



# MINUTES

## Ordinary Council Meeting

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**6.00pm Tuesday 25 February 2020**

**VENUE:**  
**Bannockburn Shire Hall**  
**Council Chambers**  
**12 High Street, Bannockburn**

NEXT ORDINARY COUNCIL MEETING  
6.00pm Tuesday 24 March 2020

Copies of Golden Plains Shire Council's Agendas & Minutes  
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**MINUTES OF GOLDEN PLAINS SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE BANNOCKBURN SHIRE HALL, COUNCIL CHAMBERS, 12 HIGH STREET,  
BANNOCKBURN  
ON TUESDAY, 25 FEBRUARY 2020 AT 6.00PM**

**PRESENT:** Cr Helena Kirby, Cr David Evans, Cr Joanne Gilbert, Cr Nathan Hansford, Cr Les Rowe, Cr Owen Sharkey (Mayor)

**IN ATTENDANCE:** Eric Braslis (CEO), Phil Josipovic (Director Infrastructure and Development) Steven Sagona (Acting Director Infrastructure and Development), Philippa O'Sullivan (Director Corporate Services), Lisa Letic (Director Community Services), Candice Robinson (Corporate Governance and Risk Coordinator)

## **1 OPENING DECLARATION**

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

## **2 ACKNOWLEDGEMENT OF COUNTRY**

Council acknowledge the traditional Wadawurrung owners of the land where we meet today. 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**

### **APOLOGY**

### **RESOLUTION**

Moved: Cr Les Rowe  
Seconded: Cr Nathan Hansford

That the apology received from Cr Des Phelan be accepted and leave of absence granted.

**CARRIED**

### **LEAVE OF ABSENCE**

Cr Joanne Gilbert leave of absence from the 23<sup>rd</sup> to 29<sup>th</sup> March 2020 inclusive.

## **4 CONFIRMATION OF MINUTES**

### **RESOLUTION**

Moved: Cr David Evans  
Seconded: Cr Joanne Gilbert

That the minutes of the Ordinary Council Meeting held on 17 December 2019 be confirmed.

**CARRIED**

## 5 DECLARATION OF CONFLICT OF INTEREST

Nil

## 6 PUBLIC QUESTION TIME

Nil

## 7 BUSINESS REPORTS FOR DECISION

### 7.1 CITIZENSHIP CEREMONY

A Citizenship Ceremony was conducted.

Council would like to congratulate the following residents on their decision to become Australian Citizens:

- Mrs Rubilyn Douglas who is from the Philippines and resides in Smythesdale
- Mr Martin Gilfoyle who is from England and resides in Bannockburn
- Mr Hugh Russell who is from Scotland and resides in Smythesdale

The Mayor presented an Australian Citizenship Certificate to each citizen.

### 7.2 CITIZEN RECOGNITION

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 two Citizen Recognition Awards, which includes a certificate of recognition to Chloe Weiler and Anastasia Young.

Chloe Weiler is being recognised for her achievement in sport.

- Chloe is 13years old, lives in Bannockburn and has been competing in Basketball and Athletics since she was 10.
- Chloe is competing in Tasmania at the Special Olympics Junior National Games in October, with the Victorian state team.

Anastasia Young (Not in Attendance) is being recognised for her achievement in sport.

- Anastasia is 9 years old, lives in Teesdale and has been competing in Cheer Leading for 4 years.
- Anastasia is competing in the Australian All Star Cheerleading Federation (AASCF) Cheer and Dance National Championships in November.

The Mayor presented a Recognition Certificate to each citizen.

### **7.3 ASSEMBLY OF COUNCILLORS**

#### **EXECUTIVE SUMMARY**

To present Council with written records of Assembly of Councillors in accordance with section 80A of the Local Government Act 1989 from 17 December 2019 to 24 February 2020.

#### **RESOLUTION**

Moved: Cr David Evans

Seconded: Cr Nathan Hansford

That Council notes the Assembly of Councillors Record from 17 December 2019 to 24 February 2020 as attached.

**CARRIED**

**7.4 DELEGATES REPORT - 17 DECEMBER 2019 TO 24 FEBRUARY 2020**

**Cr Owen Sharkey**

18 December	Student Award presentation at Meredith Primary School
18 December	Student Award presentation at Lethbridge Primary School
19 December	Launch of the Creative Wanderings publication
19 December	Official opening of The Heart
20 December	CHCV Mayor's and CEO's Meeting
26 January	Australia Day Event in Inverleigh
26 January	Australia Day Event in Bannockburn
26 January	Australia Day Event in Teesdale
26 January	Australia Day Event in Shelford
28 January	Australia Day Awards event
31 January	G21 Board Meeting
3 February	G21 Tour of Australian Automotive Research Centre
10 February	Meeting with Mayor Cr Ben Taylor
10 February	Regional Rail – Stronger Together Members Briefing
11 February	Audit & Risk Committee Meeting
13 February	Meeting with Mayor Cr Licia Kokocinski
13 February	Meeting with Mayor Cr David Edwards
17 February	Tourism Greater Geelong and The Bellarine Board meeting
18 February	Councillor Briefing Meeting
19 February	Committee of Geelong Annual Leadership Breakfast
24 February	Tourism Greater Geelong and The Bellarine Board Planning Day

**Cr David Evans**

19 December	Rural and Peri Urban Advisory Committee meeting
26 January	Australia Day Event in Inverleigh
28 January	Australia Day Awards event
7 February	Rural and Peri Urban Advisory Committee meeting
12 February	G21 Transport Pillar meeting
18 February	Councillor Briefing Meeting
21 February	Chinaman's Lagoon Committee of Management AGM

**Cr Les Rowe**

14 January	Meredith Racecourse and Recreation Reserve Committee AGM
28 January	Australia Day Awards event
11 February	Audit & Risk Committee Meeting
18 February	Councillor Briefing Meeting

**Cr Helena Kirby**

19 December	Official opening of The Heart
26 January	Australia Day Event in Scarsdale
28 January	Australia Day Awards event
13 February	Disability- Access and Inclusion Advisory Committee meeting
18 February	Councillor Briefing Meeting

**Cr Nathan Hansford**

19 December	Official opening of The Heart
19 December	MAV WorkCare Board meeting
26 January	Australia Day Event in Bannockburn
26 January	Australia Day Event in Teesdale
28 January	Australia Day Awards event
5 February	G21 Meeting 1/20

7 February	G21 Board Meeting
12 February	G21 Transport Pillar meeting
14 February	MAV Board Meeting
18 February	Councillor Briefing Meeting

**Cr Des Phelan**

19 December	Official opening of The Heart
26 January	Australia Day Event in Linton
28 January	Australia Day Awards event

**Cr Joanne Gilbert**

19 December	Official opening of The Heart
10 January	2020 Federation University Road Nationals Championships VIP Hospitality
26 January	Australia Day Event in Scarsdale
26 January	Australia Day Event in Napoleons
26 January	Australia Day Event in Linton
28 January	Australia Day Awards event
5 February	Launch of LBWR20
18 February	Councillor Briefing Meeting

**RESOLUTION**

Moved: Cr Joanne Gilbert  
 Seconded: Cr Les Rowe

That Council receive and note the Delegates Report – 17 December 2019 to 24 February 2020.

**CARRIED**



**7.5 P19-244 - 59 TOLSON STREET, TEESDALE (TWO (2) LOT SUBDIVISION)****EXECUTIVE SUMMARY**

This report relates to a planning permit application for the development of land for the purposes of a two lot subdivision at 59 Tolson Street, Teesdale. This report provides a background to the application and a summary of the relevant planning considerations.

The objectors are concerned that the proposed subdivision will have a detrimental impact on the adjoining properties. Concerns were raised with existing drainage issues and flooding with the neighbours being concerned that the approval of an additional lot would exacerbate the problem. The Low Density Residential Development Policy (Clause 22.09) applies to all land in the LDRZ. The policy aims to protect the character and amenity of low density residential areas and ensure that new subdivisions are capable of containing on site effluent disposal and can be adequately serviced by infrastructure. The proposal satisfies the policy as the proposed lots exceeds the minimum lot size of 4000sqm (0.4 ha) and is consistent with the development in the surrounding area. In addition the lots are considered to be capable of treating and retaining effluent on-site and have access from the sealed road.

The drainage of the site has been considered via the Engineering referral. Council's subdivision engineer is satisfied the site can be adequately drained and that pre-development can be maintained. Conditions have been recommended.

**Speakers**

John Evans (Objector)

**RESOLUTION**

Moved: Cr Helena Kirby  
Seconded: Cr Nathan Hansford

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the development of a two lot subdivision at 59 Tolson Street, Teesdale subject to the conditions as attached.

**CARRIED**

**7.6 P18-005 - LOMANDRA DRIVE, TEESDALE (MULTI-LOT SUBDIVISION)****EXECUTIVE SUMMARY**

This report relates to a planning permit application for the development of land for the purposes of a multi-lot subdivision at Lot A on Plan of Subdivision 529738U, Lomandra Drive, Teesdale. The application has been referred to the Council Meeting for determination because there are objections to the application.

**RESOLUTION**

Moved: Cr Helena Kirby  
Seconded: Cr Les Rowe

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the development of land for the purposes of a multi-lot subdivision at Lot A on Plan of Subdivision 529738U, Lomandra Drive, Teesdale subject to the conditions attached to this report.

**CARRIED**

**7.7 P19-294 - 153 BURNSIDE ROAD, BANNOCKBURN (TWO (2) LOT SUBDIVISION)****EXECUTIVE SUMMARY**

This report relates to a planning permit application for the development of land for the purposes of a two lot subdivision at 153 Burnside Road, Bannockburn. This report provides a background to the application and a summary of the relevant planning considerations.

The objector is concerned that the proposed subdivision will have a detrimental impact on the adjoining properties. Concerns were raised with existing drainage issues with the neighbour being concerned that the approval of an additional lot would exacerbate the problem.

The Low Density Residential Development Policy (Clause 22.09) applies to all land in the LDRZ. The policy aims to protect the character and amenity of low density residential areas and ensure that new subdivisions are capable of containing on site effluent disposal and can be adequately serviced by infrastructure. The proposal satisfies the policy as the proposed lots exceeds the minimum lot size of 4000sqm (0.4 ha) and is consistent with the development in the surrounding area. In addition the lots are considered to be capable of treating and retaining effluent on-site and have access from the sealed road.

The drainage of the site has been considered via the Engineering referral. Council's subdivision engineer is satisfied the site can be adequately drained and that pre-development can be maintained. Conditions have been recommended

**RESOLUTION**

Moved: Cr David Evans

Seconded: Cr Nathan Hansford

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the development of a two lot subdivision at 153 Burnside Road, Bannockburn subject to the conditions as attached.

**CARRIED**

**7.8 P19-063 - LOT 12 BANNOCKBURN-SHELFORD ROAD, TEESDALE (ROCK CRUSHING)****EXECUTIVE SUMMARY**

This report relates to a planning permit application for the use of land for the purposes of materials recycling (rock crushing) at Portion 12 Parish of Burtwarrah, Bannockburn-Shelford Road, Teesdale. The application has been referred to the Council Meeting for determination because there are objections to the application.

**Speakers**

Andrew Cameron (Applicant)

**AMENDED RECOMMENDATION**

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the use of land for the purposes of materials recycling (rock crushing) at Portion 12 Parish of Burtwarrah, Bannockburn-Shelford Road, Teesdale subject to the conditions attached to this report and the following amendment to condition 4:

**Restriction on source of rock**

- 4 The rock crushing facility must only process rock sourced from land holdings in the substantial ownership of Rocklea Land Pty Ltd or Andrew Cameron at the time of permit issue.

**RESOLUTION**

Moved: Cr Nathan Hansford

Seconded: Cr David Evans

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for the use of land for the purposes of materials recycling (rock crushing) at Portion 12 Parish of Burtwarrah, Bannockburn-Shelford Road, Teesdale subject to the conditions attached to this report and the following amendment to condition 4:

**Restriction on source of rock**

- 4 The rock crushing facility must only process rock sourced from land holdings in the substantial ownership of, or land within 5 kms of the subject site leased by, Rocklea Land Pty Ltd or Andrew Cameron at the time of permit issue.

**CARRIED**

## **7.9 COUNCILLOR CONVERSATION POSTS 2020**

### **EXECUTIVE SUMMARY**

In line with Council Plan 2017-2021, and based on the success of Golden Plains Shire Councillor Conversation Posts in 2019, it is recommended that Council continue to hold another series of conversation posts spread across the Shire in 2020.

### **RESOLUTION**

Moved: Cr Helena Kirby

Seconded: Cr Joanne Gilbert

That Council:

1. Acknowledge the success of the 2019 Councillor Conversation Post program.
2. Commit to the ongoing Councillor Conversation Posts program for the remainder of the 2020 term of Council at the following locations:
  - (i) Smythesdale Country Market on Saturday 18 April
  - (ii) Draft Council Budget Consultation in Bannockburn in May
  - (iii) Linton Progress Association on Thursday 14 May
  - (iv) Golden Plains Farmers' Market on Saturday 6 June

**CARRIED**

## 7.10 MEREDITH INTERPRETIVE CENTRE, 10 WALLACE STREET MEREDITH - LEASE OF LAND AND FACILITY

### EXECUTIVE SUMMARY

The Council owned and managed Meredith Interpretive Centre has been vacant since May 2019. Since that time, an Expression of Interest process was undertaken to identify a future potential tenant/s.

In November 2019, Council reviewed the outcome from the Expression of Interest process and authorised the Chief Executive Officer or his delegate to enter into lease negotiations with CLAW Enterprises Pty Ltd for the provision of a creative social enterprise. This report contains the details of the Draft Lease and a business plan for the Centre and requests that public notice be given of Council's proposal to enter into a lease agreement.

### MOTION

Moved: Cr David Evans

Seconded: No seconder

That Council:

1. Endorses the proposal to lease the Meredith Interpretive Centre and land at 10 Wallace Street, Meredith to CLAW Enterprises Pty Ltd on the following terms:
  - Purpose: Establishment of a creative co-working/training space, create pop-up shops, establish a community garden and community meeting space.
  - Commencement Date: 29 April 2020 (proposed date following public exhibition).
  - Term: 12 months establishment term, then two 3 year optional extensions.
  - Rent Year 1: Rate - \$1,000 inc GST for first 12 months
  - Rent Year 2: Commercial Rate - \$13,200 inc GST + 2% rental escalation per annum.
2. Commences the statutory procedures pertaining to the power to lease land required under Sections 190 and 223 of the *Local Government Act 1989*, including:
  - Giving public notice and calling for submissions on the proposal to lease 10 Wallace Street, Meredith to CLAW Enterprises Pty Ltd.
  - Considering any submissions received and providing the opportunity for submitters to be heard at an Ordinary or Special Meeting of Council prior to the meeting for determination (in accordance with Council's Local Law No. 1 of 2019 Council Meeting Procedures and Common Seal and Council Policy Public Participation in Council Meetings).

**LAPSED**

The motion lapsed for want of a seconder

### RESOLUTION

Moved: Cr Nathan Hansford

Seconded: Cr Joanne Gilbert

That Council:

1. Endorses the proposal to lease the Meredith Interpretive Centre and land at 10 Wallace Street, Meredith to CLAW Enterprises Pty Ltd on the following terms:
  - Purpose: Establishment of a creative co-working/training space, create pop-up shops, establish a community garden and community meeting space.

- Commencement Date: 29 April 2020 (proposed date following public exhibition).
  - Term: 12 months establishment term, then two 3 year optional extensions.
  - Rent Year 1: Peppercorn Rate - \$11 inc GST for first 12 months
  - Rent Year 2: Commercial Rate - \$13,200 inc GST + 2% rental escalation per annum.
2. Commences the statutory procedures pertaining to the power to lease land required under Sections 190 and 223 of the *Local Government Act 1989*, including:
- Giving public notice and calling for submissions on the proposal to lease 10 Wallace Street, Meredith to CLAW Enterprises Pty Ltd.
  - Considering any submissions received and providing the opportunity for submitters to be heard at an Ordinary or Special Meeting of Council prior to the meeting for determination (in accordance with Council's Local Law No. 1 of 2019 Council Meeting Procedures and Common Seal and Council Policy Public Participation in Council Meetings).

**CARRIED**

## **7.11 COMMUNITY GRANTS REVIEW**

### **EXECUTIVE SUMMARY**

The review of Council's Community Grants Program (Attachment Two) included:

1. Summarising the recommendations of the 2016 review.
2. Updating the current status of the Berrybank and WestWind wind farm community funds.
3. Providing a thematic analysis over the last 3 financial years to ascertain the patterns of funding, including:
  - By category
  - By town
  - By organisation
  - Variations
  - Total value of funding
  - Undersubscription - with grants applied for and the value of grants distributed.
4. Summarising of the most recent Local Government Inspectorate review
5. Council's Asset Transfer Policy
6. Conducting a review of Policy 5.1 – Community Grants Program
7. Benchmarking of other Council's Community Grants Programs
8. Consultation with relevant internal stakeholders
9. Consultation with the community
10. Benchmarking best practice with community grants
11. Providing a list of recommendations based on findings of the review.

The purpose of undertaking the comprehensive review was to ascertain whether Council's Community Grants Program is aligned with the priorities of the Council Plan, best practice as outlined by the Australian Institute of Grants Management and the Victorian Auditor General's Office and that the program is functioning optimally prior to being used as the framework for the distribution of the Berrybank wind farm community fund.

The updated Community Grants Policy (Attachment One) and recommendations provided for the Community Grants Program are based on the information contained in the review, including the introduction of streams and multiple funding rounds, as outlined and discussed at the Council Briefing on December 10, 2019.

**RESOLUTION**

Moved: Cr Joanne Gilbert

Seconded: Cr Nathan Hansford

That Council:

1. Adopt the revised Community Grants Policy (Attachment One).
2. Implement the recommendations of the Community Grants Program Review (Attachment Two) including:
  - (a) Approve multiple rounds of community grant funding through various streams – namely:
    - Small grants – quick response (open all year) grants for youth and events for up to \$1,000 with no matched funding required.
    - Community Strengthening grants for up to \$10,000 with 1:1 matched funding in cash or in kind labour This would include 2 rounds of community grants per year (in March and August) which is separated into streams as follows:
      - Healthy Active Living – incorporating recreation and health and wellbeing
      - Creative community – Arts and culture grants
      - Environment and sustainability grants
      - Community safety grants.
  - (b) Approve the process for community grant assessment as outlined below:
    - Council approves, through the budget process, the total amount of funding to be committed to the program and sets targets for each of the streams reflecting Council priorities for that year. Grants are assessed via an internal panel with final approval for each grant signed off by the CEO. Successful grants would be reported to Council at periodic intervals through the year and a variety of opportunities for Councillors to interact with the program will be facilitated including both the awarding of grants publically and celebrating projects at their completion.
  - (c) As a result of the review, a full risk assessment of the Community Grants Program has commenced which will consider a flexible model of co-contribution for grant funded projects. As an outcome of this, it is envisaged that further assessment guidelines for community contributions to grant funded projects will be developed based on the ability of applicants to deliver projects safely and successfully.

**CARRIED**

Cr Helena Kirby called a division.

In Favour: Crs David Evans, Joanne Gilbert, Nathan Hansford, Les Rowe and Owen Sharkey

Against: Cr Helena Kirby

The motion was **CARRIED 5/1**

## **7.12 MAUDE-SHE OAKS ROAD - SHOULDER WIDENING WORKS (CONTRACT NO. GPS-RFT-19-2019) - AWARDING OF TENDER**

### **EXECUTIVE SUMMARY**

Council has undertaken a competitive tender process for a contract to undertake the following civil works:

- Steiglitz Road – Maude She Oaks Road intersection upgrade
- Sharps Road – Maude She Oaks Road intersection upgrade
- Widen and seal 3,000 lineal metre section of the Maude-She Oaks Road, between Strong Road and Mountain View Quarry entrance

Officers have assessed the tenders received and Council is now being requested to approve awarding of the contract to the preferred tenderer.

### **RESOLUTION**

Moved: Cr Nathan Hansford

Seconded: Cr David Evans

That Council:

1. Resolves to award the contract GPS-RFT19/2019, Maude - She Oaks Road Shoulder Widening Works Contract, to Bitu-Mil Civil Pty Ltd for the tendered sum of \$1,485,417.34 (ex GST) in accordance with Clause 2.4.3 of the procurement policy.
2. Authorise the Chief Executive Officer to execute Contract No. GPS-RFT19/2019 with Bitu-Mil Civil Pty Ltd for the Maude – She Oaks Road Shoulder Widening Works Contract.
3. Resolves to allocate \$229,417.34 from Council's 2020/21 Roads to Recovery Programme to the project.

**CARRIED**

## **7.13 QUARTERLY FINANCE REPORT**

### **EXECUTIVE SUMMARY**

As at 31 December 2019, the Income Statement reports total operating revenue of \$32.1m and total operating expenditure of \$19.5m, which results in a year to date surplus of \$12.5m. This is \$0.2m unfavourable compared to the original budget, and \$2.1m favourable to the revised budget.

The Capital Works Statement indicates total capital works expenditure of \$11.4m, which is \$2.7m above the original budget, and \$0.9m below the revised budget.

The Finance Quarterly Report for quarter one was also presented at the 11 February 2020 Audit and Risk Committee meeting whereby the Committee recommended that Council receive and note the report and attachments at the February Council meeting.

### **RESOLUTION**

Moved: Cr David Evans

Seconded: Cr Helena Kirby

That Council note and adopt the content in the Quarterly Finance Report for the 6 months ended 31 December 2019.

**CARRIED**



**7.14 COUNCIL PLAN IMPLEMENTATION – QUARTER TWO 2019/20****EXECUTIVE SUMMARY**

The purpose of this report is to update Council on the progress made in completing the 2019-20 actions contained in the Council Plan 2017-2021.

**RESOLUTION**

Moved: Cr Helena Kirby  
Seconded: Cr Joanne Gilbert

That Council note the report and achievements attained in the implementation of the actions contained in the Council Plan 2017-2021 for the second quarter ending December 2019.

**CARRIED**

**7.15 LOCAL GOVERNMENT PERFORMANCE REPORTING INDICATORS - PROGRESS REPORT****EXECUTIVE SUMMARY**

Council is required under the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 to report on its performance in accordance with the Local Government Performance Reporting Framework (LGPRF).

Please note that Know Your Council made several changes to the naming of indicators plus how results are calculated following sector consultation in late 2017 and early 2018. These changes came into effect from 01 July 2019 and are also attached for Council's information (attachment 2).

Council's performance against LGPRF measures is reported to management, the Audit & Risk Committee and Council on a six-monthly basis and included in the Golden Plains Shire Council Annual Report.

The Audit and Risk Committee previously requested that Management provide progress reports to be tabled in February and September and include trend data reporting and detailed commentary on results.

The first progress report for the period 01 July 2019 to 31 December 2020 is provided for Council's information (Attachment 1).

**RESOLUTION**

Moved: Cr Helena Kirby  
Seconded: Cr David Evans

That Council:

1. Receive the report on the Local Government Performance Reporting Indicators (Attachment 1) for the period 01 July 2019 to 31 December 2019.
2. Note the Know Your Council Update to Local Government Performance Reporting Framework Indicators for 2019/20 (Attachment 2).

**CARRIED**

**7.16 AUDIT & RISK COMMITTEE REPORT - 12 NOVEMBER 2019****EXECUTIVE SUMMARY**

This report is being submitted to Council to provide a summary of business considered at the 11 February 2020 meeting of the Audit & Risk Committee.

**RESOLUTION**

Moved: Cr Les Rowe

Seconded: Cr Nathan Hansford

That Council receive the Audit & Risk Committee report from the meeting of 11 February 2020.

**CARRIED**

**7.17 ADOPTION OF CIVIC COLLECTION POLICY****EXECUTIVE SUMMARY**

A new policy has been developed to ensure the future preservation, interpretation and access to Golden Plains Shire Civic Collections.

The Collection is important for its value as both a corporate record and for its local historical significance.

This report seeks Council's adoption of the Golden Plains Shire Civic Collections Policy.

**RESOLUTION**

Moved: Cr David Evans

Seconded: Cr Nathan Hansford

That Council adopt the Golden Plains Shire Civic Collections Policy as attached.

**CARRIED**

**7.18 INFORMATION PRIVACY POLICY****EXECUTIVE SUMMARY**

Under the *Privacy and Data Protection Act 2014*, Council have obligations in relation to how it collects, stores, uses and accesses personal information provided to Council by individuals.

Council is required to set policies on its management of personal information based on the ten information privacy principles, which regulate the handling of information.

Following an internal audit on Council's management of information privacy, an improvement opportunity was identified for Council to formally adopt an Information Privacy Policy. That policy would then replace the Organisational Policy historically authorised by the Chief Executive Officer.

The policy was endorsed by the Audit and Risk Committee at its 11 February 2020 meeting and is now provided for Council's consideration and adoption.

**RESOLUTION**

Moved: Cr David Evans

Seconded: Cr Les Rowe

That Council adopts the Information Privacy Policy as attached.

**CARRIED**

## **7.19 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987**

### **EXECUTIVE SUMMARY**

It is necessary for Council to directly appoint persons as authorised officers for the purpose of enforcing the *Planning and Environment Act 1987*. By doing so, Council ensures that it has the capacity to investigate and enforce the Planning Scheme, planning permits, planning permit conditions, agreements made under section 173, enter sites, gather evidence or serve legal notices, etc. if required.

The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, in reliance of Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council.

Council last review and adopted its Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* in October 2019. A review of that instrument has since been undertaken following recent staff changes. It is recommend that Council endorse the revised instrument (Attachment 1).

### **RESOLUTION**

Moved: Cr Joanne Gilbert

Seconded: Cr Les Rowe

That Council in the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the legislation referred to in the attached Instrument of Appointment and Authorisation ('the instrument'), resolves that:

1. The members of Council staff referred to in the instrument as shown in Attachment 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to execute the instrument by affixing the common seal in accordance with Local Law No. 1 of 2019 Council Meeting Procedures & Common Seal.
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. The previous instrument dated 22 October 2019 is revoked.

**CARRIED**

## **7.20 COUNCILLOR EXPENSES AND MEETING ATTENDANCE REPORT - SECOND QUARTER ENDING 31 DECEMBER 2019**

### **EXECUTIVE SUMMARY**

The report provides a record of expenditure made on behalf of Councillors in the performance of their duties for the second quarter of 2019/20. This report now also includes quarterly updates on Councillor attendance at Ordinary meetings of Council and Special meetings of Council.

Providing regular updates throughout the year on the Councillor attendance at meetings enables enhanced transparency rather than only one annual update as reported in Council's annual report.

### **RESOLUTION**

Moved: Cr Nathan Hansford

Seconded: Cr Joanne Gilbert

That Council note the contents of the Councillor Expenses and attendance Report for the second quarter of 2019/20 being the quarter ended 31 December 2019.

**CARRIED**

## **7.21 REVIEW OF AUDIT & RISK COMMITTEE CHARTER**

### **EXECUTIVE SUMMARY**

At the Audit and Risk Committee meeting on 29 November 2019, the Audit and Risk Committee (The Committee) discussed the increased risk of cyber security attacks across all sectors. Following discussions, the Committee requested that the Audit and Risk Committee charter as presented in attachment 1, be updated to include cyber security monitoring as part of the Committee's responsibilities.

Subsequently, the revised Charter was presented at the 11 February 2020 Audit and Risk Committee meeting whereby the Committee noted and agreed to the proposed amendment and recommended the charter be presented to Council for approval.

### **RESOLUTION**

Moved: Cr Les Rowe

Seconded: Cr Nathan Hansford

That the Council note and approve the change to the Audit and Risk Committee charter to update the Audit and Risk Committee's responsibility to include cyber security monitoring.

**CARRIED**

## 7.22 RATING STRATEGY

### EXECUTIVE SUMMARY

An extensive review of the Rating Strategy has been performed to consider opportunities to increase equity across the Shire. This review included modelling scenarios to determine the most appropriate mechanisms to modify and adopt in the new Rating Strategy.

The new Rating Strategy will be subject to the outcomes of the State Government Rating Review which is expected mid-late March. Council officers will consider any recommendations made and whether the outcomes are beneficial to our Shire.

### AMENDMENT TO THE REPORT

Table below to replace table as included in report.

*Rating Strategy Comparison Table*

Property Category	Current Rating Differential	Proposed Rating Differential
Residential for towns greater than 300 assessments	100%	100%
Residential for towns less than 300 assessments	100%	95%
Residential growth	106%	N/A
Farm	90%	N/A
Farm growth	96%	N/A
Farm broadacre	N/A	85%
Farm intensive	N/A	90%
Farm <40ha	N/A	100%
Business, Industrial and Commercial (outside Bannockburn)	100%	100%
Business, Industrial and Commercial growth (outside Bannockburn)	106%	100%
Business Industrial and Commercial Bannockburn	N/A	120%
Vacant land non-farm	200%	200%
Vacant land non-farm growth	206%	200%
Vacant land non-developable	100%	100%
Vacant land non-developable growth	106%	100%
Municipal Charge increase by 2%	\$300	\$306

### MOTION

Moved: Cr Les Rowe

Seconded: Cr Joanne Gilbert

That Council approve the rating mechanisms to be included in the Rating Strategy and incorporated into the draft 2020/21 budget.

**AMENDMENT TO THE MOTION**

Moved: Cr David Evans

Seconded: Cr Nathan Hansford

That the Rating Strategy Comparison Table as included in the report be amended as follows:

- That the residential rate for those towns less than 300 assessments remain at 100%.

**CARRIED**

The amendment became the substantive motion

**RESOLUTION**

Moved: Cr Les Rowe

Seconded: Cr David Evans

That Council:

1. Approve the rating mechanisms to be included in the Rating Strategy and incorporated into the draft 2020/21 budget.
2. That the Rating Strategy Comparison Table as included in the report be amended as follows:
  - That the residential rate for those towns less than 300 assessments remain at 100%.

**CARRIED**

**8 NOTICES OF MOTION**

Nil

**9 PETITIONS**

**9.1 PETITION TO STOP THE CLOSURE OF CHRISTIES BRIDGE - GOLDEN LAKE ROAD, PIGGOREET**

**EXECUTIVE SUMMARY**

The purpose of this report is to receive and note the petition requesting that Council stop the closure of Christies Bridge, Golden Lake Road, Piggoreet.

The petition consists of 93 signatures.

Council received the petition on 17 December 2019. As the agenda for the 17 December 2019 Council meeting had been finalised on 13 December 2019, there was no opportunity to include the petition on the agenda for the December meeting.

In accordance with Council’s *Local Law No. 1 – Council Meeting Procedures & Common Seal* (Local Law) and the associated *Public Participation in Council Meetings Policy* (Policy), no motion other than a motion to receive the petition may be made on this petition until the next Ordinary Meeting of Council. Therefore, a report in relation to the matters raised in the petition will be prepared by the Director Infrastructure and Development for Council’s consideration at the 24 March 2020 Ordinary Council Meeting.

In accordance with the Local Law and Policy, Council will notify in writing the first person who signed the petition of Council’s decision.

**RESOLUTION**

Moved: Cr Nathan Hansford

Seconded: Cr Helena Kirby

That Council, in accordance with its Local Law No. 1 – Council Meeting Procedures & Common Seal:

1. Receives the petition requesting Council stop the closure of Christies Bridge, Golden Lake Road, Piggoreet.
2. Requires a report on the petition be presented to the 24 March 2020 Ordinary Council Meeting.

**CARRIED**

**10 CONFIDENTIAL REPORTS FOR DECISION**

Nil

**The Meeting closed at 8.25pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 March 2020.**

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**CHAIRPERSON**