



GOLDEN PLAINS SHIRE

AGENDA

Council Meeting

6.00pm Tuesday 26 November 2024

VENUE:
The Well
19 Heales Street, Smythesdale

NEXT COUNCIL MEETING
6.00pm Tuesday 17 December 2024

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

Code of Conduct Principles

WORKING TOGETHER

We Councillors will:

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

BEHAVING WITH INTEGRITY

We Councillors will:

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

MAKING COMPETENT DECISIONS

We Councillors will:

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

Membership

Councillors

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

Officers

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

Members of the Gallery

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

MEETING PROCEDURES

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

MEETING FACILITIES

Council meetings are generally held at:

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

EXPECTATIONS OF THE GALLERY

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

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

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

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

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

RECORDING OF MEETINGS

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

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

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1 OPENING DECLARATION

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

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

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

That Council confirms the minutes of the Council Meeting held on Tuesday 22 October 2024.

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

7 BUSINESS REPORTS FOR DECISION

7.1 COUNCIL COMMITTEE DELEGATES 2024-2025

File Number:

Author: Elise Holmes, Executive Assistant to the CEO

Authoriser: Shane Walden, Chief Executive Officer

Attachments: 1. Summary of Committees 2024-2025

RECOMMENDATION

That Council adopts the Appointment of Councillors to various internal and external organisations and committees for the 2024-2025 period as follows:

Committee/Board or Membership Representative Position	Delegate(s)	Proxy
Audit and Risk Committee	Mayor Cr Hayden *	Not Applicable
Councillor Contracts Committee (Chair)	*	Not Applicable
Councillor Contracts Committee (Delegates)	* *	Not Applicable
Golden Plains Disability Advisory Committee	*	*
CEO Employment & Remuneration Committee	All	Not Applicable
Geelong Regional Library Corporation	*	*
G21 – Board of Directors	Mayor Cr Hayden	Not Applicable
Greater Ballarat Alliance of Councils	Mayor Cr Hayden	*
Peri Urban Group of Councils	Mayor Cr Hayden	*
Municipal Association of Victoria	*	*
Tourism Greater Geelong and Bellarine Board	*	*
Rural Councils Australia	*	*
Geelong Heritage Centre Collection Advisory Committee	*	*
G21 – Health and Wellbeing Pillar	*	*
G21 – Culture and Economic Development Pillar	*	*
G21 – Sustainability Pillar	*	*
G21 – Planning and Transport Pillar	*	*

EXECUTIVE SUMMARY

The purpose of this report is to determine the appointment of Councillors to various internal and external organisations and committees for the 2024-2025 period.

BACKGROUND

Council appoints/reappoints delegates to several internal and external organisations and committees on an annual basis. The process for appointing delegates is completed annually following the mayoral elections. This is because some positions require the Mayor as the representative. Once the Mayoral position is determined, other positions can be determined. The delegations provided in this report will begin on 21 November 2024 and run until new appointments are determined in November 2025.

POLICY CONTENT

This report relates to the requirements of the *Local Government Act 2020*.

DISCUSSION

As elected representatives, the Golden Plains community expects its Council to be represented on relevant internal and external organisations and committees. Councillors have an obligation to represent the community and must be cognisant of being actively engaged in such appointments. Council is invited to appoint representatives to the attached list of committees. Some of the committees are mandatory, others voluntary, and some are of special interest. A complete list of committees is attached.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

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

COMMUNICATION

Officers will advise all relevant boards, committees or membership bodies of the Councillors' appointments.

HUMAN RIGHTS CHARTER

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

OPTIONS

Option 1 - That Council resolves to appoint Councillors to the various committees.

This option recommended by officers.

Option 2 – That Council resolves not to appoint Councillors to the various committees.

This option is not recommended by officers.

Option 3 – That Council resolves to defer the decision to appoint Councillors to the various committees.

This option is not recommended by officers as many committees are meeting during December 2024.

CONFLICT OF INTEREST

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

CONCLUSION

Council is required to determine its representatives on several internal and external committees for 2024-2025.

7.2 AMPLITEL PTY LTD LEASE AGREEMENT FOR PUBLIC CONSULTATION

File Number:**Author:** Peter Ridsdale, Coordinator Economic Development**Authoriser:** Shane Walden, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council endorse the proposal by Amplitel Pty Ltd to lease a portion of land located within the boundary of the Golden Plains Shire Council Meredith Works Depot for a period of 30 years be presented for community consultation.

EXECUTIVE SUMMARY

Council officers have been developing a Heads of Agreement with Amplitel Pty Ltd, acting on behalf of Telstra, regarding the proposal to lease a portion of land located in the Meredith Council Works Depot. The proposed Lease will exceed 10 years and, as per the *Local Government Act 2020*, Council is required to undertake community consultation. Once the community consultation process is complete, Council approval is required to execute the Lease.

BACKGROUND

Golden Plains Shire Council has active leases with a variety of telecommunications providers including Telstra, Optus, NBNCo and private companies engaged on their behalf. There are currently 12 parcels of land under lease hosting telecommunications infrastructure, including mobile telecommunications towers and infrastructure fitted to existing assets.

There are two processes undertaken by telecommunications companies when expanding their communications infrastructure assets:

- A. When funding and a business case are confirmed, they seek to lease a suitable parcel of land, obtain permits and construct the asset in a determined time-frame, or
- B. They identify a site for potential future use to construct a telecommunications facility and enter a long-term lease, usually 30 years, to secure the site for when funding and a business case can be confirmed. This process is often referred to as "land-banking".

The proposed Lease between Golden Plains Shire Council and Amplitel Pty Ltd is in line with the second of these two processes.

DISCUSSION

Council officers have recently been engaging with a private company, Amplitel Pty Ltd, which is part of the Telstra Group. This company undertakes site analyses for potential mobile telecommunications facilities and enters into long term (30 years) leases to secure sites for future installations when funding and a business case can be determined. In essence, a form of land banking.

Council officers have been provided with a draft Land Lease prepared by Amplitel's lawyers, with a summary of the key terms as follows:

Land: Approximately 100 m² in the North-West corner of the Meredith Works Depot based on a Provisional Plan (shown below).

Term: 30 years from the Commencement Date. (The Lessor has a Break Date each 5 years during the Term)

Rent: Commercial-in-Confidence



Land area (Provisional)

Under the *Local Government Act 2020*, if the Council seeks to enter a Lease for a term longer than 10 years, it must undertake community engagement, and the CEO requires a Council decision that supports the execution of the Lease in order to sign the lease.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

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

GOVERNANCE PRINCIPLES

In accordance with the principles in section 9 of the *Local Government Act 2020*, entering into a lease agreement with a telecommunications provider to deliver an important communications asset will specifically assist in achieving the best outcomes for the municipal community, including future generations.

POLICY/RELEVANT LAW

The *Local Government Act 2020* is relevant to this decision.

COMMUNITY ENGAGEMENT

As per section 115 of the *Local Government Act 2020*, where Council proposes to lease land and the rent for any period of the lease is \$100,000 or more per year, the current market value of the land is \$100,000 or more per year, or the proposed lease is for 10 years or more, Council must include that proposal in the budget or undertake a community engagement process in accordance with the Council's Community Engagement Policy. Section 115 also restricts Council's power, limiting a lease to a term of 50 years or less. This proposal meets all the s 115 requirements.

PUBLIC TRANSPARENCY

The release of the potential for this lease is in order to undertake community consultation that directly provides public transparency.

RISK ASSESSMENT

There are no identified risk implications associated with this report.

COMMUNICATION

The private company and/or the ultimate telecommunications asset owner will be responsible for any future communications relating to any activity associated with the land.

HUMAN RIGHTS CHARTER

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

GENDER EQUALITY

As this report relates to the development or review of a policy, program or service that has a direct and significant impact on the public, the *Gender Equality Act 2020* requires that a Gender Impact Assessment (GIA) be undertaken. A GIA will be conducted during the community consultation phase and will form part of the subsequent report to Council anticipated to be requesting Council to approve the CEO to execute the Lease.

OPTIONS

Option 1 – That Council authorise the CEO to direct Council officers to undertake community consultation to receive the views of the community in relation to the proposed use of the land.

This option is recommended by officers as this is a step required in the *Local Government Act 2020* process and is instrumental in the potential delivery of telecommunications infrastructure in Meredith.

Option 2 – That Council does not authorise the CEO to direct Council officers to undertake community consultation to receive the views of the community in relation to the proposed use of the land.

This option is not recommended by officers as reliable communications are noted as an important requirement for the community. The proposed lease opportunity progresses communications improvements in the immediate area on a parcel of suitable land.

Option 3 – That Council request further information

This option is not recommended by officers as there will be a subsequent report to Council following community consultation.

CONFLICT OF INTEREST

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

CONCLUSION

Council recognises the importance the community places on having improved connectivity and telecommunications coverage in the Shire. This is an opportunity to have an arrangement in place for a Lease as part of preparation for the future delivery of a new mobile telecommunications asset to service the Meredith and District communities, businesses and visitors to the area.

7.3 COUNCIL PLAN 2021-2025 IMPLEMENTATION - QUARTER 1 (2024-25)

File Number:**Author:** Emma Whitelaw, Business Partner Performance and Change**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:** 1. Council Plan Implementation Report - Quarter 1**RECOMMENDATION**

That Council note the implementation of the Year 4, Quarter 1 actions (1 July 2024 to 30 September 2024) of the Council Plan 2021-2025.

EXECUTIVE SUMMARY

To update Council on the progress made in implementing Year 4, Quarter 1 actions of the Council Plan 2021-2025.

BACKGROUND

The Council Plan 2021-2025 is Council's commitment to delivering on the aspirations outlined in the Golden Plains Shire Community Vision 2040. The Plan plays a key role in setting the strategic direction of Council for the Council term and ensuring that an integrated approach is taken to planning, monitoring and performance reporting.

The *Local Government Act 2020* requires that a Council Plan be prepared and adopted by 31 October in the year following a general election, and that Council must address the strategic planning principles outlined in the Act in the preparation of its Council Plan and other strategic plans.

The Council Plan has been informed by extensive community engagement and expands on the four Themes of the Community Vision - Community, Liveability, Sustainability and Prosperity - with the inclusion of an additional theme in Leadership. The Themes and Community Priorities provide the framework for Golden Plains Shire to align its strategic objectives and actions for the next four years.

In addition, the Council Plan 2021-2025 incorporates the Municipal Public Health and Wellbeing Plan (MPHWP), as required under the *Public Health and Wellbeing Act 2008*. This ensures that the priorities for supporting, protecting and improving the health and wellbeing of the Golden Plains Shire community are at the forefront of Council's strategic planning and are integrated across all Council services and initiatives.

DISCUSSION

Progress for the first quarter of Year 4 of the 2021-2025 Council Plan has commenced across all pillars in the implementation of the plan. A detailed explanation of all actions has been prepared and is outlined in Attachment 1: Council Plan Implementation Report - Quarter 1.

Delivery of Year 4 Council Plan Actions has progressed well throughout the first quarter, with progress commencing across most of the 82 actions.

With some actions well underway, only seven of the 82 actions reflect a not started or delayed status. Delays in these actions are identified and detailed in the attached report. Council officers will continue to work with the Senior Management Team to address factors which are causing a delay in the achievement of these actions.

Key updates from the strategic direction of Community for the Quarter 1 reporting period include a focus on community resilience through the delivery of the Community Emergency Hub Program. The opening of the 2024 Community Strengthening Grants Program in August, attracting

24 submissions, was a further highlight alongside the adoption of the Disability Action Plan Strategic Framework 2025–2029 in September. Continued support for community volunteers to manage community places and spaces has additionally been noted.

Key updates from the strategic direction of Liveability for the Quarter 1 reporting period surround infrastructure progress and include the adoption of the Footpath Strategy 2024-2034 and opening of the Bannockburn Victoria Park Netball Pavilion in September. Endorsement of the Draft Growing Places Strategy in August in readiness for community engagement in November supports the growth across the municipality, and the Northern Streetscapes Framework Plan continues to progress following round one community consultation and the appointment of a consultant landscape architect in August.

Key updates from the strategic direction of Sustainability for the Quarter 1 reporting period include the delivery of waste and recycling youth education workshops across the municipality and support of a community-led event attracting more than 100 volunteers at the Moorabool River Reserve in Batesford for National Tree Day. Further highlights include the completion of the Roadside Weed Control Program, a detailed review of Council's Roadside Environment Management Plan, development of digital and physical communication material to support the glass bin rollout, and the successful completion of the Rokewood landfill rehabilitation project in September.

Key updates from the strategic direction of Prosperity for the Quarter 1 reporting period surround community education, learning and skill development with the finalisation of the 2025 kindergarten enrolments, the delivery of 5 Youth Readiness and Capacity Building Workshops enhancing skill development of 76 young people, and the launch of a new Mobile Library Service Vehicle with the Geelong Regional Libraries in July. Business support was additionally highlighted with an average of 46 monthly contact hours of business mentoring, and coordination of a Buy Local This Festive Season Christmas Campaign for release in November.

Key updates from the strategic direction of Leadership for the Quarter 1 reporting period include implementation of the new Customer Request Management System in July, with 6,300 requests lodged in 11 weeks. Further highlights include the annual review and adoption of Council's Procurement Policy in August, adoption of Council's Vision 2040 Refresh in September, and continued preparations, obligations and reporting regarding the 2024 Local Council Elections.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

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

Communication	Yes
Human Rights Charter	No
Gender Equality (Gender Impact Assessment required by S.9 of the <i>Gender Equality Act 2020</i> .)	No

GOVERNANCE PRINCIPLES

In accordance with the principles in section 9 of the *Local Government Act 2020*, the quarterly reporting of the Council Plan will specifically:

- Contribute to innovation and continuous improvement.
- Ensure transparency of Council decisions, actions and information.

POLICY/RELEVANT LAW

The quarterly progress report is provided in relation to the Council Plan 2021-2025. Ongoing monitoring of progress is a requirement under section 89 of the LGA 2020.

PUBLIC TRANSPARENCY

The Council Plan quarterly progress report is available for the public to view as part of the Council Meeting Agenda or on request.

STRATEGIES/PLANS

The quarterly Council Plan reports provide for ongoing monitoring of progress and regular reviews under section 89 of the LGA 2020.

SERVICE PERFORMANCE

The quarterly progress report focuses on Council's performance in relation to the actions of the Council Plan 2021-2025. Each quarterly report is a valuable tool in demonstrating service gains and improvements.

RISK ASSESSMENT

There are no identified risk implications associated with this report.

COMMUNICATION

The Council Plan quarterly progress report will be available for the public to view as part of the Council Meeting agenda or on request.

HUMAN RIGHTS CHARTER

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

OPTIONS

Option 1 – That Council note the implementation of Year 4, Quarter 1 (1 July 2024 to 30 September 2024) actions of the Council Plan 2021-2025.

This option is recommended by officers as the report provides an overview of the implementation of the actions as outlined in the Plan.

Option 2 – that Council do not note the implementation of Year 4, Quarter 1 (1 July 2024 to 30 September 2024) actions of the Council Plan 2021-2025.

This option is not recommended by officers as the actions have already taken place.

CONFLICT OF INTEREST

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

CONCLUSION

As outlined in the attached report, most actions for Year 4, Quarter 1 (01 July 2024 to 30 September 2024) of the Council Plan 2021-2025 have progressed well throughout the first quarter, with some actions well underway. Continued action and future planning will continue to see the successful progression and completion of the Council Plan 2021-2025.

7.4 2024 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY

File Number:

Author: MJ Gouloupoulos, Customer Experience Coordinator

Authoriser: Lynnere Gray, Director Corporate Services

Attachments: 1. 2024 Local Government Community Satisfaction Survey

RECOMMENDATION

That Council notes the 2024 Local Government Community Satisfaction Survey results, which were published on Council's website on 17 July 2024, in accordance with the 25 July 2023 Scheduled Council meeting resolution.

EXECUTIVE SUMMARY

In accordance with the August 2024 Council meeting resolution, the 2024 Local Government Community Satisfaction Survey (CSS) report and results are presented to this Council meeting.

Each year, Local Government Victoria (LGV) coordinates a State-wide CSS process throughout Victorian local government areas. The survey presented the views of 400 municipalities during the 2023/24 financial year.

Council received the results in July 2024, with the full report (Attachment 1) provided and subsequently published on Council's website in accordance with the Council resolution of 23 July 2023.

BACKGROUND

The CSS, held annually for the last 24 years, asks the opinions of local people about the Golden Plains Shire Council's services and infrastructure.

The main objectives of the survey are to assess the perception of GPSC performance across a range of measures. The CSS also enables Council to fulfil statutory reporting requirements by collecting indicator data that is reported via the Local Government Performance Reporting Framework and Annual Report.

Council published the CSS 2024 results on Council's website following the Councillor briefing in July 2024, in line with the decision made at the Council Meeting on 25 July 2023. This is consistent with the publishing practice of most Councils across the sector, which provides the results to community as soon as Council is briefed.

In summary, perceptions of Council's performance have largely stayed the same across the board (except for sealed local roads), with the results mostly holding steady in comparison to 2023. In saying this, the reported perceptions of Council's overall performance, plus the performance of the individual services, are among the lowest levels recorded with declines generally experienced throughout Victoria.

The report details that the residents consider Local Roads to be the most important Council Service, and they were also rated as the lowest performing area.

DISCUSSION

The Community Satisfaction Survey Report (Attachment 1) is divided into two areas:

- Key Performance Areas – Overall performance, Value for money, Overall Council direction, Customer service; and
- Individual Service Areas – Waste management, Lobbying, Community decisions, Consultation & engagement, Sealed local roads and unsealed local roads - which provides resident data on both the importance and performance of these services.

The high-level summary of the Key Performance Areas identifies that Council's performance has held steady from 2023 with the majority of services showing a similar result. Council's overall performance score of 42 shows a minimal one-point decline. Sealed Local Roads showed the most decline, dropping by 7% and prompting additional analysis into customers' verbatim feedback. The top two performing areas for 2024 are Customer Service and Waste Management.

As a point of interest, Council's top scoring demographic was residents over 65 years of age, with residents between the ages of 18–34 scoring Council the lowest in overall performance.

Waste management (60) is the area where Council performed best, although this score is lower than the State-wide group and Large Rural group averages for this service area. Lobbying is Council's next highest rated service area (46), followed by consultation and engagement, and community decisions (both 43). Council's performance in all three of these service areas is stable after experiencing significant declines last year.

Council rates lowest in the areas of unsealed roads and sealed local roads (26 and 27 respectively), continuing a downward trend in performance in the past 10 years. 41% of residents highlighted that road condition was the area most in need of improvement.

Customer Service

Council's customer service score of 63 remains steady from 2023 (62). Council has maintained a relatively consistent performance in this area over the past ten years. 68% of residents surveyed have contacted Council within the last 12 months, and of those 54% provided a rating of 'very good' or 'good'.

Council's customer service rating is in line with the Large Rural Council reference group (rating 65).

Council Direction

Residents' perceptions of Council Direction have also remained steady from 2023 with a score of 42. A minimal number of residents (8%) believe Council's Direction has improved however, with the majority providing similar ratings to the year prior. The most satisfied group was residents in the Central region.

Importance vs. Performance

An observation from the results of the 2024 CSS is that the services areas that residents have rated as the most important Council Services are also the areas in which Council has received the lowest ratings in terms of perceived performance. The top two services areas (Roads and Community Decisions) remain the same top two from 2023.

Sealed Road Maintenance

Residents stated that the area most needing improvement was sealed local roads, with 41% of residents rating this the area that needed most improvement. This score was reflected in local roads performance being our lowest performing area with a score of 27. It should be noted that analysis of the verbatim responses indicates that about 20% of specific roads mentioned by respondents relate to State Government managed roads.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

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

GOVERNANCE PRINCIPLES

Consideration of the governance principles in section 9 of the *Local Government Act 2020* has been applied to Council's participation and reporting of the CSS, including:

- Council decisions are to be made and actions taken in accordance with the relevant law.
- The municipal community is to be engaged in strategic planning and strategic decision making.
- Innovation and continuous improvement are to be pursued.
- Ensuring transparency of Council decisions, actions, and information.

POLICY/RELEVANT LAW

Section 98 (Annual Report) of the *Local Government Act 2020* includes that the prescribed indicators of service performance for the services provided by Council and the prescribed measures relating to those indicators are required to be reported.

The CSS is the mechanism/source for collecting and reporting a number of these service indicators annually for Councils across Victoria, including Golden Plains Shire Council.

COMMUNITY ENGAGEMENT

The Community Satisfaction Survey is one of a range of engagement exercises to collect, analyse and report information directly from the public and provides the community's perceptions of importance and performance on a number of the services provided by Council.

PUBLIC TRANSPARENCY

The independent process for the collection, analysis and reporting of the CSS data provides for a consistent approach and public transparency to inform decision making through actions and information that is accessible to, and guided by, members of the community. The results are publicly available through our website and via the Victorian Government's 'Know Your Council' website.

STRATEGIES/PLANS

Council has given effect to the Strategic Planning principles under section 89 of the *Local Government Act 2020*, including that the Community Satisfaction Survey processes and data contribute to:

- an integrated approach to planning, monitoring and performance reporting is to be adopted; and
- strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

SERVICE PERFORMANCE

The Strategic Performance principles under section 106 of the *Local Government Act 2020*, are informed through the data/results from the Community Satisfaction Survey, including that:

- services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;
- services should be accessible to the members of the municipal community for whom the services are intended;
- quality and costs standards for services set by the Council should provide good value to the municipal community; and
- Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring.

COMMUNICATION

Communication on conducting of the Community Satisfaction Survey was provided internally and externally in 2024 to inform Council staff and the community of the survey process being undertaken.

The results were published to Council's website as soon as practicable after Councillors were briefed on the outcome in July 2024.

Further communication regarding the CSS results are provided on the 'Know Your Council' website and in Council's Annual Report.

HUMAN RIGHTS CHARTER

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

GENDER EQUALITY

While a Gender Impact Assessment in relation to this report is not specifically required, it is worth noting that gender equality in the CSS process is ensured through the application of quotas of gender within age groups during the fieldwork phase. Post-survey weighting is also applied to ensure accurate representation of the age and gender profile of the Golden Plains Shire Council area, and scores within the each of the areas measured in the survey are reported by age group and gender.

OPTIONS**Option 1 – That Council note the 2024 Community Satisfaction Survey Reports for Golden Plains Shire Council**

This option is recommended by officers as the annual Community Satisfaction Survey has been completed for 2024 with results and information published to Council's website on 17 July 2024.

Option 2 – That Council does not note the 2024 Community Satisfaction Survey Reports for Golden Plains Shire Council.

This option is not recommended by Officers as the CSS as the survey report has been presented to Council at briefing and published on Council's website in accordance with the Council decision in July 2023.

CONFLICT OF INTEREST

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

CONCLUSION

The 2024 Local Government Community Satisfaction Survey is completed with 400 Golden Plains Shire residents being surveyed and providing feedback. The survey results were presented to Councillors on 16 July 2024, following which the results were published on Council's website the following day.

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

File Number:

Author: Lauren Richardson, Governance and Risk Specialist

Authoriser: Lynnere Gray, Director Corporate Services

Attachments: 1. S11A Instrument of Appointment and Authorisation (P&E Act 1987)

RECOMMENDATION

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

1. The members of Council staff referred to in the Instrument as shown in Attachment 1 be appointed and authorised as set out in the instrument;
2. The Chief Executive Officer is authorised to sign the Instrument;
3. The Instrument comes into force immediately upon being signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it; and
4. The previous Instrument dated 26 March 2024 is revoked.

EXECUTIVE SUMMARY

The appointment of authorised officers under the *Planning and Environment Act 1987* (the Act) cannot be delegated and must be made through resolution of Council. The Instrument of Appointment and Authorisation (the Instrument) under the Act was last reviewed and adopted by Council in February 2024. A review of the instrument has now been completed and updated to remove staff members who have left Council.

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

BACKGROUND

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

By authorising the relevant officers to act under the Act, Council ensures it has the authorised roles required to carry out legislative requirements.

DISCUSSION

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

The Instrument of Appointment and Authorisation under the Act was updated in July 2024. Authorised staff requirements have recently been reviewed and the Instrument updated to remove staff members who have recently left Council.

Officers authorised under the Act have authorisation to enter sites, gather evidence or serve legal notices, etc, as required.

The specific authorisations provided through this Instrument include:

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

The proposed changes to the instrument are detailed below:

Change	Reason
Add Alex Noad	Has begun employment at Golden Plains Shire. Position: Planning Support Officer – Subdivisions.
Add Robyn Wemyss	Requirement under employment position and to complete site inspections. Position: Planning Support Officer – Development.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

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

GOVERNANCE PRINCIPLES

The overarching Governance Principles are considered when completing the update to the instruments of authorisation as attached to this report.

POLICY/RELEVANT LAW

The following Acts are relevant to this report:

Local Government Act 2020; and

Planning and Environment Act 1987.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

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

PUBLIC TRANSPARENCY

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

RISK ASSESSMENT

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

COMMUNICATION

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

Changes to the authorisations will be communicated internally.

HUMAN RIGHTS CHARTER

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

OPTIONS

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

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

Option 2 – That Council defer the report

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

CONFLICT OF INTEREST

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

CONCLUSION

The appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made by resolution of Council. The Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* was last reviewed and adopted by Council in March 2024. A review of that instrument has now been completed and updated to add staff members who have recently joined Council or moved to higher capability within the Community, Planning and Growth Directorate. It is recommended that Council consider and adopt the revised the Instrument, as shown at Attachment 1.

7.6 REVIEW OF AUDIT AND RISK COMMITTEE CHARTER

File Number:

Author: Lauren Richardson, Governance and Risk Specialist

Authoriser: Lynnere Gray, Director Corporate Services

Attachments: 1. Audit and Risk Committee Charter

RECOMMENDATION

That Council approves the Audit and Risk Committee Charter as recommended by the Audit and Risk Committee at the October 2024 Committee meeting.

EXECUTIVE SUMMARY

Section 12 of the Audit and Risk Committee Charter states that, following annual review by the Audit and Risk Committee, a report will be provided to Council to recommend approval of the Charter.

In accordance with this section, the Audit and Risk Committee Charter was reviewed by the Committee at the Audit and Risk Committee meeting held on 8 October 2024. Minor administrative corrections were identified and have subsequently been made. The Charter is now recommended for Council consideration.

BACKGROUND

Section 54 of the *Local Government Act 2020* requires that a Council must prepare and approve an Audit and Risk Committee Charter. This requirement was introduced in Stage 2 of the implementation of the *Local Government Act 2020*.

Section 12 of the Audit and Risk Committee Charter requires that the Charter undergoes an annual review by the Committee, with a report to be presented to Council to approve the Charter. Since its initial adoption in 2020, no significant changes to the Charter have occurred, and the Charter continues to function as required. The Charter was last approved by Council at the February 2022 Council meeting. A review was undertaken in 2023 that resulted in no changes; hence the version current at that time remained in force.

DISCUSSION

As the Charter was extensively reviewed and refreshed as part of the implementation of the *Local Government Act 2020* and continues to be functional, no substantive content changes are recommended by the Committee. Simplification and minor corrections to references and punctuation within the Charter were identified at the Committee's October 2024 meeting and have been made. These are summarised below.

Change made	Reasoning
Item 1 - Introduction	Incorporated the previous Items 1 to 6 in a simplified manner.
Item 2 – Constitution of the Committee	Incorporated the previous Items 7 to 9, and 12 in a simplified manner.
Item 3 – Meeting Procedures Item 4 - Attendance	Incorporated part of the previous Item 12 in a simplified manner.
Item 5 – Business at Meetings	Incorporated the previous Item 11 in a simplified manner.

Change made	Reasoning
Item 6 – Functions and Responsibilities	<p>Incorporated the previous Item 12 and 13 in a simplified manner.</p> <p>Incorporated the following changes to reflect on the scope of works used to recruit independent members:</p> <p><i>The applications for membership will be assessed against criteria including, but not limited to:</i></p> <ul style="list-style-type: none"> • <i>level and breadth of senior business management, finance, project management, risk and compliance, information technology and accounting and/or audit experience and qualifications; and</i> • <i>level of familiarity in relation to local government operations, financial reporting and internal and external auditing requirements, risk management, corporate governance; and</i> • <i>level of familiarity with internal control environments as well as compliance with relevant laws and regulations; and</i> • <i>ability to provide advice on risk management and fraud prevention systems and controls; and</i> • <i>previous Audit and Risk Committee experience.</i>
Item 7 - Reporting	Incorporated part of the previous Item 12 in a simplified manner in accordance with the <i>Local Government Act 2020</i> .
Item 8 – Performance Evaluation	Included the implementation of the self-assessment tool used to evaluate the Committee's performance.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes

Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	No
Communication	No
Human Rights Charter	No
Gender Equality (Consideration of the <i>Gender Equality Act 2020</i> and obligations to conduct gender impact assessments on new or reviewed policies, procedures and services that have a significant and direct impact on the public)	No

GOVERNANCE PRINCIPLES

The Audit and Risk Committee Charter is aligned to the governance principles outlined in section 9 of the *Local Government Act 2020* by ensuring that Council's Audit and Risk Committee considers all key principles when undertaking its function.

POLICY/RELEVANT LAW

The following Act is relevant to this report:

Local Government Act 2020.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

The Audit and Risk Committee Charter assists to mitigate environmental risks by providing the framework to the Audit and Risk Committee's role and responsibilities and ensures that Council's control, processes and risk management practises are compliant.

PUBLIC TRANSPARENCY

The public transparency principles as outlined in section 58 of the *Local Government Act 2020* are upheld by providing this report to Council and requesting approval of the Audit and Risk Committee Charter.

STRATEGIES/PLANS

The following strategies and plans relate to the subject of this report:

- Audit and Risk Committee Charter
- Risk Management Framework

FINANCIAL MANAGEMENT

The Audit and Risk Committee Charter assists in mitigating financial risks by providing the framework to the Audit and Risk Committee's role and responsibilities and ensuring that Council's control, processes and risk management practises are compliant.

RISK ASSESSMENT

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

- Failure to maintain an Audit and Risk Committee Charter would be non-compliant with the *Local Government Act 2020*.
- The Audit and Risk Committee requires the Charter to ensure that roles and responsibilities are determined and met.

HUMAN RIGHTS CHARTER

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

GENDER EQUALITY

This report has considered the gender equality principles as set out in the *Gender Equality Act 2020*.

OPTIONS

Option 1 – That Council note and approve the Audit and Risk Committee Charter, as reviewed and recommended by the Audit and Risk Committee at its October 2024 Committee meeting.

Option 1 is recommended by officers in order to comply with both the *Local Government Act 2020* and the obligations under the Charter.

Option 2 – That Council does not approve the Audit and Risk Committee Charter, as reviewed and recommended by the Audit and Risk Committee at its October Committee meeting.

Option 2 is not recommended by officers as the Audit and Risk Committee Charter must be reviewed annually.

CONFLICT OF INTEREST

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

CONCLUSION

In accordance with section 12 of the Audit and Risk Committee Charter, the Audit and Risk Committee's annual review of the Audit and Risk Committee Charter is now complete and is now recommended to Council for approval.

7.7 AUDIT AND RISK COMMITTEE MEETING MINUTES - 8 OCTOBER 2024**File Number:****Author:** Lauren Richardson, Governance and Risk Specialist**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:** 1. **ARC Unconfirmed Minutes 8 October 2024****RECOMMENDATION**

That Council notes the unconfirmed Minutes from the Audit & Risk Committee meeting held on 8 October 2024.

EXECUTIVE SUMMARY

This report is being submitted to Council to provide a summary of business considered at the 8 October 2024 meeting of the Audit & Risk Committee. The unconfirmed Minutes are attached to this report for noting.

BACKGROUND

The Audit & Risk Committee (the Committee) is an independent advisory committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

REPORTING AND COMPLIANCE STATEMENTS

Local Government Act 2020 (LGA 2020)

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

POLICY/RELEVANT LAW

To remain compliant with section 53 of *Local Government Act 2020*, the Audit and Risk Committee has been established to assist Council in fulfilling its responsibilities relating to risk management, financial management and control and reporting.

PUBLIC TRANSPARENCY

A summary of matters considered at the Audit and Risk Committee meetings is presented to an open Council meeting for transparency to the public.

RISK ASSESSMENT

There are no identified risk implications associated with this report.

HUMAN RIGHTS CHARTER

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

CONFLICT OF INTEREST

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

CONCLUSION

This report provides Council a summary of business considered at the 8 October 2024 meeting of the Audit & Risk Committee. The next meeting of the Audit & Risk Committee will be held on 11 February 2025.

8 NOTICES OF MOTION

Nil

9 PETITIONS

Nil

10 CONFIDENTIAL REPORTS FOR DECISION

Nil