Airport George Fong, Chair, Central Highlands Regional Partnership Andrew Burgess, Regional Partnership Coordinator Central Highlands Regional Partnership
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	Presentation: Avalon Airport Presentation: Central Highlands Regional Partnership Citizen Recognition: Kaitlyn Schurmann and Mikayla Hogg 2017-21 Council Plan Review Preparation of 2018-19 Draft Budget Council Plan Implementation – March Quarter 2018 Amendment C75 – Adoption of the Panel Report Conversations with Council - Regular Calendar of Conversation Posts 2018 Review Delegation – Council to Council Staff Review of Council Policy 5.5 – Citizen Recognition Review of Council Policy 4.2 – Council Citizenship Ceremonies National General Assembly (NGS) of Local Government 2018 – Mayoral Attendance GPS-RFT1/2018 Provision of Architectural Design Services for Golden Plains Community & Civic Centre World Game Funding Opportunity 2018/19 Waste Management Program Inverleigh Street Trees Proposed Federal Electoral Boundary Realignment Inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Councils Bannockburn CFA/SES relocation The Heart – water tanks
Completed by:	Eric Braslis, Chief Executive Officer  19/4/2018

6 BUSINESS REPORTS FOR DECISION**7.1 CITIZEN RECOGNITION****File Number: 000****Author: Sharon Naylor, Executive Assistant - Chief Executive Officer****Authoriser: Eric Braslis, CEO****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, which includes a certificate of recognition to Kaitlyn Schurmann and Mikayla Hogg.

Kaitlyn Schurmann is being recognised for her achievement in sport.

- Kaitlyn 19 years old, lives in Maude and has been cycling since she was 13.
- Kaitlyn is competing in the Paracycling World Cup in May, in both road race and time trial events in Ostend, Belgium.

Mikayla Hogg

- Mikayla is 14 years old, lives in Berringa
 - Mikayla has been competing for seven years and in state and national levels since 2014.
 - In 2018 she will be training in Germany as well as competing.
-

7.2 2017-21 COUNCIL PLAN REVIEW - ENDORSE FOR EXHIBITION**File Number:** 01-01-013**Author:** Felicity Bolitho, Team Leader Executive Unit**Authoriser:** Eric Braslis, CEO**Attachments:**

1. Council Plan Review - copy for exhibition (under separate cover)
2. Council Plan Review - feedback and amendments (under separate cover)

RECOMMENDATION

That Council endorse the re-drafted Council Plan 2017-2021 for public exhibition under Section 223 of the Local Government Act (1993)

EXECUTIVE SUMMARY

To present Council with a re-drafted Council Plan 2017-2021, including the Municipal Health and Wellbeing Plan and the Strategic Resource Plan, so that Council may resolve to release the re-drafted Plan for public comment. The Plan includes amendments following its first annual community consultation and review.

BACKGROUND

The 2017-2021 Council Plan including the Strategic Resource Plan and Municipal Health and Wellbeing Plan is a single strategic high level plan delivers on Council's Vision for A healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships - *Our Community, Our Economy, and Our Pride*.

Council is required to undertake an annual review of the Council Plan. Given the extensive community engagement processes that were undertaken to develop the Council Plan 2017-2021, the annual review is as a less complex process designed to identify any major gaps or issues to ensure the document continues to be effective in guiding us for the remaining three years of the Council Plan. It will also increase our understanding of how effective we have been as an organisation in implementing the Council Plan, and what we could do to improve in coming years.

In June, August and September 2017 Council's Health and Wellbeing team held forums and workshops with internal and external partners and organisations to identify work being undertaken across the municipality which contribute to the Health and Wellbeing priorities and strategies identified in the Council Plan. From this engagement, a comprehensive health and wellbeing action plan has been developed with contributions from 21 external partners and multiple internal departments of Council.

The action plan clearly identifies Council and partner roles in delivering actions, timelines, outcomes and process measures to enable the Health and Wellbeing objectives as outlined in the Council Plan to be monitored and evaluated. The Action Plan is publically available on Council's website: <https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-strategies>

Council Plan annual review process

The re-drafted Council Plan will be published and distributed for public comment with 2018-19 Draft Budget and Strategic Resource Plan in accordance with the section 223 process of the Local Government Act (1989). The final re-drafted Council Plan will be presented at the June Council meeting for adoption.

DISCUSSION

The Council Plan was informally exhibited via surveys between 21 February and 6 March 2018. 48 community members viewed information about the Council Plan Annual Review on Council's website, 12 downloaded the Council Plan document, and 4 responded to the survey. Survey results provided valuable feedback to inform the Review. There was a good rate of participation from staff (29 responses), and a moderate rate of participation from Councillors. It is noteworthy that most of the suggestions made in submissions were positive and would either improve clarity in the document or enhance its aim to represent community aspirations.

Community, staff and Councillor feedback and comments are tabled in Attachment 1 with notation and suggestion where any possible amendment has been identified. All possible amendments are made in a re-drafted Council Plan (Attachment 2).

As Council proposes to make adjustment to sections of the Council Plan that relate to a matter specifically under Local Government Act (1989) subsection (2)(a) Strategic Objectives ("Strategic Direction"), (2)(b) Strategies for achieving the objectives ("What we are going to do") and (2)(c) Strategic indicators ("How we will know we are successful") a person has the right to make a submission under section 223 of The Act on these matters.

Possible amendments relating specifically to subsection (2)(a), (2)(b) and (2)(c) are listed below;

- Page 13 Strategic Direction 1: We are committed to creating a healthy, active and safe community that provides equal opportunity for all residents, *including young people and older residents*, to connect and engage with their local community.
- Page 15 [NEW] What we are going to do: *Acknowledge and celebrate Aboriginal people, culture and heritage.*
- Page 15 What we are going to do: Build *strong, vibrant* communities *that provide opportunities for all* people to engage, connect and participate.
- Page 15 [NEW] What we are going to do: *Support, promote and deliver accessible, and responsive programs to our young families and older residents.*
- Page 15 How we will know we are successful: Improved access to health and community services for people of all ages, *abilities and localities within the Shire.*
- Page 15 How we will know if we are successful: Increased community led action, *volunteering, participation in community groups and events.*
- Page 15 [NEW] How we will know if we are successful: *Increase support and access to Council delivered, and independent provider, programs.*
- Page 17 What we are going to do: Support and encourage pathways for education, training and lifelong learning for our community *especially for young people.*
- Page 21 What we are going to do: Demonstrate leadership and equal opportunity, gender equity, inclusion and wellbeing for all groups in the community, *especially young people and older residents.*

All other possible amendments not related to the Local Government Act provisions:

- Page 6 [ADD]: *27 July 2017* under Des Phelan in Mayor Message
- Page 7: *Replace Councillors group photo*
- Page 11 Priorities statement: The symbols below will be used throughout the Council Plan to identify actions related to our health and wellbeing priorities *for people of all ages and abilities, especially young people and older residents.*
- Page 12: *Replace organisation photo and amend caption*

- Page 14 [MOVE TO 16] What the research told us: Higher proportion of young people not engaged in employment or education than the State average.
- Page 15 How we will go about it: Respect, celebrate and *foster arts, culture and heritage across the Shire*.
- Page 15 [NEW] How we will go about it: *Provide direct service planning, infrastructure, advocacy and resourcing across the child and family and aged and disability sectors*.
- Page 16 [FROM 14] What the research told us: *Higher proportion of young people not engaged in employment or education than the State average*.
- Page 17 How we will go about it: Promote and advocate for education, vocational and lifelong learning opportunities to support skill development and employment opportunities *for people at all life stages*.
- Page 18 and 19 [REDRAFT]: *Redraft pages to reflect this feedback*.
- Page 19 How we will go about it [NEW]: *Identify and protect Aboriginal cultural heritage in planning and development proposals*.
- Page 23: *Amend the arrows in this diagram to provide clarity around where stakeholders have engagement opportunities*.

CONSULTATION

Engagement for this Annual Review was undertaken through three surveys between 21 February and 6 March 2018, promoted via Council's website, social media, general media release, and community newsletters on the review process and opportunities for input.

A Communications Plan has been developed to promote the re-drafted Council Plan along with the Budget and Strategic Resource Plan through the section 223 process of The Act.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Council is invited to review the possible amendments made to the Council Plan, which includes the Municipal Health and Wellbeing Plan and Strategic Resource Plan, and if satisfied that the changes address the community consultation feedback, release the re-drafted Plan for public comment.

7.3 PREPARATION OF 2018-19 DRAFT BUDGET - ENDORSE FOR EXHIBITION

File Number: 40-01-016

Author: Jason Clissold, Finance Manager

Authoriser: Richard Trigg, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That, in accordance with section 127 of the Local Government Act 1989, Council place the draft 2018-19 Annual Budget on public exhibition and that:

1. The Chief Executive Officer be authorised to:
 - (a) Give public notice of this, in accordance with Section 129 and 223 of the Local Government Act 1989; and
 - (b) Make available for public inspection the draft 2018-19.
2. Council consider any submissions on any proposal (or proposals) contained in the draft 2018-19 Annual Budget, made in accordance with Section 129 and 223 of the Local Government Act 1989 at a Council Meeting to be held Tuesday 12 June 2018.
3. Council consider a notice of motion to adopt such 2018-19 Annual Budget at the Council meeting to be held on Tuesday 26 June 2018.

EXECUTIVE SUMMARY

The 2018-19 Draft Budget has been prepared based on the adopted principles within the 2017-2021 Council Plan and Strategic Resource Plan. The budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within the 2.25% rate increase mandated by the State Government.

The budget projects a surplus of \$3.1m for 2018-19, however, it should be noted that the adjusted underlying result is a deficit of \$241k after removing capital grants and capital contributions.

Within the principles of the Council Plan, there have been some areas of increased focus for Council in the 2018-19 financial year. These include increased expenditure on gravel and sealed road maintenance and renewal, and an increase in revenue from certain user fees to reduce or eliminate Council's contribution to some services. Council will continue to review services to ensure they remain sustainable.

It must be noted that due to recent developments within the recycling industry the Annual Service (Garbage) Charge will increase from \$252 to \$330, an increase of 31%. The 'National Sword Policy' implemented by China's General Administration of Customs on 1 January 2018 aims to improve recovery and reuse of domestic solid waste while restricting the import of contaminated paper, cardboard and plastics. The policy has severely disrupted recycling markets worldwide with significant impacts on Victoria. This charge is \$60 (or 22%) higher than it would have been without the restrictions imposed by China.

BACKGROUND

Key things Council are funding

- Ongoing delivery of services to the Golden Plains community funded by a budget of \$39.4m. These services are summarised in Section 3 of the Budget.
- Continued investment in capital assets (\$15.1m). This includes infrastructure (\$6.2m), buildings (\$6.1m), plant, machinery and equipment (\$1.7m), recreation, leisure and community facilities (\$720k), computers and telecommunications (\$282k), car parks (\$50k),

parks, open space and streetscapes (\$30k). The Statement of Capital Works can be found in Section 2 and further details on the capital works budget can be found in Section 4.5 of the Budget.

Strategic Objective 1: Promoting Healthy and Connected Communities

- Operating and maintaining six multi-use community centres across the Shire to provide spaces for communities to connect.
- Delivery of the new Supported Playgroup program which is funded by the State Government.
- New funding to meet the demands of maintaining the public art pieces across the Shire.

Strategic Objective 2: Enhancing Local Economies

- Ongoing focus on investment attraction, business support, tourism development, lobbying and advocacy and partnership.
- Promotion and delivery of the Golden Plains Farmers Market.

Strategic Objective 3: Maintaining Natural and Built Environments

- Increased expenditure of \$716k allocated to assist in the maintenance of sealed and gravel roads, bridges, trees, drainage and footpaths. This is the largest increase for many years.
- Increased focus on Asset Management systems and processes to assist in planning and resource allocation.
- Implementation of the Northern Settlement Strategy.

Strategic Objective 4: Delivering Good Governance and Leadership

- Additional resources have been allocated to further improve Council's practices to ensure ongoing legislative compliance in the areas of Health and Safety and Child Safe Standards.
- Increased focus on Council's transparency and communication to ensure residents are kept informed.

The draft budget was presented to Council at a Budget Workshop on Tuesday 13 March 2018.

The commentary in this agenda item and the budget document that will be available for public viewing reflect the document that was presented at the workshop. Councillors were provided with the original draft budget documents at the workshop and the next update will occur following the resolution to advertise the budget.

DISCUSSION

As outlined above, the Budget provides for an average annual rate increase of 2.25%. Table 1 provides a summary of the calculation, according to the formula prescribed by the State Government.

Table 1

Forecast Annualised Rate Revenue at 30 June 2018	\$19,310,710
Forecast Number of Assessments at 30 June 2018	11,021
Forecast Base Average Rate 2016-17 per assessment	\$1,752.17
Budget Rate Revenue 2018-19	\$19,745,201
Capped Average Rate 2018-19 per assessment	\$1,791.60
Average Capped Increase	2.25%

It is important to note that this is only an **average** increase and actual increases will vary depending on the relative value of individual properties. As required by legislation, the rate burden must be distributed based upon the value of a property which will result in higher valued properties increasing by more than 2.25% and lower valued properties increasing by less than 2.25%.

Major Initiatives

As per Section 127 of the Local Government Act, the following initiatives have been identified by Council as priorities to be undertaken during the 2018-19 financial year:

1. Construction of stage one of the Bannockburn Heart Precinct. Stage one will be a \$2.6m project to create a play space with water play elements, a new car park, public toilets, a BBQ area, shade and a paved plaza next to the Bannockburn Library and Cultural Centre. Relevant approvals, further community consultation and the appointment of architectural services were completed in 2017-18.
2. Golden Plains Shire Council is focused on providing quality customer service and achieving efficiencies for residents. As part of these efforts, this Budget allocates \$5m to begin the construction phase of the redevelopment of the existing customer service centre located at 2 Pope Street, Bannockburn. This follows an extensive community engagement and consultation process that was undertaken during 2017-18.

This building, the Golden Plains Community and Civic Centre, is one aspect of a broader Civic Precinct including the Bannockburn Family Services Centre, planned for the site in future. This will enable Council to deliver community services from this site for many years to come.

Council has made this decision for a number of reasons, including the need to provide more modern and welcoming public areas, improve efficiencies in our operations, and provide improved access and transparency around monthly Council meetings.

The existing Shire Hall and Customer Service Centre are over 120 and 40 years old respectively and present a number of building compliance and safety issues, resulting in increased spending on building maintenance. In addition, the customer service areas are outdated and do not provide privacy for residents to discuss sensitive issues such as planning matters.

The redeveloped facility will have an increased focus on the availability of dedicated community space within the central building.

3. Council will be further developing its current asset management practices and processes. This will include the procurement and implementation of new or improved asset management software, review of Council's road management plan, review of operational practices and procedures and increased funding, of \$750K, for maintenance and renewal of gravel and sealed local road.
4. Council will be participating in the MAV WorkCare initiative to further improve its focus on occupational health and safety. MAV WorkCare is a workers compensation self-insurance scheme for local government employers. The new scheme began on 1 November 2017 and will produce significant benefits for Council and their employees. These benefits include:
 - sustained and measurable improvements in workplace safety;
 - lower costs to Council's through reductions in the incidence of avoidable injuries;
 - effectively and appropriately managed claims; and
 - optimal return to work initiatives and programs.

As part of the agreement with WorkSafe to enter into a self-insurance scheme, Council's OHS Management System will need to conform to the 108 National Audit Tool criteria. Member councils must achieve 100% conformity with these standards before February 2021.

Financial Performance and Sustainability

The Financial Performance Indicators disclosed in the budget reflect Council's ongoing commitment to sound financial management. The indicators Council considers critical in maintaining financial sustainability are outlined in Table 2 and show that the 2018-19 results are generally positive when compared to best practice and Council's preferred targets.

As mentioned earlier, it is critical that the strategies identified in the 2017-2021 Council Plan and SRP are adhered to, in order to achieve the financial outcomes detailed in the plan.

Council’s strong financial performance during recent periods has been achieved by adhering to Council’s long term strategy of decreasing its reliance on grant revenue and increasing the level of rates and charges.

Table 2 compares some key indicators to best practice and GPS targets.

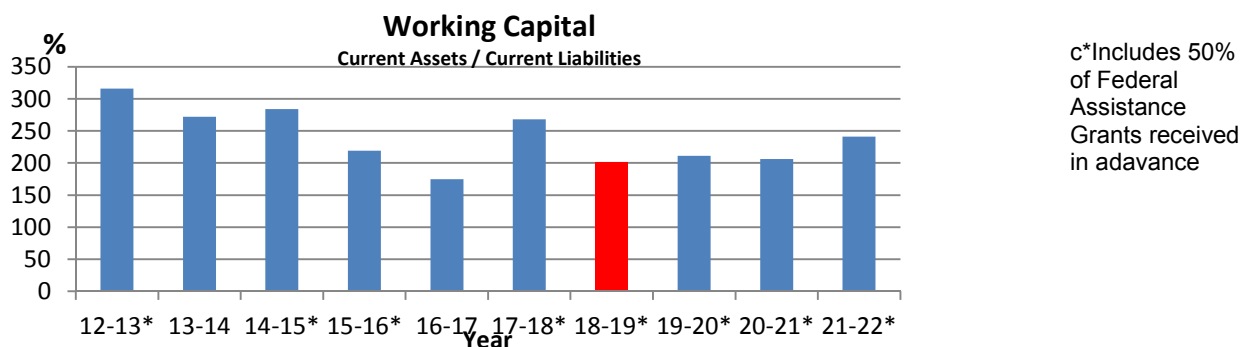
Table 2

Indicator	Budget 2018-19	Best Practice	GPS Target	Traffic Light Position
Surplus ¹	\$3,127k	>\$0	>\$5,000k	Amber
Adjusted Underlying Result ²	(\$241k)	>\$0	>\$0	Red
Working Capital (%) ³	201%	>100%	>180%	Green
Discretionary Retained Earnings ⁴	\$7,507k	>\$1,000k	>\$2,000k	Green
Borrowings (% of Rates and Charges) ⁵	55.9%	<60%	<30%	Amber
Cash Balance ⁶	\$10,382k	>\$0	>\$5,000k	Green
Rate Determination ⁷	(\$467k)	>\$0	>\$0	Red

Indicators that meet both Best Practice and GPS Target are given a 'Green' light, one of the two targets 'Amber' and neither target a 'Red' light.

A key indicator of financial sustainability is Council’s Working Capital balance. As Chart 1 demonstrates this balance has reduced slightly since the introduction of rate capping, but it has also been impacted by the varied timing of Federal Assistance Grant’s. Council’s liquidity (working capital), while currently at an acceptable level will continue to be placed under pressure as a result of the high growth in population and the corresponding demand for services and asset maintenance and renewal.

Chart 1



¹ Surplus – The net result of total revenue and expenditure, including non-cash items such as depreciation.

² Adjusted Underlying Result – Surplus less non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital expenditure. These items have the potential to incorrectly inflate the operating surplus.

³ Working Capital – This is a measure of Council’s ability to meet its short term commitments.

⁴ Discretionary Retained Earnings – The component of total equity that is not committed (includes proceeds from sale of land at Bakers Lane and VGC received in advance).

⁵ Borrowings – Balance of total interest bearing loans and liabilities as a percentage of rates and charges (including garbage charges). The prudent limit is considered to be 60%.

⁶ Cash Balance – The total cash and cash equivalents.

⁷ Rate Determination – This calculation demonstrates Council’s ability to fund its capital program from operations. A deficit means retained earnings will be depleted further.

Council's Rating Strategy ensures that the financial burden is shared equitably amongst ratepayers, whilst generating sufficient revenue to meet the increasing demands of future infrastructure and service needs of the Shire. Further detail of Council's rating principles can be found in Section 5.4 and Appendix 6.1 of the budget.

In preparing the Council Plan and Budget, Council considered the long term financial planning principles which include:

- Ensuring long term financial sustainability
- Delivering services in a cost effective and efficient manner
- Ensuring operating revenues are sustainable and consider community wide and individual benefits (rates versus user charges)
- Using debt finance where appropriate
- Maintaining cash reserves and operating surpluses at appropriate levels
- Identifying and quantifying long term liabilities
- Meeting social equity objectives through specific programs
- Managing the Shire's capital assets to maximise long term community benefit
- Recognising that funding from State and Federal Government is a crucial element of financial sustainability and
- Ensuring there is an underlying surplus

The strategies adopted in the Council Plan are reflected in the Budget and meet these requirements. This was more challenging than in the past given Council is now operating within an environment where revenue is restricted due to rate capping and Federal Assistance Grants have been frozen for the last three years, creating a permanent impact on Council's reserves.

Furthermore, Council has implemented the principles of sound financial management as required under Section 136 of the Act:

- Managing financial risks faced by the Council prudently, having regard to economic circumstances;
- Pursuing spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;
- Ensuring that decisions are made and actions are taken having regard to their financial effects on future generations; and
- Ensuring full, accurate and timely disclosure of financial information relating to the Council.

As has been the case for many years, Golden Plains faces many challenges:

- **High population growth.**
Golden Plains Shire is ranked as one of the fastest growing regional municipalities in Victoria with an annual growth rate of 2.7%. Leading this growth is Bannockburn at 8.5%, Inverleigh at 4.5%, Smythesdale at 4.0% and Teesdale at 3.1%.
- **Substantial challenges associated with provision and renewal of roads, paths, and community and recreation facilities.**
In February 2014, VAGO tabled a report in Parliament highlighting its concerns over this exact challenge that councils face in meeting the growing demand of asset maintenance and renewal. The Auditor-General, Mr. John Doyle, states in the report:
'They also have legislative obligations to manage financial risks prudently and to ensure that their asset management decisions take into account economic circumstances and their financial effects on future generations. This is especially important in the current economic climate and in an environment where reliance on sources of revenue such as government grants cannot be assured.'

This challenge is even greater for Golden Plains Shire Council who has a comparatively larger infrastructure network to maintain than other Victorian Municipalities and is further exacerbated with the introduction of rate capping. History shows that the cost of maintaining and constructing such assets greatly exceeds CPI and the rate cap.

- **Increased demand for new services.**

Golden Plains Shire has a higher than average proportion of young children. 6.6% of the population is aged 0-4 year olds in Victoria compared to the state figure of 6.3%. 5-9 year olds comprise 8.1% of Golden Plains' population but only 6.2% of Victoria. In the 10-14 age range Golden Plains has 8.1% compared to Victoria with 5.8%. Young people (aged 0-19 years) make up almost one third of the population and this places pressure on Council to deliver services from day care, kindergartens and play groups to play grounds, pathways, recreation reserves, skate parks and youth support activities.

Our ageing population is also outstripping the State average with the 60-69 age group in Golden Plains Shire making up 12.1% of the population while in Victoria it is only 10.3%. Council provides home and community care, meals on wheels and other services, but as the population grows demand will also continue to grow. Demand will also grow in the provision of infrastructure to meet the needs of an ageing population, and as with the needs of young people, the need for increased services and infrastructure is spread across the Shire's 56 communities and 16 townships.

- **Although increasing, still a comparatively low rating revenue base.**

Council's Rate Concentration (rates, municipal charge and garbage charges compared to adjusted underlying revenue) is budgeted to be 58%, which is historically well behind similar large rural shires and the state average.

- **A history of significant dependence on grants, contributions and recoupments.**

This has had the effect of reducing the level of funds required from rate revenue to build community infrastructure and provide programs and services. For example, planned community infrastructure capital projects in 2018-19 total \$4.6m, with anticipated grant income of \$2.6m, leaving Council a lesser contribution of \$2m. Many grant funds are competitive and by definition are granted, not provided automatically.

- **Supporting community based entities and volunteers that currently manage the vast majority of community and recreation facilities on Council and Crown land.**

Council currently has many groups that require staffing support to assist with facility management.

- **Managing the competing interests of rural and urban communities.**

Council must balance the demands being placed on resources, from the rapidly growing urban areas, with those of our ever important rural sector. Over 70% of properties in Golden Plains Shire are now classified as residential.

- **Managing the expectations of new residents who have relocated from highly urbanised Councils to a semi-rural Council.**

New residents relocating from more urbanised localities need to understand that Golden Plains Shire will not necessarily deliver the same level of services in relation to community infrastructure, etc.

- **Maintaining the extensive road network of over 1,800km.**

Golden Plains Shire was formed originally as an agricultural municipality with a number of small settlements across 2,705 square kilometres of rural land. While it remains predominantly rural and agricultural, rapid growth over the past 10 years has created a more urban character in parts of the Shire.

In 1994 the Shire’s population was approximately 13,000 with 75% of rates income from rural areas. Now the population is approximately 21,000 and 75% of rates income is from townships. Council must maintain a high level of service to its rural areas, but is now also facing far greater demand for infrastructure in residential areas such as footpaths, curb and channel, drainage and sealed roads.

Therefore, Council must remain focused on its adopted strategies to provide the foundations on which to plan positively for the future.

Further highlights of this Budget include Council’s investment in activities and initiatives such as:

- Delivery of a range of human support services that maintain or enhance the wellbeing and quality of life of Golden Plains’ residents;
- Implementation of Council’s Municipal Early Years Plan, which focuses on all areas that impact on the health and wellbeing of children from the ages of birth to ten years;
- Increased effort in gravel and sealed road maintenance and renewal;
- Sustained investment in the maintenance of recreation and community facilities;
- Continuing commitment to assist in the maintenance of major recreation facilities; and
- Strategic investment in economic development to facilitate the growth of the local economy, particularly in township development and rural based industries

Council is confident the 2018-19 budget meets the requirements of sound financial management, while delivering the strategies identified in the 2017-2021 Council Plan.

Adjusted Underlying Surplus

Each year Council’s aim is to deliver a balanced adjusted underlying result. The regulations prescribe the method for calculating the ‘Adjusted Underlying Result’. The purpose for calculating the Adjusted Underlying Result is to remove the effect on the budget of one-off revenue items that may otherwise overstate Council’s ‘normal’ performance. Under the regulations the 2018-19 deficit of \$261k is calculated as follows:

Table 3

	\$’000
Total Comprehensive Result	3,127
Non-recurrent grants used to fund capital expenditure	(2,043)
Non-monetary asset contributions	(1,125)
Other contributions to fund capital expenditure	(200)
Adjusted Underlying Deficit	(241)

Revenue

The following key points relate to the budgeted revenue of \$42.5m which has decreased by \$3m.

- Rates and charges total \$22.9m. According to the prescribed reporting requirements rates and charges now include special charge income and interest on rates. These were previously classified as a Contribution and Other Income respectively.
- Operating grants have decreased by \$325k to \$10.4m.
- The Federal Assistance Grants distributed via the Victoria Grants Commission is assumed to increase by 5.9% from the 2017-18 forecast. This larger than expected increase has primarily resulted from a greater population increase than forecast.
- Capital grants have decreased by \$3.9m to \$2.6m. This is primarily the result of a reduced Roads to Recovery allocation and the level of capital funded project being reduced in 2018-19.
- Monetary Contributions of \$1.3m include \$214k from the Wind Farm at Mt Mercer.
- Non-Monetary Contributions of \$1.13m relate to the assets that are handed to Council after the maintenance period has expired on new subdivisions.

- Statutory fees and fines have increased by \$173k to \$585k, primarily due to the legislated increase in Statutory Fees.
- User fees have increased by \$654k, total \$3.5m. This increase is primarily results from increased child care fees and an increase in the number of animal registrations.
- Other income has increased by \$20k due to an increase in interest on investments.

Expenditure

The following key points relate to the budgeted expenditure of \$39.4m which has increased by \$792k.

- Employee costs allow for an annual Enterprise Agreement (EA) increment of 1.5%
- Materials and services have increased by \$247k to \$12.3m.
- Depreciation expense will increase by \$361k to \$8.1m.
- Borrowing costs will increase by \$68k to \$414k.

Balance Sheet

The key points to note are:

- Council's net worth will increase by \$3.1m to \$442m. Property, infrastructure, plant and equipment comprise 98% of Council's total assets.
- \$5.15m will be borrowed in 2018-19 to:
 - commence construction of the Golden Plains Community and Civic Centre redevelopment (\$5.0m); and
 - assist in funding the replacement of the Haddon Stadium floor.
- The MAV Local Government Funding Vehicle (LGFV) will be utilised to fund new borrowings.
- Working capital is in surplus \$8.0m. Current assets will be 2.4 times current liabilities at the end of the financial year, up from 2.7 in 2017-18.
- Current assets include an investment totalling \$2.4m relating to the sinking fund established to repay the LGFV bond which is due in November 2019. A further \$785k will be invested to meet the next repayment expected in 2023.
- The retained earnings balance at 30 June 2019 is budgeted to be \$8.0m, of which \$7.5m will be classified as discretionary, however a significant portion is held for targeted purposes. The retained earnings balance includes the proceeds from the sale of the Bakers Lane Teesdale, Stage 3 (\$1.35m) and the surplus from the sale of the Warrambine Hall (\$171k), both of which are targeted for future development opportunities chosen by Council. A further \$2.7m relates to the Federal Assistance Grant received in advance.

Cash Flow

- The cash balance is \$10.4m.
- Under the regulations \$9.9m of this balance will be classified as unrestricted, with the remaining \$541k being restricted within statutory and discretionary reserves.
- The cash balance at 30 June 2019 is budgeted to include \$2.7m of Federal Assistance Grants received in advance.
- As depicted in chart 2, the closing cash balance will be sufficient to cover all of Council's commitments and have a cash surplus from operations of \$8.4m.
- Cash inflow generated from operating activities will be applied to capital expenditure (\$15.1m).
- As shown in Chart 3, the cash flow trend for 2018-19 is expected to be similar to 2017-18 and previous years.

Chart 2: Closing Cash Balance (\$10.4m)

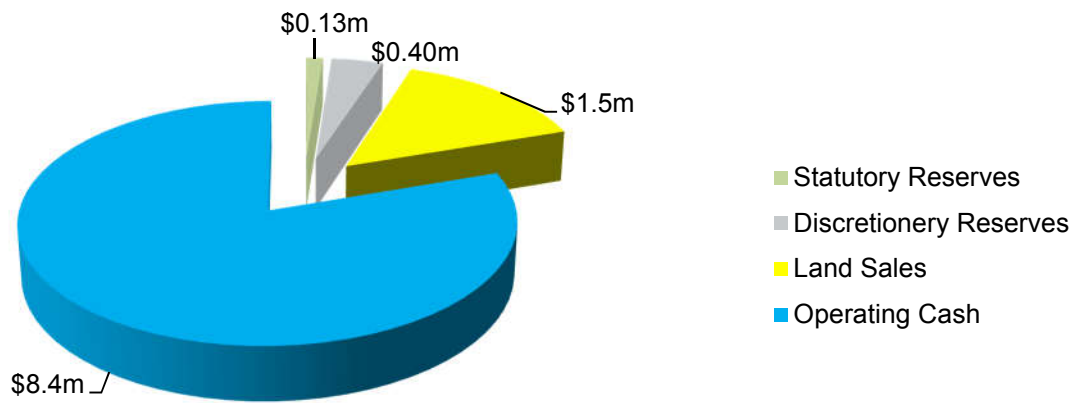
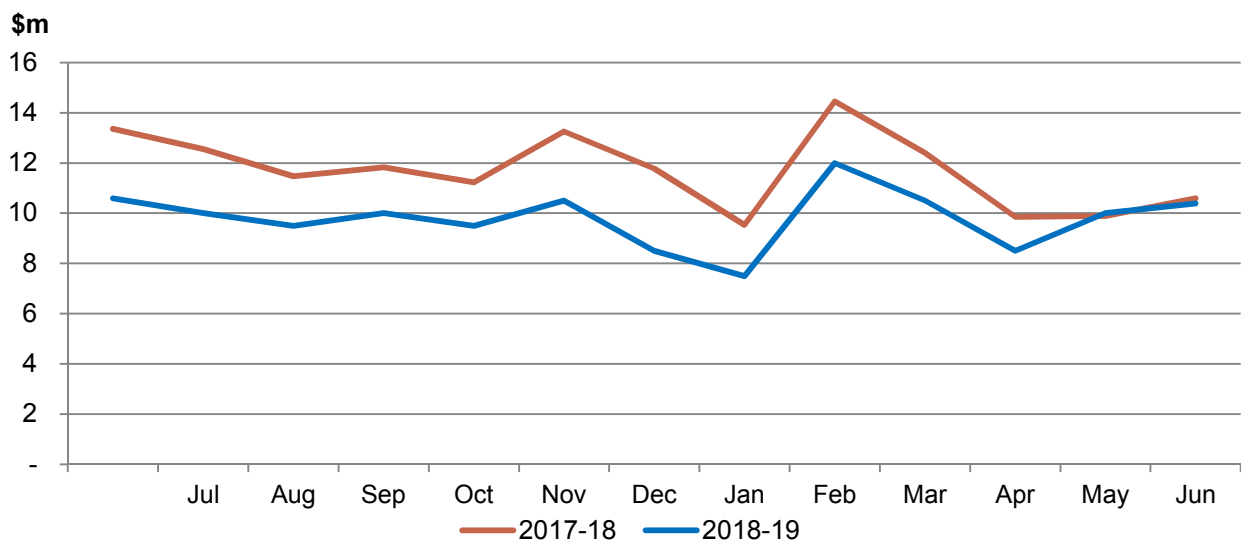


Chart 3

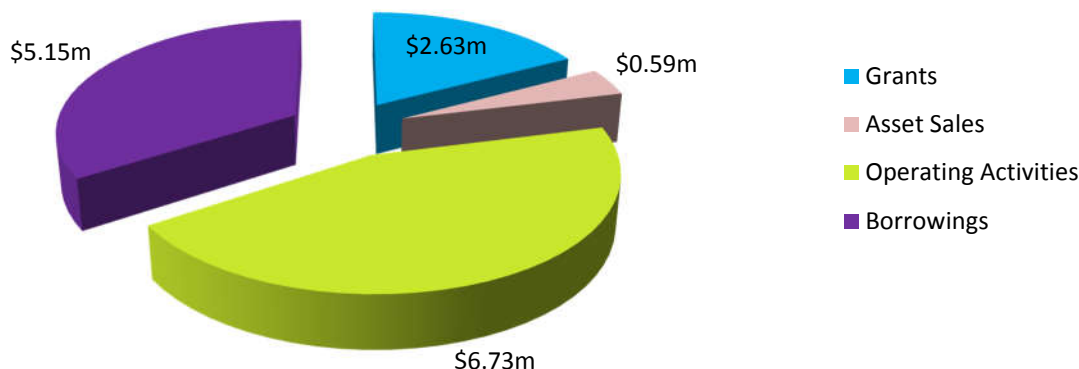


Capital Works

The key points to note are:

- The capital works program for 2018-19 totals \$15.1m, \$109k less than the 2017-18 forecast of \$15.2m.
- The program is divided between capital renewal (39%), capital upgrade (19%), capital expansion (34%) and new assets (8%).
- The capital works budget is funded from a mix of external and internal sources. Chart 4 below demonstrates that 17% is funded by grants, 4% by asset sales, 45% by operations and 34% from borrowings.

Chart 4: Capital Works Funding Sources (\$15.1m)



Following is a summary of the major items of capital expenditure funded in the budget:

- Golden Plains Community and Civic Centre (Year 1) - \$5.0m
- Plant and machinery replacements – a replacement cost of \$1.7m, of which \$1.1m is the net cost to Council after asset sales.
- Roads to Recovery – \$585
- Coopers Bridge replacement - \$1.75m
- Tall Tree Road Upgrade - \$1.42m
- Local roads resealing – \$853k.

CONSULTATION

The principles contained in the 2017-2021 Council Plan were adopted after an extensive community engagement and consultation process. As mentioned earlier in the report the Draft Budget has been prepared based on these adopted principles.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The strategies and long-term financial plans adopted by Council must underpin the preparation of the 2018-19 budget. It is also impacted by the Shire’s unique demographics, increased demand for new services, population growth, extensive local road network of 1,800 kilometres and the competing interests between rural and urban communities. It is also important to note that a key ingredient in delivering budgeted outcomes continues to be the hard work of the Shire’s many volunteers.

In accordance with the legislation, Council will place the Budget out for public viewing before adopting its final budget for 2018-19.

7.4 COUNCIL PLAN IMPLEMENTATION - MARCH QUARTER 2018**File Number:** 01-01-002**Author:** Richard Trigg, Director Corporate Services**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:**

1. Attachment 1a - Pillar 1 - Healthy & Connected Communities (under separate cover)
2. Attachment 1b - Pillar 2 - Local Economies (under separate cover)
3. Attachment 1c - Pillar 3 - Natural & Built Environment (under separate cover)
4. Attachment 1d - Pillar 4 - Good Governance & Leadership (under separate cover)

RECOMMENDATION

That Council note the report and achievements attained in the implementation of the actions contained in the Council Plan 2017-2021, as at 31 March 2018.

EXECUTIVE SUMMARY

To update Council on the progress made to 31 March 2018, in completing the 2017-18 actions contained in the Council Plan 2017-2021.

BACKGROUND

The Council Plan 2017-2021 contains 40 actions framed around 4 Pillars. This is the third quarterly report to Council regarding implementation of the Plan for 2017-18. Council's management team has established an implementation timetable and monitors the organisation's progress of the Plan on a monthly basis to ensure that all of the actions set by Council are achieved by the end of the year. Each of the actions is numbered for ease of reference.

POLICY CONTENT

Bannockburn Community Infrastructure Development Plan
Council Plan 2017-2021

DISCUSSION

The following table indicates the quarter the actions are to be finalised (●) and the quarter they are completed and reported on to Council is shown by a tick (✓).

Pillar 1: Healthy & Connected Communities						
Action	Strategy	Sept	Dec	Mar	June	PM Ref
1. Provide and support programs, activities, and spaces to promote and encourage health and wellbeing for people of all ages and abilities	Access & Inclusion				•	1.3.01
	Arts & Culture				•	
	Community Development				•	
	Recreation			✓		
2. Develop a longer term vision and planning for an integrated approach to providing quality health and community services infrastructure	Municipal Public Health & Wellbeing Plan				•	1.3.02
3. Support local sporting and community groups to provide participation and engagement opportunities and continue to encourage and value volunteering in our community	Recreation				•	1.1.01
4. Provide and support contemporary and innovative community development programs initiatives and opportunities	Community Development				•	1.2.01
5. Identify, facilitate and advocate for initiatives to increase access to public and community transport	Ageing Well				•	1.2.02
6. Support people at all life stages and abilities to maximise their potential and participation in community life	Municipal Early Years		✓			1.2.03
	Events, Marketing & Communications	✓				
7. Lobby, advocate and work with others to maintain and enhance the safety and security of all people across our community and proactively address family violence	Governance	✓				1.3.03
8. Communicate, consult, and engage with our community to ensure the provision of responsive and effective services and to enable people to increase control over, and to improve, their wellbeing	Community Engagement			✓		1.3.04
	Events, Marketing & Communications	✓				
9. Respect, celebrate and protect the history and diversity of our heritage, the arts and community spaces	Arts & Culture				•	1.2.04
10. Implement a range of activities and programs to support young people in our Shire to be healthy, resilient and empowered	Youth		✓			1.3.05

Pillar 2: Local Economies						
Action	Strategy	Sept	Dec	Mar	June	PM Ref
11. Implement a strategic approach to support, promote and grow our local business sector, attract new business investment, and build our visitor economy	Economic Development & Tourism			✓		2.1.01
12. Promote and support the development and sustainability of our rural economy	Economic Development & Tourism			✓		2.1.02
	Road				•	
	Road Management Plan				•	
	Northern Settlement				•	
13. Promote and support innovative, environmentally sustainable and value adding approaches and solutions within our business, rural and visitor economies	Economic Development & Tourism			✓		2.1.03
	Environment				•	
	Events, Marketing & Communications	✓				
14. Advocate, facilitate and provide built, service and technology infrastructure to support business and industry growth and development	Economic Development & Tourism			✓		2.1.04
	Access & Inclusion				•	
15. Promote and advocate for education, vocational and lifelong learning opportunities to support skill development and employment opportunities	Youth		✓			2.1.05
16. Lobby, advocate, collaborate and develop strategic relationships with government, business, community and key stakeholders to facilitate local economic development and job creation	Economic Development & Tourism			✓		2.1.06
	Events, Marketing & Communications	✓				
17. Encourage greater investment in the Shire through creative industries, local events and festivals	Events, Marketing & Communications	✓				2.1.07
	Economic Development & Tourism			✓		
	Arts & Culture				•	

Pillar 3: Natural & Built Environment						
Action	Strategy	Sept	Dec	Mar	June	PM Ref
18. Support and encourage community resilience to respond to a changing climate and the impact of natural disasters	Environment				•	3.1.01
19. Define a pathway to achieving carbon neutrality for Council operations	Environment				•	3.1.02
20. Encourage all landholders to more effectively manage the risk of pest and invasive plants across the municipality	Environment				•	3.1.03
21. Implement waste management and minimisation practices that are innovative, effective and reflect best practice	Waste			✓		3.2.01
22. Promote and support innovative and environmentally sustainable management of water resources through strategic partnerships	Environment				•	3.1.04
23. Review the existing Road Strategy and Road Asset Management Plan in consultation with the community and continue to advocate for improvements to arterial roads and highways	Road				•	3.3.01
	Road Management Plan				•	
24. Implement our Paths and Trails Strategy to increase safety, connectivity, and active transport networks within and between townships	Paths & Trails				•	3.4.01
25. Progressively review township structure plans and urban design frameworks to effectively manage growth, encourage diversity and maintain township character	Urban Design Frameworks		✓			3.5.01
26. Proactively support and encourage an increase in civic pride and build ownership of place	Community Development				•	3.6.01
27. Invest in maintenance, renewal and improvement of community infrastructure	Bannockburn Community Infrastructure Development Plan			✓		3.3.02
	Recreation			✓		
	Access & Inclusion				•	
28. Implement the Municipal Fire Management Plan and fire related statutory controls	Environment				•	3.1.05
	Governance	✓				
29. Work with the community and fire agencies to improve community preparedness and resilience	Environment				•	3.1.06

Pillar 4: Good Governance & Leadership						
Action	Strategy	Sept	Dec	Mar	June	PM Ref
30. Develop a long term (25 year) community plan outlining a future vision for Golden Plains Shire	Governance				•	4.1.01
31. Continue long term financial planning that outlines the emerging challenges for the Shire	Finance	✓				4.2.01
32. Further develop and implement an advocacy framework in partnership with the community	Economic Development & Tourism			✓		4.3.01
33. Maintain active regional partnerships with a focus on economic development, wellbeing, environmental sustainability and shared services	Economic Development & Tourism			✓		4.3.02
34. Provide a consistent coordinated and innovative approach to communicating with the community	Events, Marketing & Communications	✓				4.4.01
	Access & Inclusion				•	
	Arts & Culture				•	
35. Review decision making and governance processes and structures to improve transparency, accountability and progressively implement Council's Community Engagement Strategy	Community Engagement			✓		4.1.02
	Access & Inclusion				•	
	Arts & Culture				•	
36. Build commitment to the organisational Customer Service Charter	Customer Service				•	4.5.01
37. Work towards the application of 'deliberative engagement' processes	Community Engagement			✓		4.1.03
38. Continue to implement Council's commitment to equal employment opportunity and influencing broader access, inclusion and gender equity issues in our community	Organisational Development		✓			4.6.01
39. The Golden Plains Community and Civic Centre will be a redevelopment of the Bannockburn Customer Service Centre to provide a suite of community, municipal and office spaces to meet the needs of community access to Council, Council governance processes and Council staff delivery of the key pillars of the Council Plan	Governance				•	4.6.02
40. Provide a workplace that facilitates the highest level of productivity and supports a healthy lifestyle for employees	Governance				•	4.6.03
	Organisational Development		✓			
	Community Development				•	

A detailed explanation of actions can be obtained from Attachments 1a to 1d– Council Plan 2017-2021 Actions Quarterly Report for March 2018.

CONSULTATION

A formal consultation process was not required.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The adopted implementation timetable is an effective monitoring method to enable Council to complete the 2017-18 actions contained in the 2017-2021 Plan.

7.5 CONVERSATIONS WITH COUNCIL: REGULAR CALENDAR OF CONVERSATION POSTS 2018

File Number: 83-02-001

Author: Susan Firth-McCoy, Community Engagement Officer

Authoriser: Jill Evans, Director Community Services

Attachments:

1. Process for choosing conversation posts
2. Review of conversation posts pilot 2017
3. Conversation post calendar ideas 2018

RECOMMENDATION

That Council commits to hold a regular calendar of conversation posts, known as 'Conversations with Council' for the remainder of 2018.

EXECUTIVE SUMMARY

Conversation posts have been demonstrated to be a highly successful way of engaging with the community in Golden Plains Shire. Past conversation posts have primarily been facilitated by Council Officers, however feedback from community members indicates that residents would like to see Councillors and Senior Managers engaging more visibly at community events. A regular calendar of conversation posts, known as 'Conversations with Council' should be developed to provide more accessible opportunities for community members to engage directly with Councillors and Senior Managers. Options for online conversation posts should also be explored. This will help us to achieve our goal of providing genuine, equitable, and transparent opportunities for community members to be involved in Council's decision-making processes.

BACKGROUND

The Community Engagement Strategy (2016-2020) outlines a number of ways to enhance accessible and transparent engagement practice, including to: "Investigate and develop an approach that includes more active engagement activities in the community, including attendances at Markets, Community Events, use of mobile library and community group meetings or through the development of Council listening posts." (Part B Action 1.5).

Conversation posts (also known as listening posts) are commonly used by local governments in Victoria, with recent examples in the [City of Monash](#), [Mitchell Shire Council](#), and [Wyndham City Council](#). Conversation posts have a variety of benefits:

- Increased positive interactions between community members, Council staff, and Councillors due to their informal and proactive nature.
- Improved public perception of Council. Community members have commented on how much they appreciated Council's presence in the community and the opportunity to engage.
- Improved transparency of engagement and decision-making processes, particularly when Councillors and SMT attended.
- Increased reach by engaging with an existing audience at community events, or spaces. Most conversation posts have a much greater participation rate than other public methods such as 'town hall' meetings.
- Increased diversity of participation by engaging with community members who may not typically volunteer to participate in Council-run activities.

Council ran a highly successful six month pilot of conversation posts in July - December 2017, with a total of 979 community members engaged at 15 posts about 7 Council projects. Conversation Posts were organised by Council staff on an as-needs basis, at times and locations designed to best reach their target audience (see attachment 2 for a full review of the pilot). While some conversation

posts were attended by Senior Managers and Councillors, the majority were facilitated by Council Officers.

The Community Engagement Strategy Progress Report (September 2016 – December 2017) identified that community members would like to see an increase in Councillors and Senior Managers engaging visibly in the community. In addition, it suggested that community members may not have enough advance warning to enable maximum participation when conversation posts are ad-hoc and project-based, as opposed to a regular calendar of conversation posts which is well-publicised in advance. In response to this identified community need, the Progress Report recommended that Council: “Explore developing a regular calendar of conversation posts, attended by Councillors and Senior Managers, held at least four times per year to provide a predictable opportunity for accessible engagement; while continuing to hold conversation posts organised by individual teams on an as-needs basis.” (Recommendation 3.6).

Council piloted this form of conversation post at the Rokewood CFA Thankyou Day in March 2018. The post focused on the new Rokewood Community Plan, as well as providing an opportunity for community members to discuss a wide range of topics directly with Councillors and Council staff. Community members were thrilled to see Councillors and the CEO attend a community event on a Sunday, and to have their queries, concerns and feedback listened to.

POLICY CONTENT

Council Plan 2017-2021: Delivering good governance and leadership – we will govern with integrity, plan for the future, and advocate for our community
Community Engagement Strategy (2016-2020)

DISCUSSION

A list of options for a regular calendar of ‘Conversations with Council’ for the remainder of 2018 has been selected (see table below; and attachment 1: for more details on the process for choosing conversation posts; and attachment 3 for the full list of opportunities). These options were chosen to ensure a diverse range of community members from across the Shire are reached, using the following criteria:

- Regular dates spaced throughout the year
- Diverse locations across the Shire
- Diverse event types
- At least 100 expected participants at the event to ensure reach of at least 30 people
- Appropriateness of event for Council attendance

Date	Time	Event	Location
23 June (Saturday)	2pm – 5pm	Round 11 Inverleigh vs. Bannockburn	Inverleigh Reserve
1 August (Wednesday)	2pm – 5pm	Bannockburn Country Plaza	High Street, Bannockburn
15 September (Saturday)	9am – 1pm	Smythesdale Country Market	Smythesdale
24 November (Saturday)	Morning	State Election	Napoleons Primary School

If Council approves these options, Council staff will also be identified who can attend to provide targeted engagement or communications opportunities, while Councillors and Senior Managers will be available to discuss general queries, concerns and feedback with residents. The regular calendar will be publicised on Council’s Have Your Say platform, and promoted via a range of communications methods including social media, the Gazette, the Miner and local community newsletters.

Council Officers will also explore options for online conversation posts to provide an additional avenue for community members to engage directly with Councillors in an accessible way.

CONSULTATION

This report is based on recommendations and actions from the Community Engagement Strategy (2016-2020) and the Strategy Progress Report (September 2016 – December 2017), both of which are based on feedback from the community.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

That Council commit to hold a regular calendar of conversation posts held across the Shire as this is a good way to enhance community satisfaction with Council's performance in community engagement. It will demonstrate that Council listens to community members, and provides fair and equitable opportunities for all community members to be involved in Council's decision-making processes.



Process for choosing Conversation Posts

March 2018

Annual identification of all relevant opportunities

- Opportunities can include:
 - Community festivals, events, and markets
 - Sporting events
 - Community spaces such as town high streets, local shops, or the Library
- Opportunities are identified at the start of each calendar year by relevant staff:
 - Council Events and Community Events Officers
 - Recreation Officers
 - Volunteer Coordinator
 - Youth Development Team
 - Early Years Services
 - Health and Wellbeing Officer
- The full list is collated by the Community Engagement Officer
- The list is shared with staff to decide on appropriate opportunities for all other posts held on an as-needs basis with a specific project focus

Choosing the regular 'Conversations with Council' posts

In addition to ad-hoc, project-focused posts hosted by staff, at least four posts will be selected each year for Councillors and SMT to attend. These quarterly conversation post opportunities should be chosen to ensure a diverse range of community members from across the Shire are reached.

- The Community Engagement Officer recommends the most appropriate options using the below criteria
- These options will be reviewed by the middle management group, who recommend the most appropriate options
- CEO and Councillors will have final approval

Selection criteria for 'Conversations with Council' posts

- Regular dates spaced throughout the year (e.g. March, June, September, December 2018)
- Diverse locations across the Shire (at least one in North, Central and South areas of the Shire)
- Diverse event types including some formal events and informal community spaces to increase diversity of reach
- At least 100 expected participants at the event to ensure reach of at least 30 people
- Appropriateness of event for Council attendance (based on staff knowledge or event coordinator's advice)
 - Is the event a good 'fit' for a conversation post? e.g. will there be other stall-holders present?
 - Are community members likely to have free time to come and engage at the post?
 - Has Council held a successful conversation post at a similar event in the past?
 - Have other Councils held successful conversation posts at a similar events?
- Optional: opportunity to address key issues in particular areas in the Shire (informed by input from Communications and Marketing team, Customer Service, and managers)



Review of conversation posts pilot 2017

About the pilot

Council ran a highly successful six month pilot of Conversation Posts in July - December 2017. Almost 1,000 community members engaged at 15 posts held across the Shire (see Table 1 for more details). Conversation Posts were organised by individual teams on an as-needs basis, at times and locations designed to best reach their target audience.

While Council had run some conversation posts prior to July 2017 for projects such as the Council Plan (2017-2021), the pilot led to a coordinated program which was promoted across Council, and supported by a range of resources and staff capacity building activities.

Table 1: Council conversation posts July – Dec 2017

Date	Topic	Staff / Councillors	Location / Event	Participants
July 2017	Youth Logo x1	Cr Gilbert, Community Engagement & Recreation staff	Smythesdale Country Market	26
July 2017	Bannockburn High Street Beautification x1	Works team & consultant	Golden Plains Farmers' Market Bannockburn	90
September 2017	Bannockburn Heart Play Space x4	Recreation Team, Works Team	Bannockburn Family Services Centre x2 The Library x2	128
September – October 2017	Youth Empowerment Roadshow x3	Youth Development Team & Youth Committee members	Triumph Event Clonard College (288) Dereel Community Event (42) Children's Week Event Bannockburn YMCA (184)	514
October 2017	Golden Plains Community and Civic Centre Redevelopment Project x4	SMT, Community Engagement, Executive Team, Cr Gilbert, Cr Evans, Cr Sharkey & Consultant	Smythesdale Country Market (22) The Well Smythesdale (9) Bannockburn Plaza (28) Golden Plains Farmers' Market (38)	97
October 2017	Draft Economic Development and Tourism Strategy x1	Executive Unit staff	Golden Plains Farmers' Market Bannockburn	28
October 2017	Early Years Services in GPS x1	Early Years staff	Bannockburn YMCA Children's Week	96
TOTALS	7 projects, 15 posts	6 Council departments	9 locations	979

Organisational support for Conversation Posts

The pilot was supported by a range of systems, resources, and training for staff. Staff feedback suggests this increased their motivation to hold a post and improved the efficiency of organising a post.

Resources:

- New branded materials including a gazebo and flags to increase our visibility at community events
- Resource kit including all stationery, recording templates, guidelines, survey response box, privacy notice, photographic notice
- Outlook calendar booking system
- Guidelines for staff to ensure consistency of conversation posts offered to the community
- Standard recording template to help staff capture consistent data
- Customer Service Request forms to ensure feedback and complaints on issues outside the focal topic are captured and followed up
- Safe Work Methods Statement.

Staff capacity building:

- Advice and support from Community Engagement Officer to staff planning conversation posts
- 27 staff and 7 managers trained in 'having positive conversations with community'. Facilitated by Jen Lilburn from Kismet Forward in October – December 2017. Staff feedback indicated that the training increased confidence and skills in facilitating positive face-to-face engagement.

Review outcomes

Overall benefits of conversation posts

- **Increased positive interactions between community members, Council staff, and Councillors** due to the informal and proactive nature of the Conversation Posts. Community feedback has included: "It's great to see Council out in the community"; and "Thanks for listening".
- **Improved public perception of Council.** Even when community members did not have specific contributions related to the project in question, they have commented on how much they appreciated Council's presence in the community and the opportunity to engage.
- **Improved transparency of engagement and decision-making processes,** particularly when Councillors and SMT attended. Community members were able to speak directly with decision-makers (e.g. Council Plan (2017-2021), and Golden Plains Community and Civic Centre).
- **Increased participation and reach** by engaging with community members who may not typically volunteer to participate in Council-run activities (such as Council meetings, workshops, or 'town hall' briefings). Most conversation posts had a much greater participation rate than other public methods such as 'town hall' meetings due to connecting with an existing audience.
- **Decreased the burden on community members** by engaging at existing community meetings, events, or spaces.

Overall challenges

- Finding staff and managers who are able to work evenings and weekends can be difficult due to existing personal commitments.
- Can be resource-intensive for low participation rates if location, time, or event is inappropriate for the topic.

- Limited involvement from Councillors and Senior Managers can make it difficult for Officers to respond to community questions and complaints outside their area of expertise.
- Community members may not have enough advance warning to enable maximum participation when conversation posts are ad-hoc and project-based, as opposed to a regular calendar of conversation posts.

Key Learnings

- Success is highly dependent on choosing an appropriate location for each topic, as there is no guarantee that community members will engage as they are unlikely to be attending the event or space with the specific purpose of engaging at the conversation post (see Table 2 for more details). The pilot originally planned to hold conversation posts at community markets in Smythesdale and Bannockburn. However experience from the pilot demonstrated that engagement in community spaces e.g. local shops and high streets can be highly effective, particularly for location-based projects. In addition, locations chosen based on the target audience were highly effective, such as the Bannockburn Heart Play Space posts at the Family Services Centre and Library, and the Youth Roadshow held at regional schools and Bannockburn Children’s Week event.
- Success is reliant on skills of individual staff members to engage positively with community members. Posts must be well facilitated, and staff need to proactively invite participation, as most community members are unlikely to just come up and engage. Staff must also have the skills to respond positively to feedback and complaints unrelated to their engagement topic.
- Conversation posts are not appropriate for engagements that require in-depth reflection, as there is not enough time to give lots of information and community members don’t have the chance to talk to each other. Workshops, reference groups or deliberative methods are more appropriate methods for this purpose.
- Conversation posts may not be the most appropriate method if the engagement aims to reach a representative group of community members, as holding enough posts across the Shire, to reach a representative audience is likely to be highly resource-intensive. Surveys, or reference groups selected to be representative of Shire demographics are probably more appropriate methods for this purpose.

Table 2: Review of various location options

Location / event	Recommended for future use	Comments
Bannockburn Family Services Centre	Yes	Dependent on day time – important to run at drop off/ pick up times
Library	Yes	Dependent on day and time – important to link in with another existing activity
Local shops / high streets e.g. <ul style="list-style-type: none"> • Bannockburn Plaza - weekdays • Inverleigh High Street - weekend 	Yes	Highly successful – ability to capture a broad range of community members
Golden Plains Farmers’ Market	Yes	Good for visibility in the community
Smythesdale Country Market	Yes	Dependent on topic (should be highly relevant to the North). Relatively low overall attendance at the Market.
Children’s Week Event	Yes	Highly successful for engaging with children and families
The Well	No	Not appropriate due to people going for healthcare services or groups, low participation numbers

Recommendations

- Continue to hold regular conversation posts organised by individual teams on an as-needs basis, at times and locations designed to best reach their target audience.
- Explore a regular calendar of conversation posts attended by Councillors and Senior Managers, held at least four times per year.
- Hold conversation posts in a range of locations including community events, community spaces, and target to relevant location and audience. Explore other options such as school fetes and sporting events to reach diverse groups from across the community.

Conversation Post Calendar Ideas 2018

No event

Event	Event type	Date	Day	Time	Location
Bannockburn Library	No event - community space	Any	Any	Any	Bannockburn Library
YMCA Bannockburn	No event - community space	Any	Any	Any	YMCA Bannockburn
Bannockburn Plaza	No event - community space	Any	Any	Any	Bannockburn Plaza
Teesdale High Street / shops	No event - community space	Any	Any	Any	Teesdale High Street / shops
Inverleigh High Street / shops	No event - community space	Any	Any	Any	Inverleigh High Street / shops
Meredith Hotel/Staughton Street/Couch	No event - community space				Meredith Hotel/Staughton Street/Couch
Bannockburn Family Services Centre	No event - community space	Any	Any	Any	Bannockburn Family Services Centre

Conversation Post Calendar Ideas 2018

One-off

Event	Event type	Date	Day	Time	Location
Golden Plains Soccer Club family day event	Sports	18-Feb-18			
Shelford Duck Race	Community event	25-Feb-18	Sunday	11am - 5pm	Shelford
Arts Trail	Council Event	Mar-18	Sat - Sun		
Golden Plains Music Festival	Tourist event	Mar-18	Saturday - Monday		Hold stall Friday Meredith high street
Rokewood Community Auction	Community event	Mar-18			Rokewood Rec Reserve
Inverleigh Daschund Derby	Community event	4-Mar-18	Sunday	10am - 2.30pm	Inverleigh
CFA Volunteer Thank You Day	Community event	18-Mar-18	Sunday	11am - 3.30pm	Rokewood Town Centre
Inverleigh and District's RCH Good Friday Appeal Family Fun Day	Community event	30-Mar-18	Friday (Good Friday)		Victoria Park Inverleigh
Round 1 Smythesdale vs Rokewood Corindhap	Sports	7-Apr-18	Saturday	2.30pm	Woody Yaloak Rec Reserve
ROUND 4 Bannockburn vs. Winchelsea	Sports	25-Apr-18	Wednesday	2.10pm	Victoria Park Bannockburn
Round 11 Inverleigh vs. Bannockburn	Sports	23-Jun-18	Saturday	2:10pm	Inverleigh Reserve

Conversation Post Calendar Ideas 2018

Round 16 Rokewood Corindhap vs Carngham Linton	Sports	4-Aug-18	Saturday	2.30pm	Rokewood Rec Reserve
Children's Week	Community / Council event	31-Oct-18	Wednesday		Bannockburn YMCA
Meredith Car Show and Family Day	Community event	Nov-18			Meredith Cricket Club
Rokewood Rodeo	Community event	Nov-18			Elder Park Rokewood
State election	Government election	24-Nov-18	Saturday		Various - North polling booth
Meredith Music Festival	Tourist event	Dec-18	Friday - Sunday		Hold stall Friday Meredith high street
Teesdale Twilight Carols	Community event	19-Dec-18	Wednesday		Turtle Bend Teesdale
Slow net yacht race	Community event	Mar-19			Cape Clear Rec Reserve
Steiglitz Festival	Community event				Steiglitz
Bannockburn Twilight Market (potentially more frequent)	Market	Dec-18			Bannockburn

Conversation Post Calendar Ideas 2018

Regular

Event	Event type	Date	Day	Time	Location
Golden Plains Farmers' Market	Market - monthly	3-Feb-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	17-Feb-18	Saturday	9am - 1pm	Smythesdale
Inverleigh Produce and Lifestyle Market	Market - monthly	18-Feb-18	Sunday	8am - 2pm	Inveleigh
Golden Plains Farmers' Market	Market - monthly	3-Mar-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	17-Mar-18	Saturday	9am - 1pm	Smythesdale
Inverleigh Produce and Lifestyle Market	Market - monthly	18-Mar-18	Sunday	8am - 2pm	Inveleigh
Golden Plains Farmers' Market	Market - monthly	7-Apr-18	Saturday	8.30-12.30	Bannockburn
Inverleigh Produce and Lifestyle Market	Market - monthly	15-Apr-18	Sunday	8am - 2pm	Inveleigh
Smythesdale Country Market	Market - monthly	21-Apr-18	Saturday	9am - 1pm	Smythesdale
Golden Plains Farmers' Market	Market - monthly	5-May-18	Saturday	8.30-12.30	Bannockburn
Creators and Craft Market	Market 3x per year	6-May-18	Sunday		Bannockburn
Smythesdale Country Market	Market - monthly	19-May-18	Saturday	9am - 1pm	Smythesdale
Golden Plains Farmers' Market	Market - monthly	2-Jun-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	16-Jun-18	Saturday	9am - 1pm	Smythesdale
Golden Plains Farmers' Market	Market - monthly	7-Jul-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	21-Jul-18	Saturday	9am - 1pm	Smythesdale
Golden Plains Farmers' Market	Market - monthly	4-Aug-18	Saturday	8.30-12.30	Bannockburn

Conversation Post Calendar Ideas 2018

Smythesdale Country Market	Market - monthly	18-Aug-18	Saturday	9am – 1pm	Smythesdale
Creators and Craft Market	Market 3x per year	26-Aug-18	Sunday		Bannockburn
Golden Plains Farmers' Market	Market - monthly	1-Sep-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	15-Sep-18	Saturday	9am – 1pm	Smythesdale
Golden Plains Farmers' Market	Market - monthly	6-Oct-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	20-Oct-18	Saturday	9am – 1pm	Smythesdale
Golden Plains Farmers' Market	Market - monthly	3-Nov-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	17-Nov-18	Saturday	9am – 1pm	Smythesdale
Creators and Craft Market	Market 3x per year	25-Nov-18	Sunday		Bannockburn
Golden Plains Farmers' Market	Market - monthly	1-Dec-18	Saturday	8.30-12.30	Bannockburn
Smythesdale Country Market	Market - monthly	15-Dec-18	Saturday	9am – 1pm	Smythesdale
Smythesdale Country Market	Market - monthly	3rd Sat, monthly	Saturday	9am – 1pm	Smythesdale

7.6 REVIEW OF DELEGATION - COUNCIL TO COUNCIL STAFF**File Number:** 02-04-001**Author:** Richard Trigg, Director Corporate Services**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:** 1. Instrument of Delegation - Council to Council Staff (under separate cover)**RECOMMENDATION**

That Council in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached Instrument of Delegation to Council staff and schedule, Golden Plains Shire Council (Council) resolves that:

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

EXECUTIVE SUMMARY

This report is to update the Delegation from Council to Council Staff following recent staff movements.

BACKGROUND

Under the *Local Government Act 1989*, a Council must review its delegations regularly to ensure they are current. The delegation from Council to Council Staff relates to various Acts and Regulations (or specific parts of those Acts or Regulations) which contain a specific power of delegation and due to changes to staff titles, this Delegation requires updating.

POLICY CONTENT

Local Government Act 1989

DISCUSSION

With the abolition of the Planning Team Leader position and the subsequent creation of Team Leader – Strategic Planning and Team Leader – Statutory Planning positions, it is necessary to update this delegation from Council to Council Staff to incorporate this change.

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

To ensure Council's delegations remain current, the recent update should be incorporated into the document, as per the attachment.

7.7 REVIEW OF COUNCIL POLICY 5.5 - CITIZEN RECOGNITION**File Number: 34-03-001****Author: Richard Trigg, Director Corporate Services****Authoriser: Richard Trigg, Director Corporate Services****Attachments: 1. Council Policy 5.5: Citizen Recognition****RECOMMENDATION**

That Council adopt policy 5.5 – Citizen Recognition without amendment as per the attachment.

EXECUTIVE SUMMARY

To present Council Policy 5.5: Citizen Recognition for review and adoption.

PURPOSE

To review and adopt Council Policy 5.5: Citizen Recognition

KEY POINTS

The policy provides guidance on the method of recognising a citizen who has made significant contribution to the community or achieved outstanding success. It was first introduced in 1999 and last reviewed in 2014 and the policy is still appropriate and no amendment is proposed.

CONCLUSION/WAY FORWARD

The current policy has served Council well in the past and no amendment is required.

5.5 Citizen Recognition

<i>Policy Title:</i>	<i>Recognition of Community Involvement</i>
<i>Date Adopted:</i>	<i>27/05/99</i>
<i>Date Revised:</i>	<i>18/12/03; 22/01/04; 26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/05/99 Item 4.6.5, page 43 (refer Recreation Steering Committee Minutes 13/05/99, item 5.2, page 6)</i>
	<i>22/01/04 Item 4.10.1(e) page 35 (refer Audit & Finance Committee Minutes 08/01/04, item 4.5, pages 13-14)</i>
	<i>26/02/09 Item 4.10.1(g) page 30 (refer Audit & Finance Committee Minutes 12/02/09, item 4.7 page 18)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>April 2018</i>

PURPOSE

To recognise citizens who have made significant contributions to their local communities or achieved outstanding success in the broader community.

POLICY

Each Councillor may select an individual or group to receive a framed certificate of appreciation or acknowledgment from Council. The form or means of such acknowledgment will be at the discretion of the Mayor and the nominating Councillor.

7.8 REVIEW OF COUNCIL POLICY 4.2 - COUNCIL CITIZENSHIP CEREMONIES**File Number: 34-03-001****Author: Richard Trigg, Director Corporate Services****Authoriser: Richard Trigg, Director Corporate Services****Attachments: 1. Council Policy 4.2: Council Citizenship Ceremonies (amended)****RECOMMENDATION**

That Council adopt policy 4.2 – Council Citizenship Ceremonies without amendment as per the attachment.

EXECUTIVE SUMMARY

To present Council Policy 4.2: Council Citizenship Ceremonies (as amended) for review and adoption.

BACKGROUND

The policy provides guidance on the method of conducting Citizenship ceremonies and presentation of gifts to new Australian citizens. It was first introduced in 1994 and last reviewed in 2014. The policy is still appropriate with a minor amendment to allow flexibility as to when the ceremony will take place. No other amendments are proposed.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The policy is due for review following the conclusion of its four year period. As it is still relevant, it is proposed that no changes are required prior to adoption.

4.2 Council Citizenship Ceremonies

<i>Policy Title:</i>	<i>Council Ceremonies</i>
<i>Date Adopted:</i>	<i>30/06/94</i>
<i>Date Revised:</i>	<i>24/09/98; 23/10/03; 26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/06/98 Item 5 page 28 & Appendix A page 6</i>
	<i>24/09/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/09/98 pages 12, 35 & 74)</i>
	<i>23/10/03 Item 4.10.1 (a) page 83 (refer Audit & Finance Committee Minutes 9/10/03 page 7)</i>
	<i>26/03/09 Item 4.10.1(c) page 27 (refer Audit & Finance Committee Minutes 12/03/09 item 4.3 page 9)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>March 2018</i>

PURPOSE

To establish policy on the conduct of Citizenship Ceremonies and presentation of gifts to new Australian citizens.

POLICY

Australian Citizenship Ceremonies

- The Department of Immigration and Citizenship will provide Council officers with details of conferrals and a suitable Council meeting date will be negotiated in consultation with the applicant. The Department will provide certificates with pre-printed conferral dates.
- Invitations will be sent to candidates advising the conferral date and encouraging guests to be invited.
- The ceremony will be held on a Council Meeting day or Councillor Briefing day with light refreshments included.
- The ceremony will conclude with the Australian National Anthem.
- After the conferral ceremony has been conducted, Council officers will return the pledge list to the Department of Immigration and Citizenship, and forward a copy to the Australian Electoral Commission, and local state and federal members of parliament.

Note: For procedures, refer to Standard Operating Procedure 1003.

Gifts to New Australian Citizens

As part of the ceremonial proceedings, a native tree and citizenship medallion will be presented to the new citizen.

7.9 NATIONAL GENERAL ASSEMBLY (NGA) OF LOCAL GOVERNMENT 2018 - MAYORAL ATTENDANCE

File Number: 02-03-003

Author: Claire Martin, Administration Support Officer

Authoriser: Eric Braslis, CEO

Attachments: 1. National General Assembly Program

RECOMMENDATION

That Council approve the attendance of the Mayor at the National General Assembly of Local Government 2018 and the related expenditure

EXECUTIVE SUMMARY

Seek approval for Councillor Kirby to attend the 2018 National General Assembly (NGA) of Local Government in Canberra from Sunday 17 to Wednesday 20 June, and request a written report following participation of the event.

BACKGROUND

The National General Assembly (NGA) is convened annually by the Australian Local Government Association (ALGA), attracts in excess of 800 delegates from councils across Australia and has been running annually for more than 20 years.

The NGA is the premiere event in the local government calendar and is an opportunity for key local government representatives to debate issues of national significance, hear from political and academics speakers as well as to develop policy and fiscal strategy for the coming year.

The 2018 NGA will be held from Sunday 17 to Wednesday 20 June at the National Convention Centre in Canberra. In the past, it has been common practice that the Mayor would represent the Council at this conference. The NGA is an important event for Golden Plains Shire Council, as it provides Council with the opportunity to communicate and jointly advocate on major strategic issues and projects across the region. Councillors attending the conference will also gain insight into a range of issues affecting the Local Government sector and bring crucial information back to Council.

KEY POINTS

The theme for the 2018 NGA is Australia's Future: Make it Local and is focused on addressing the importance of Local Government in the current political landscape and how local government can influence change and affect improvements at a community level. Cr Kirby will have the opportunity to debate issues of national significance and influence ALGA policy, in addition to meeting with members of Parliament to advocate for our communities and promote issues of importance to Golden Plains Shire.

Sessions during the NGA will include discussions on balancing innovation with public interest, liveability of communities, and recycling and waste. Bernard Salt, Australia's leading commentator on social, generational and demographic matters will present a keynote address on population and policy, a matter of great importance to Golden Plains Shire. Other speakers invited to address the NGA include the Prime Minister, Leader of the Opposition, and Minister for Regional Services, Territories and Local Government.

A copy of the conference program is attached.

CONCLUSION

The National General Assembly of Local Government provides Council with a vital opportunity to elevate the Shire and our priorities to the Federal level. The Mayors attendance at this conference will allow her to gain insight into a range of issues affecting the Local Government Sector and bring crucial information back to Council.

The Mayors attendance at the NGA is highly recommended, as she will have the opportunity to influence ALGA policy for the coming year, as well as advocate for our communities.



NGA18
National General Assembly
of Local Government

**AUSTRALIA'S FUTURE
MAKE IT LOCAL**

17–20 June 2018 // Canberra

Program + Registration
Register online www.alga.asn.au



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION



President's Message

Welcome to the Australian Local Government Association's 2018 National General Assembly – Australia's largest and most influential gathering of Local Government councillors, mayors, chairs and officials.

Our theme for this year's NGA – Australia's future: make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level.

The 2018 theme also hints at the strong possibility a federal election being called later this year or early next. That being the case, Local Government will need to be ready and able to speak up on behalf of our constituents.

ALGA and the State and Territory Local Government Associations are already well advanced in their election advocacy strategies, but this conference will provide important input into the fine-tuning of those plans.

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. And, thanks to the introduction of keypad voting machines – a first for a National General Assembly – there'll be less time wasted on procedural matters and more time available for the things that matter: ideas, discussion, persuasion and consensus.

All of the motions that are supported at the NGA are submitted to the ALGA Board for consideration and aim, ultimately, to advance the cause of Local Government and the communities we seek to serve.

The program for this year's NGA is extensive, with multiple streams of specialist presentations for you to select from, and a range of keynote speakers to inform and inspire us.

Not surprisingly for a NGA that's being staged with a federal election in the wings, our expert panels will also boast plenty of individuals with insider views of Capital Hill.



Whilst the temperatures in the nation's capital may be decidedly brisk at this time of the year, I offer you a very warm welcome to the Australian Local Government Association's 25th National General Assembly.

I encourage you to meet new colleagues, to listen to experts and specialists, participate in discussions and to learn from the very best we have gathered on your behalf. Enjoy the experience, and take-home ideas and inspiration to help make your communities the very best they can be.

"...make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level."

Mayor David O'Loughlin
ALGA President



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Platinum Sponsors

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NGA18

National General Assembly
of Local Government

AUSTRALIA'S FUTURE MAKE IT LOCAL

17–20 June 2018 // Canberra

Provisional Program

Sunday 17 June	
5:00pm	Service NSW Welcome Reception National Convention Centre 
Monday 18 June	
9:00am	Opening Ceremony
9:20am	Mayor David O'Loughlin, ALGA President's Opening
9:30am	The Hon Malcolm Turnbull MP, Prime Minister (invited)
10:00am	Morning Tea
10:30am	▶ Keynote Speaker – David Speers, Political Editor, SKY NEWS <i>The Australian Political Landscape</i>
11:00am	▶ Keynote Speaker – Virginia Haussegger AM, Australian Journalist, Media Commentator and Television Presenter <i>The Case of Gender Diversity in Local Government</i>
11:30am	▶ Panel Session – <i>Changing Political Culture</i>
12:30pm	Lunch 
1:30pm	▶ Panel Session – <i>Balancing Innovation and the Public Interest</i>
3:00pm	Afternoon Tea
3:30pm	▶ Debate on Motions
4:30pm	Mr Stephen Jones MP, Shadow Minister for Regional Services, Territories and Local Government (invited)
5:00pm	Close
7:00pm	Networking Dinner – National Arboretum 

Tuesday 19 June	
9:00am	▶ Keynote Speaker – Bernard Salt AM, Author and Columnist <i>Population and the Policy Imperative</i>
9:45am	▶ Panel Session – <i>Building Tomorrow's Communities: Livability</i>
10:30am	Morning Tea
11:00am	▶ Debate on Motions
12:30pm	Lunch 
1:30pm	▶ Concurrent Sessions – <ul style="list-style-type: none"> • Energy and Climate Change • Arts and Culture • Digital Technology • Recycling and Waste
3:00pm	Afternoon Tea
3:30pm	▶ Debate on Motions
4:30pm	The Hon Bill Shorten MP, Leader of the Opposition (invited)
5:00pm	Close
7:00pm	NGA Dinner – Australian Institute of Sport
Wednesday 20 June	
9:00am	Setting ALGA's Election Priorities
9:30am	▶ Panel of Mayors – <i>Local Government and the Federal Election</i>
10:30am	Morning Tea
11:00am	▶ Panel Session – <i>How to Create Resilient Local Communities</i>
12:30pm	ALGA President's Close

REGIONAL COOPERATION & DEVELOPMENT FORUM 2018

Sun 17 June 2018 // Canberra



Collaboration: A catalyst for success

The 2018 Regional Forum will bring together noted regional campaigners, academics, industry innovators and government officials to explore the challenges of successful collaboration, as a catalyst for region-scale prosperous metropolitan, regional and rural community growth.

Collaborative case studies and models will be shared, along with practical tools for delegates to test and disseminate within their own regions upon their return.

Once again, this year's State of the Regions Report, prepared in partnership between ALGA and the National Institute of Economic and Industry Research, will be launched with opportunities to discuss the data arising in the energy sector as well as international influences on local government at region-wide scales. The Forum also aims to prompt lively discussion about some of the country's most vulnerable household types – metro- and non-metro – and the crucial service delivery role and pressures at the local government level.

Preliminary Program

Sunday 17 June	
9:30am	ALGA President's Welcome
9:40am	▶ Keynote Address – <i>Observations of Australian economic development trends and regional impacts/challenges</i> Saul Eslake , Leading Australian Economist Katherine O'Regan , Executive Director, Cities Leadership Institute
10:30am	▶ Government Address – The Hon Dr John McVeigh MP , Minister for Regional Development, Territories and Local Government
11:00am	Morning Tea
11:30am	▶ Regional Showcase & 2018 State of the Regions Report Launch – • <i>Snapshot of programs/initiatives that have benefited from region-scale collaboration</i> • <i>Metro to non-metro vulnerable household types and challenges ahead</i>
12:15pm	▶ Panel Session – <i>State of the Regions Q&A</i>
12:45pm	Lunch
1:45pm	▶ Workshop – <i>A practical, fast-paced workshop applying tools to assist region-scale collaboration (metro and non-metro), led by Collaboration for Impact Facilitators</i>
3:00pm	Afternoon Tea
3:30pm	▶ Opposition Address – Mr Stephen Jones , Regional Services, Territories and Local Government (invited)
4:00pm	ALGA President's Close



Key Dates

- ▶ Submission of Motions for Debate – By 11:59pm Friday 30 March 2018
- ▶ Early Bird Registration – On or before Friday 4 May 2018
- ▶ Standard Registration – On or before Friday 1 June 2018
- ▶ Late Registration – After Friday 1 June 2018

Motions for Debate

The NGA is an important opportunity for you and your council to influence the national policy agenda. The primary focus of all motions should be to strengthen the capacity of local government to provide services and infrastructure in Australia.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

- 1 Be **relevant** to the work of local government **nationally**
- 2 Be **consistent with the theme** of the NGA
- 3 **Complement or build** on the policy objectives of your state and territory local government association

4 Be submitted by a council which is a **financial member** of their state or territory local government association

5 Propose a **clear action and outcome**

6 **Not be advanced** on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

To assist you to identify motions that address the 2018 theme, 'Australia's Future: Make it Local', the Australian Local Government Association Secretariat has prepared a short discussion paper and is available on the NGA Website: www.alga.asn.au.

Motions should be submitted electronically via the online form at: www.alga.asn.au/tecms/forms/motions_2018/ and should be received by the Australian Local Government Association no later than Friday 30 March 2018. For more information contact ALGA on (02) 6122 9400.

Voting Procedures

Each council is entitled to one voting delegate in debating sessions. Councils will need to determine who their voting delegate will be. Electronic voting keypads can be collected at the assembly.



Speaker Profiles

The Hon Malcolm Turnbull MP



Prime Minister of Australia
Malcolm Turnbull became the 29th Prime Minister of Australia on 15 September 2015 and was sworn in for a second term on 19 July 2016.

Mr Turnbull was elected to Federal Parliament as the Member for Wentworth in 2004. Since entering public life, Mr Turnbull has held a number of parliamentary positions including Shadow Treasurer, Parliamentary Secretary to the Prime Minister with responsibility for national water policy and Minister for Environment and Water Resources.

He was Leader of the Opposition from 16 September 2008 to 1 December 2009 and was later Shadow Minister for Communications and Broadband.

Most recently, Mr Turnbull was Minister for Communications from 18 September 2013 to 21 September 2015.

Malcolm was educated at Vaucluse Public School and Sydney Grammar School and graduated from Sydney University with a BA LLB. He was awarded a Rhodes Scholarship and completed a further law degree at Oxford.

He is married to Lucy, and has two adult children, Alex and Daisy, and two grandchildren, Jack and Isla.

The Hon Bill Shorten MP



Bill Shorten is the Federal Member for Maribyrnong and was elected leader of the Australian Labor Party and Leader of the Opposition on 13 October 2013.

Mr Shorten completed a Bachelors' degree in Arts and Law from Monash University, as well as an MBA from the Melbourne Business School.

Bill has since worked as a union organiser, union secretary, as a member of the ACTU executive, as a Member of Parliament and as a Minister in a Labor Government.

As a senior member of the Rudd/ Gillard Labor Governments, Bill played a key role in securing a number of historic reforms including establishing the National Disability Insurance Scheme and increasing universal superannuation to 12 per cent.

As Minister for Workplace Relations, Bill continued the Labor Government's ongoing commitment to a fair and productive workplace relations system and during his time as Minister for Education helped secure the Better Schools reforms.

Prior to entering Parliament, Bill worked at the Australian Workers' Union, holding key leadership positions including State Secretary of the AWU Victoria Branch from 1998 to 2006 and National Secretary from 2001 to 2007.



The Hon Dr John McVeigh MP



John McVeigh was declared as the Federal Member for Groom on 22 July, 2016.

He was sworn in as the Minister for Regional Development, Territories and Local Government on December 20, 2017.

Before his elevation to Cabinet he was a member of the Joint Standing Committee on Foreign Affairs, Defence and Trade; the Joint Committee of Public Accounts and Audit; and the Standing Committees on Industry, Innovation Science and Resources; and Agriculture and Water Resources.

John also chaired the Coalition's Policy Committee for Industry, Innovation, Science and Northern Australia and was the chair of the Federal Government's Select Committee on Regional Development and Decentralisation.

He was previously a Councillor on the Toowoomba Regional Council from 2008 to 2012 where he held the Corporate Services Portfolio and Chaired the Audit Committee.

John has a Bachelor of Business (Marketing & Economics) (University of Southern Queensland), Master of Business Administration (Bond University) and a PhD in Agribusiness Management (University of Queensland).

John is proud to live with his wife, Anita, and six children in Toowoomba and is passionate about the role that regional Queensland will play in the future of our nation.

Mr Stephen Jones MP



Stephen Jones is the Federal Member for Whitlam and Shadow Minister for Shadow Minister for Regional Services, Territories and Local Government and Regional Communications.

Stephen was first elected to the Federal Parliament in 2010 representing the Southern Illawarra seat of Throsby. He was re-elected at the 2013 election and elected to the re-named seat of Whitlam in the 2016 election.

Stephen holds a Bachelor of Arts degree from the University of Wollongong and a Bachelor of Laws degree from Macquarie University.

Prior to entering the Federal Parliament, he worked as a community worker for various front line disability services, youth and health services and as a lawyer with the Australian Council of Trade Unions (ACTU) and as the Secretary of the Community and Public Sector Union (CPSU).



Virginia Haussegger AM



Virginia Haussegger AM is a gender diversity advocate and communication specialist. She is also an award-winning television journalist, writer and commentator, whose extensive media career spans more than 25 years.

Virginia has reported from around the globe for leading current affair programs on Channel 9, the Seven Network and the ABC. For 15 years (2001–2016) she anchored the ABC’s flagship TV News in Canberra. She is widely published, both as a former columnist with the Canberra Times, and a regular contributor to the Sydney Morning Herald and The Age.

In 2016 Virginia was appointed Director of a new, national gender equality initiative, the 50/50 by 2030 Foundation, at the University of Canberra’s Institute for Governance and Policy Analysis (IGPA), where she is an Adjunct Professor.

She has run a series of co-design workshops with local government leaders focused on diversity strategies and increasing the representation of women in

leadership positions. Virginia also runs a suite of Masterclasses on Strategic Communication and Persuasive Presentation.

In 2017 she launched an innovative gender equality news media platform, BroadAgenda, and currently serves as Chief Editor.

In 2014 Virginia was made a Member of the Order of Australia (AM) for service to the community, as an advocate for women’s rights and gender equity, and to the media.

Virginia has served on a number of boards and committees including; UN Women National Committee Australia; the Snowy Hydro SouthCare Trust, and the Australia Forum Steering Committee. She currently sits on the Board of the ACT Government’s Cultural Facilities Corporation; Women in Media Canberra; Our Watch, Media Advisory Committee; and is Patron of the Canberra Rape Crisis Centre.



David Speers



David Speers is Political Editor at SKY NEWS and anchor of agenda-setting political programs SPEERS and SPEERS ON SUNDAY on SKY NEWS LIVE.

David is one of Australia's most respected political journalists and interviewers, leading the SKY NEWS Walkley and Logie award-winning political news coverage.

David joined SKY NEWS as Political Editor in 2000 and has seen the channel grow to become the unrivalled destination for political and national affairs coverage in Australia.

He has been chosen to host Leaders' debates and forums at the last five federal elections and covered the last four Presidential elections in the United States.

Between elections David is one of the busiest and best connected correspondents in Canberra.

He has interviewed numerous world leaders, including US President George W. Bush at the White House and travelled extensively reporting from China, India, Afghanistan, Indonesia and Europe.

In 2014 David was awarded Australia's highest journalism honour, a Walkley Award for his global headline-making "What is Metadata" interview with the

Australian Attorney General. He received his second Walkley award in 2015 for his "The Fixer" interview featuring then Minister for Education and Training Christopher Pyne. In 2016 David and the SKY NEWS Political team were recognised with both a Walkley and TV Week Logie award for the team's outstanding coverage of the 2016 Federal Election.

David is also the recipient of the 2016 Kennedy Award for Most Outstanding Political Reporting, the 2017 AACTA Best Presenter Award for and the winner of more than 10 ASTRA Awards for excellence in broadcast journalism.

David served for three years as President of the Parliamentary Press Gallery. He has also served as a Director of the National Press Club since 2005.

Prior to joining SKY NEWS, David worked as a Political Reporter for a number of radio stations in Canberra and at New South Wales Parliament in Sydney.



Bernard Salt



Bernard Salt, a former partner at KPMG, is one of the most well-known writers, media personalities, and business advisors in Australia. Used to large crowds and the cameras, Bernard has the uncanny ability to explain even the most complex ideas in a way that everyone in the room can understand. Well-spoken, engaging, and enlightening, a business event featuring Bernard is sure to be a hit.

In business, Bernard's specialties lie in tracking and understanding demographic and social changes in his country of origin and the rest of the world, including the United States, New Zealand, and Asia. He focuses on the evolution of consumer cultures, how the most recent generation will fit into today's business world, and how companies can get the most out of their customer base and employees.

Bernard writes two weekly columns for The Australian newspaper that deal with social, generational and demographic matters, and

has authored six books, the most recent was published in 2014 titled *More Decent Obsessions: The small things that tell the big picture*. His other books include, *The Big Shift: Welcome to the Third Australian Culture*, *The Big Picture*, *Man Drought: Why are there so many single women in their 30's?*, *What is it with Generation Y?* and lastly, *Decent Obsessions: Why it's okay to sweat the small stuff*. He routinely appears as a commentator on a variety of television shows in Australia, including *Business Sunday*, *A Current Affair*, *60 Minutes*, *Today Tonight*, *Today Show*, and *Nightline*.

Bernard's unique skill is to take the latest data and then transfer this into a highly entertaining, very informative and above all else extremely relevant presentation on what the future environment will be for both businesses and individuals.

Saul Eslake



Saul Eslake worked as an economist in the Australian financial markets for more than 25 years, including as Chief Economist at McIntosh Securities (a stockbroking firm) in the late 1980s, Chief Economist (International) at National Mutual Funds Management in the early 1990s, as Chief Economist at the Australia & New Zealand Banking Group (ANZ) from 1995 to 2009, and as Chief Economist (Australia & New Zealand) for Bank of America Merrill Lynch from 2011 until June 2015. In between these last two positions he was Director of the Productivity Growth program at the then newly-established Grattan Institute, a 'think tank'.

In July 2015 Saul started up his own economics consultancy business, operating out of Hobart, and in April 2016 took up a part-time position as a Vice-Chancellor's Fellow at the University of Tasmania.

Saul is a member of the Australian Parliamentary Budget Office's Expert Advisory Panel; and is on

the Advisory Board of Jamieson Coote Bonds, a Melbourne-based specialist bond investment manager.

Saul is a non-executive director of Hydro Tasmania, an energy business owned by the Tasmanian State Government; and of Housing Choices Australia Ltd, a not-for-profit provider of affordable rental housing. He is also Chairman of Ten Days on the Island, Tasmania's bi-ennial state-wide multi-arts festival.

Saul has a first class honours degree in Economics from the University of Tasmania, and a Graduate Diploma in Applied Finance and Investment from the Securities Institute of Australia. In December 2012 he was awarded an Honorary LLD degree by the University of Tasmania. He has also completed the Senior Executive Program at Columbia University's Graduate School of Business in New York.



Katherine O'Regan



Katherine O'Regan has over 30 years' experience in developing and implementing growth strategies for business and government. Having served as a Chief of Staff and Advisor to Federal and State Government Ministers and Deputy Mayor, Woollahra Municipal Council where she served as a Councillor for five years, Katherine has unique insights into the policy, process and priorities of government.

This is complimented by a corporate executive career centred on the banking, financial and property sectors where she gained experience in public private partnerships, corporate transactions and mergers and acquisitions.

In 2013 Katherine established her own a consultancy firm providing strategic advice to government and business specialising in developing innovative solutions to the challenges and priorities facing

cities and communities. Katherine has led forums and workshops, written policy submissions and articles, and advocated for change for clients including NSW Small Business Commissioner's small business friendly Councils and regional activation programs, the NSW Department of Industry's Future Towns Program, energy start up Star Scientific and the Australian Banking Association.

In 2017 Katherine was appointed Executive Director of the Cities Leadership Institute a not for profit dedicated to building the capacity of urban leaders to make cities, towns and communities great places.

Katherine holds a Bachelor of Applied Science, Masters of Business Administration and a Masters of US Studies (with Merit) and is Director of leading public policy think tank, The Sydney Institute and Chair of her local Chamber of Commerce.



NGA 2018 Charity

Enormity – National Coat Day

Enormity is a not for profit, community based teenage committee.

Enormity started "Coat Day" 20 years ago when one of the member's friends became homeless and they "borrowed" a coat from the back of their mentor's car. This opened Enormity's eyes as to a community need and the collection of public donated coats began, "Coat Day".

Enormity has collected around 99,200 coats in that time and with the assistance of charitable agencies such as St. Vincent de Pauls, Salvation Army and Devonport's Gran's Van all have redistributed to the homeless and those in need.

Homelessness can affect all members of our community including the young or old, families or single people. Aboriginal people or people from culturally diverse backgrounds, resulting in great social and economic costs to the individual, and the community as a whole.

Enormity has for a long time worked towards helping those in need by providing the simplest basic need of warmth and protection from the elements of winter – warm coats and clothing.

In year 2000, former Prime Minister John Howard launched our campaign nationally by donating his own coat. Since then Prime Ministers Kevin Rudd, Julia Gillard, Tony Abbott and last year Malcolm Turnbull have also donated a coat.

"Coat Day" is held annually on the 1st Saturday in July, this year being Saturday 7th July 2018. Please bring a coat to donate at the 2018 Local Government National General Assembly. Your donation of a winter coat will help someone who is sleeping rough. Collection will be available through the entirety of the conference, 17-20 June 2018.



Associated Events



Australian Local Government Women's Association Breakfast

Monday 18 June 2018 – 7:00am–8:15am

The ALGWA National President is pleased to invite members, friends and colleagues to our Annual Networking Breakfast as part of the National General Assembly.

The hot Outback Breakfast will be held from 7:00-8:15am on Monday 18 June.

Speaker: Cr Alwyn Friedersdorff, President of the National Rural Women's Coalition, (NRWC) freshly returned from addressing the UN and participation on issues faced by rural women.

Seating is strictly limited; find booking details on www.algwa.net.au



General Registration Details

General Assembly Registration Fees

Registration Fees –
Early bird

\$969.00

(payment received by Friday 4 May 2018)

Registration Fees –
Standard

\$1,290.00

(payment received on or before Friday 1 June 2018)

Registration Fees –
Late

\$1,429.00

(payment received after Friday 1 June 2018)

General Assembly Registration Includes

- ▶ Attendance at all General Assembly sessions
- ▶ Morning tea, lunch and afternoon tea as per the General Assembly program
- ▶ One ticket to the Welcome Drinks, Sunday
- ▶ General Assembly satchel and materials

Day Registration Fees

Monday 18 June 2018

\$529.00

Tuesday 19 June 2018

\$529.00

Wednesday 20 June 2018

\$320.00

Day Registration Includes

- ▶ Attendance at all General Assembly sessions on the day of registration
- ▶ Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- ▶ General Assembly satchel and materials

Sunday Regional Development Forum Registration Fees (Sunday 17 June 2018)

Forum Only

\$445.00

NGA Delegate

\$245.00

(Delegates attending the Regional Form and the NGA are entitled to this discount)

Accompanying Partners Registration Fees

Accompanying Partners Registration Fee

\$280.00

Accompanying Partners Registration Includes

- ▶ 1 ticket to the Welcome Reception, Sunday 17 June
- ▶ Day tour Monday 18 June
- ▶ Day tour Tuesday 19 June
- ▶ Lunch with General Assembly Delegates on Wednesday 20 June



Payment Procedures

Payment can be made by:

- ▶ Credit card – MasterCard and Visa
- ▶ Cheque made payable to ALGA
- ▶ Electronic Funds Transfer:
 - Bank:** Commonwealth
 - Branch:** Curtin **BSB No:** 062905
 - Account No:** 10097760

NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email. Notification should be sent to:

Conference Co-ordinators
PO Box 4994, CHISHOLM ACT 2905

Facsimile: (02) 6292 9002
E-mail: conference@confco.com.au

An administration charge of \$110.00 will be made to any participant cancelling before Friday 4 May 2018. Cancellations received after Friday 4 May 2018 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

Photographs

During the National General Assembly there will be a contracted photographer, the photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

Canberra Weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15C and temperatures do drop to 1C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

Social Function and Venue Information

Social Functions

Welcome Reception and Exhibition Opening

Sponsored by:



Sunday 17 June 2018

Venue: National Convention Centre

The Welcome Reception will be held in the exhibition hall and foyer.

- ▶ 5:00-7:00 pm
- ▶ \$50.00 per person for day delegates and guests
- ▶ No charge for full registered delegates
- ▶ No charge for registered accompanying partners

Dress code: smart casual

Networking Dinner

Sponsored by:



Monday 18 June 2018

Venue: National Arboretum Canberra

The dinner is being held in the Village Centre.

- ▶ 7:00-11:00 pm
- ▶ \$100.00 per person

Dress code: smart casual

The Monday night dinner takes on a new format as we take it offsite to the multi-million dollar National Arboretum. Enjoy the stunning Canberra landscape whilst having the opportunity to network with delegates from other councils and organisations.



General Assembly Dinner

Tuesday 19 June 2018

Venue: Australian Institute of Sport

The dinner is being held in the Arena of the AIS.

- ▶ 7:00–11:00 pm
- ▶ \$130 per person

Dress code: lounge suit/collar and tie for men and cocktail style for women.

With Parliament House undergoing renovations this year, we are excited to take delegates to the Australian Institute of Sport, the country’s elite and award winning sports precinct. Tickets to the General Assembly Annual Dinner are always highly sought after and therefore booking early is highly recommended to ensure your place.

Note: Bookings are accepted in order of receipt.

General Assembly Business Sessions

Monday 18 June 2018 to Wednesday 20 June 2018

Venue: National Convention Centre

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

Dress code: Smart casual

Exhibition

Sunday 17 June 2018 to Wednesday 20 June 2018

Venue: National Convention Centre

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

Dress code: Smart casual

Coach Transfers

Welcome Reception and Exhibition Opening – Sunday 17 June 2018

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza) at approximately 4:45pm. The return coaches will depart at 7:00pm.

General Assembly Dinner – Australian Institute of Sport – Tuesday 19 June 2018

Coaches will collect delegates from all General Assembly hotels at approximately 6:40pm. A return shuttle service will operate between 10:30pm and 11:45pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

Networking Dinner – National Arboretum Canberra – Monday 18 June 2018

Coaches will collect delegates from all General Assembly hotels at approximately 6:40pm. A return shuttle service will commence at 10:15pm.

Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$19.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$15.70 per day. The voucher machines accept either coins or credit cards (Visa or MasterCard).



Partner Tours



Monday 18 June 2018

Monday Partner Tour: *Behind the Scenes of our Capital*

Take a glimpse behind the scenes of two of Canberra's iconic locations. The day will start with an intimate tour of Government House to see where Cabinet ministers are sworn in and the Governor General welcomes visitors like the Queen and heads of states.

After lunch we have an exclusive tour of The Royal Military College Duntroon, including the Army Officer training course, the cadet mess, and some of the historical and ceremonial areas within the College grounds.



Tuesday 19 June 2018

Tuesday Partner Tour: *Diamonds and Decadence*

We start today with a high tea at Adore Tea where we'll experience a variety of teas from simple black teas to incredible flowering teas paired with sweet and savoury foods with a twist.

The afternoon will be spent at the National Gallery of Australia to experience the confirmed Cartier Exhibition. This is showcasing some of the most exquisite jewels from the renowned French jeweller including the Queen's "Halo" tiara, the engagement ring of Princess Grace of Monaco and costumes from the Ballet Russes, as well as displays of sketches and the tools of Cartier's trade.

Accommodation

Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24 hour reception, room service, concierge, undercover parking for a fee and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include free WiFi, climate control air-conditioning, tea/coffee making facilities and a minibar.

Twin option at the hotel consists of two double beds.

Superior Room: \$315 per night single/twin/double

Deluxe Room: \$365 per night single/twin/double

Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the newest options in Canberra and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre and has an onsite restaurant and bar, 24 hour reception, room service, gymnasium, undercover parking (charges apply per night) and guest lounge. All rooms have king size beds, rainfall showers, balconies, mini bar and free WiFi. The apartments also have a fully functioning kitchen.

Twin option is only available in the Superior rooms and consists of two single beds.



Superior King Rooms: \$260 per night single/twin/double

1 Bedroom Apartments: \$310 per night single/double

Waldorf

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a five minute walk from the National Convention Centre. This hotel has 24 hour reception and provides guests with a gymnasium, indoor heated lap pool, room service and onsite dining at the Waldorf on London Restaurant. All rooms have kitchen and laundry facilities, in-room safe, dining table and chairs, complimentary cable TV, pay per view movies and high speed internet service (for a fee). The 1 bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment: \$200 per night single/twin/double

1 Bedroom Apartment: \$220 per night single/twin/double

Novotel

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre. The hotel offers 24 hour reception and room service, an onsite restaurant and bar, a newly renovated indoor pool, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, internet

access (for a fee), pay per view movies and climate control air-conditioning. Standard rooms have a Queen size bed while the Executive rooms have a King size bed.

Twin option for the standard room type consists of two double beds and the executive room type consists of one king bed and a pull out sofa bed.

Standard Room: \$280 per night single/twin/double

Executive Room: \$315 per night single/twin/double

Mantra

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre. The hotel features underground parking (for a fee), a 24 hour reception, a heated indoor pool, sauna, fully-equipped gymnasium and an onsite restaurant bar. All rooms offer individually controlled air-conditioning, WiFi (for a fee), pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. 1 bedroom apartments also offer a separate lounge and dining area, kitchen and a fully equipped laundry.

Bedding configuration in a hotel room is one king or two single beds and a 1 bedroom apartment has one queen or two singles.

Hotel Room: \$236 per night single/twin/double

1 Bedroom Apartment: \$276 per night single/twin/double

Medina Apartment Hotel James Court

74 Northbourne Avenue, Canberra

The Medina Apartment Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking (for a charge), outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, free WiFi, spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Twin option consists of two single beds.

Note: Reception operates between the hours of 6:30am and 11:00pm

1 Bedroom Apartment: \$215 per night single/twin/double

2 Bedroom Apartment: \$285 per night

Qt Hotel

1 London Circuit, Canberra

The Qt Hotel is a modern hotel with boutique style furnishings, central to the city and a 10 minute walk to the National Convention Centre. The hotel offers guests a 24 hour reception and room service, an onsite restaurant and bar, parking for a daily charge plus an onsite barber shop. All rooms have now been upgraded to have king beds, other features include a balcony, rainfall showers, free WiFi, pay per view movies, mini bar, hairdryer, iron and ironing board.

Twin option at the hotel consists of two single beds.

Standard Room: \$249 per night single/twin/double

Registration Form

Register online www.alga.asn.au

NGA18

National General Assembly of Local Government 17–20 June 2018
 Australian Local Government Association ABN 31 008 613 876

Multiple delegates > photocopy form
 Register online, download PDF or return this form to:
 Conference Co-ordinators
 PO Box 4994 Chisholm ACT 2905
 Phone (02) 6292 9000 Fax (02) 6292 9002
 Email nga@confco.com.au

By submitting your registration you agree to the terms and conditions of the cancellation policy on page 15

PERSONAL DETAILS

TITLE _____ NAME _____ SURNAME _____
 (Cr/Ald/Mayor/Other)

POSITION _____

COUNCIL/ORGANISATION _____

ADDRESS _____

SUBURB _____ STATE _____ POSTCODE _____

PHONE _____ MOBILE _____

EMAIL _____

NAME FOR BADGE _____

How did you find out about the General Assembly? ALGA State/Territory Association Council Other: _____

PRIVACY DISCLOSURE

- I DO consent to my name appearing in the 2018 General Assembly List of Participants booklet (name, organisation and state only disclosed) as outlined in the privacy disclosure on page 15.
- I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 15.

REGISTRATION FEES

GENERAL ASSEMBLY REGISTRATION FEES

Please note registration does NOT include attendance to the Regional Cooperation and Development Forum

- EARLY BIRD REGISTRATION FEES (payment received on or before 4 May 2018) \$969.00
- STANDARD REGISTRATION FEES (payment received on or before 1 June 2018) \$1,290.00
- LATE REGISTRATION FEES (payment received after 1 June 2018) \$1,429.00
- DAY REGISTRATION FEES Monday 18 June \$489.00 Tuesday 19 June \$489.00 Wednesday 20 June \$280.00

REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES (SUNDAY 17 JUNE)

- REGIONAL DEVELOPMENT FORUM ONLY Registration fee \$445.00
- GENERAL ASSEMBLY DELEGATE Registration fee \$245.00
- STATE OF THE REGIONS REPORT 2018–19 (Single licence) \$260.00
- STATE OF THE REGIONS REPORT 2018–19 (Organisational licence) \$720.00

ACCOMPANYING PARTNERS REGISTRATION FEES

REGISTERED ACCOMPANYING PARTNER Name for badge: _____ \$280.00

SOCIAL FUNCTIONS INCLUDED IN FEES

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

REGISTERED DELEGATES AND PARTNERS

WELCOME RECEPTION AND EXHIBITION OPENING (SUNDAY 17 JUNE 2018)

I/we will attend: Delegate Partner Number of additional tickets @ \$50.00 each Total \$

REGISTERED PARTNERS

Day 1 • Behind the Scenes of our Capital (Monday 18 June 2018)

I will attend: Partner Number of additional tickets @ \$125.00 each Total \$

Day 2 • Diamonds and Decadence (Tuesday 19 June 2018)

I will attend: Partner Number of additional tickets @ \$125.00 each Total \$

Registration form continues over the page

NGA18

National General Assembly of Local Government 17–20 June 2018
 Australian Local Government Association ABN 31 008 613 876

OPTIONAL SOCIAL FUNCTIONS

Tickets to these functions are **not** included in the General Assembly registration fee or accompanying partners registration fee. To purchase tickets to any of the following functions please indicate the number required and the total amount payable.

NETWORKING DINNER, Arboretum (Monday 18 June 2018) Number of tickets @ \$100.00 each Total \$

GENERAL ASSEMBLY DINNER, Australian Institute of Sport (Tuesday 19 June 2018) ****NUMBERS STRICTLY LIMITED****
 Number of tickets @ \$130.00 Each Total \$

SPECIAL REQUIREMENTS

(E.G. DIETARY, MOBILITY) _____

REGISTRATION AND SOCIAL FUNCTION PAYMENT DETAILS

Enclosed is my cheque made payable to ALGA Conference Account

Please issue an invoice. (Invoices are automatically issued on receipt of registrations)

I have paid via an Electronic Funds Transfer to the 'ALGA Conference Account'. Transaction reference number _____

ALGA ACCOUNT: Bank: Commonwealth **BRANCH:** Curtin **BSB NO:** 062905 **ACCOUNT NO:** 10097760

Please charge my credit card Mastercard Visa

CREDIT CARD Grand total \$

CARD HOLDERS NAME _____ SIGNATURE _____

EXPIRY DATE / IS THIS A CORPORATE CARD? YES NO

ACCOMMODATION DETAILS

Please indicate your preference from 1 to 5

CROWNE PLAZA

SUPERIOR ROOM \$315 Single Twin Double

DELUXE ROOM \$365 Single Twin Double

AVENUE HOTEL

SUPERIOR KING ROOM \$260 Single Twin Double

1 BEDROOM APARTMENT \$310 Single Double

MANTRA

HOTEL ROOM \$236 Single Twin Double

1 BEDROOM APARTMENT \$276 Single Twin Double

MEDINA APARTMENT HOTEL JAMES COURT

1 BEDROOM APARTMENT \$215 Single Twin Double

2 BEDROOM APARTMENT \$285 Queen/Queen
 Queen/2 Singles

NOVOTEL

STANDARD ROOM \$280 Single Twin Double

EXECUTIVE ROOM \$315 Single Twin Double

QT HOTEL

STANDARD ROOM \$249 Single Twin Double

WALDORF

STUDIO APARTMENT \$200 Single Twin Double

1 BEDROOM APARTMENT \$220 Single Twin Double

Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give a minimum of twenty one (21) days notice in writing of your cancellation. All cancellations will be acknowledged in writing by Conference Co-ordinators. Full payment of your account will be required at the time of your departure. The rates quoted are per room per night.

DATE OF ARRIVAL _____

DATE OF DEPARTURE _____

SHARING WITH _____

ESTIMATED TIME OF ARRIVAL _____

I understand my credit card details are given as a guarantee of my arrival and to ensure my room will be held until my nominated arrival time. No charge for accommodation will be made against this card unless I fail to give a minimum of twenty one (21) days notice of cancellation in writing to Conference Co-ordinators.

Mastercard Visa Amex

CREDIT CARD NUMBER

CARD HOLDERS NAME _____

SIGNATURE _____

EXPIRY DATE /

IS THIS A CORPORATE CARD? YES NO

Return form to Conference Co-ordinators, PO Box 4994 Chisholm ACT 2905 Email nga@confco.com.au

7.10 PROVISION OF ARCHITECTURAL DESIGN SERVICES FOR THE GOLDEN PLAINS COMMUNITY & CIVIC CENTRE (GPS-RFT1/2018)

File Number: 39-159

Author: David Greaves, Works Manager

Authoriser: Greg Anders, Director Assets and Amenity

Attachments:

1. Tender Evaluation - Confidential
2. Tender Evaluation Matrix - Confidential

RECOMMENDATION

That Council resolves to award Contract GPS-RFT1/2018 for the provision of Architectural Design Services for the Golden Plains Community & Civic Centre to Baumgart Clark Architects for the tendered sum of \$381,560 (excluding GST).

EXECUTIVE SUMMARY

Council has included \$500,000 in the adopted 2017/18 budget to meet the costs associated with Stage 1 of the GPCCC – Architectural Design. These works/tasks include:

- Engaging and consulting with the community in developing detailed concept plans for the redevelopment and extension of the existing Bannockburn Customer Service Centre into the GPCCC,
- Reviewing and making decisions about the future growth provided for by the facility, and
- Preparing detailed architectural drawings and specification based on the concept plans taking into consideration community and staff feedback

Tenders were invited for the Provision of Architectural Design Services on 10 March 2018 and closed on 4 April 2018. A compulsory tender briefing session was held on the 21 March 2018 at the Shire office. In total nine tenders were received. The tenders were checked for arithmetical correctness and for omissions/qualifications. Any tenders not meeting the mandatory criteria were excluded from further review. The details of each supplier are provided on the confidential attachment.

BACKGROUND

The existing Bannockburn Customer Service Centre and Council offices building is almost 40 years old (opened in 1981 and extended once in 2005) and although it has served its purpose well in the past, there is now an identified lack of public facilities to engage with the community and appropriate office space for staff, together with increasing building maintenance and operational costs.

As a point of contact for community access to Council staff and services, the amenity provided by the existing building is poor, lacking in both pleasant qualities and practical amenities (for example, there is no publicly accessible toilet and little or nothing in the way of community meeting space.)

Council staff are currently housed in a suite of buildings, the majority of which are located at 2 Pope Street in Bannockburn. Council offices at Pope Street currently comprise a brick single-level building (1981 and 2005), and a collection of four conventional portable structures that are fully utilised for overflow office accommodation, as well as a separate Family Services Building.

The nature of the main building as a workplace is dated and tired, with the work areas broken up into a rabbit warren of offices and back-to-back cubicles. Circulation through the building is cramped and convoluted, and there is no free space or room for breakout or expansion beyond the spill-over into portables with the existing meeting spaces being inadequate.

The objectives of the GPCCC are as follows:

- To create universally accessible, welcoming, safe places for all community members, where Council’s services can be easily accessed
- To create multi-purpose spaces and rooms that deliver flexible accommodation that is responsive to the ever-changing needs of the community and the delivery of Council programs and activities, supporting the health and wellbeing of the community overall
- To attract the community into the facility to access their Council, engaging them in programs and activities that build social capital and improve connections between residents
- To facilitate opportunities for collaboration between staff and the community
- To strengthen service integration and opportunistic linkages through good design and appealing, well-located spaces and places
- The new GPCCC will be welcoming, light-filled and comfortable, demonstrating Council’s commitment to environmental sustainability across multiple factors, and demonstrating the public investment in the improved delivery of services

EVALUATION PROCESS

The Tender Evaluation Panel conducted a thorough evaluation of all conforming tenders. The evaluation panel determined a consensus for each weighted criteria to allow an evaluation score for each tender. The TEP was formed with the following personnel:

Name	Position	Role
David Greaves	Works Manager	Scoring
David Miocic	Community Projects Engineer, Team Leader	Scoring
Alex Joseph	External & Independent Reviewer	Scoring
Gail Sheedy	Procurement & Contracts Officer	Non Scoring & Panel Chair

All members of the TEP have completed conflict of interest and confidentiality deeds prior to being provided with any of the Tender submissions. The TEP note that there were no Conflicts declared for this evaluation. Each conforming submission was reviewed and evaluation using the agreed evaluation criteria as follows:

Mandatory Criteria	Weighting
Occupational Health & Safety Policy & Management System	Pass/Fail
Risk Management Policy & Management System	Pass/Fail
Quality Policy & Management System	Pass/Fail
Environmental Policy & Management System	Pass/Fail
Insurance	Pass/Fail
Weighted Criteria	
Capability	30%
Capacity	30%
Price	40%
Total	100%

Evaluation Outcome

Below are the weighted assessment results of the quantitative/qualitative criteria

Tender Identifier	Weighted Assessment Score (%)	Rank
Baumgart Clark Architects	82	1
Tender A	48	7
Tender B	57	5
Tender C	52	6
Tender D	0	Non-Conforming
Tender E	68	3
Tender F	68	2
Tender G	67	4
Tender H	0	Non-Conforming

Below are the submitted tender pricing for stages A,B & C

Tender Identifier	Tendered Price Stage A&B (\$ excl GST)	Tendered Price Stage C (\$ excl GST)	TOTAL A+B+C (\$ excl GST)
Baumgart Clark Architects	\$381,560.00	\$133,360.00	\$514,920.00
Tender A	\$608,549.00	\$173,800.00	\$782,349.00
Tender B	\$491,250.00	\$90,000.00	\$581,250.00
Tender C	\$675,000.00	\$104,100.00	\$779,100.00
Tender D	\$546,985.00	\$135,335.00	\$682,320.00
Tender E	\$497,530.00	\$267,850.00	\$765,380.00
Tender F	\$446,094.00	\$177,600.00	\$623,694.00
Tender G	\$433,450.00	\$83,450.00	\$516,900.00
Tender H	Not Provided	Not Provided	

A copy of the Tender Evaluation Matrix has previously been supplied to Councillors as part of their briefing.

FINANCIAL & RISK MANAGEMENT IMPLICATIONS

Golden Plains Shire Council included in its 2017/2018 Budget and in the 2017-2021 Strategic Resource Plan, provision for the redevelopment of the Bannockburn Customer Service Centre to become the GPCCC. \$500,000 funding was allocated in Council’s 2017/18 Budget for community consultation, detailed architectural design and engineering design for the redevelopment project, which has directly resulted in this call for Tender.

PROBITY

The GPCCC is one of the largest projects undertaken by Council. Projects such as this will always attract internal and external scrutiny. As such it was determined that Council would seek external legal and probity advice in relation to the GPCCC procurement process. Landell were appointed to provide probity and procurement advice at all stages of the tender process. Council also appointed Alex Joseph as an independent external reviewer of submitted tenders.

CONCLUSION

The tender of Baumgart Clark Architects is the preferred tender for the supply of architectural service related to the design of the GPCCC. It has the highest ranking with the highest total score of qualitative and quantitative assessment and provides best value for money to Council.

7.11 DELEGATES REPORT - 28 MARCH 2018 TO 24 APRIL 2018

File Number: 78-07-002
Author: Petra Neilson, Council Support Officer
Authoriser: Eric Braslis, CEO
Attachments: Nil

Cr Helena Kirby

29 March Bannockburn Skate Park Competitions
8 April Civic Reception His Royal Highness The Prince Edward Chair The Duke of Edinburgh's International Award Foundation
11 April Mayors, Councillors and CEOs Forum
21 April Big Top and Tiny Tots Circus Show, Bannockburn
22 April Big Top and Tiny Tots Circus Show, The Well
23 April Official Opening of Lind Road, Stage 1B
23 April Tacking Obesity and the Prevention of Illness
24 April Linton Anzac Day Service

Cr Owen Sharkey

11 April Rural Councils Victoria
12 April Bannockburn Chamber of Commerce
16 April BAGPRRA meeting
18 April Lethbridge Airport tour
18 April G21 Economic Development Pillar

7 URGENT ITEMS

8 NOTICES OF MOTION

Nil

9 CONFIDENTIAL ITEMS

Nil