

## COUNCIL COMMITTEES

<b>Audit &amp; Risk Committee</b>
<p>The Audit and Risk Committee plays an important role in providing oversight of Golden Plains Shire Council's governance, risk management, and internal control practices. This oversight mechanism also serves to provide confidence in the integrity of these practices. The Committee performs its role by providing independent oversight to the governing board, the Council, in overseeing internal and external audit functions.</p> <p>The purpose of the Audit and Risk Committee is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices. The Committee assists the Council and management by providing advice and guidance on the adequacy of initiatives for:</p> <ul style="list-style-type: none"> <li>• Values and ethics</li> <li>• Governance structure</li> <li>• Risk management</li> <li>• Internal control framework</li> <li>• Oversight of the internal audit activity, external auditors and other providers of assurance</li> <li>• Financial statements, performance and public accountability reporting.</li> </ul>
<p><b>Meeting Frequency:</b> Second Tuesday in February, May, September and November.</p>
<p><b>Members Required:</b></p> <ul style="list-style-type: none"> <li>• Mayor of the Day</li> <li>• 1 x Councillor</li> </ul>
<b>Councillor Contracts Committee</b>
<p>The Committee was established in early 2024 for the purpose of making decisions on Council contracts above the CEO delegation (currently \$450,000 excluding GST), thereby expediting the contract approval process. This is important as the signing of contract cannot always wait until the next Council meeting cycle which may be up to 6 weeks.</p> <p>The Committee consists of comprising 3 councillors. Council Officers will attend the meetings to provide advice and support to the Committee as required.</p> <p>The role of the Committee is:</p> <ul style="list-style-type: none"> <li>• 4.1 To exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference and as permitted by the Instrument of Delegation; and</li> <li>• 4.2 To only consider contracts that meet the following criteria: <ul style="list-style-type: none"> <li>○ 4.2.1 Contracts over the CEO delegation (currently \$450,000 ex GST);</li> <li>○ 4.2.2 Recommended contracts within the Council approved budget;</li> <li>○ 4.2.3 Full contract evaluation reports have been prepared in accordance with Council's procurement policy, including the consideration of local content;</li> <li>○ 4.2.4 Contract evaluation reports are authorised by the relevant Director and the Chief Executive Officer.</li> </ul> </li> </ul>
<p><b>Meeting Frequency:</b> As required, and will take place within a minimum of 72 hours from the distribution of the agenda.</p>
<p><b>Members Required:</b> 3 x Councillors.</p>

## Council Committee Delegates 2024-2025 - Summaries

### Golden Plains Disability Advisory Committee

The Golden Plains Disability Advisory Committee provides Council with advice that aims to promote and improve access and inclusion of people with disabilities who live, work and study in, or visit Golden Plains Shire. The Committee acts as a resource to Council on issues affecting people with disabilities, including Council practices which may limit access or inclusion. The Committee will recommend best practice solutions to issues of concern within Golden Plains Shire.

Golden Plains Shire is the secretariate for this committee.

**Meeting Frequency:** Committee meeting dates are set in January for that current calendar year and invitations sent to committee members. Meetings are held on a quarterly basis. The Councillor representative chairs the meetings.

**Members Required:** 1 x Councillor

### CEO Employment & Remuneration Committee

The purpose of the Committee is to consider and make recommendations to Council with respect to:

- a Position Description for the CEO;
- the selection and appointment of a recruitment consultant (the Consultant) to undertake the recruitment process leading to the recommendation to Council of a preferred candidate for the CEO position and a recommended remuneration package;
- the annual review of the CEO's performance, including against the KPIs;
- the provisions to be included in the Contract of Employment from time to time (including any agreed modifications to the Position Description) and determining the Performance Plan;
- the CEO's remuneration, after assessing the CEO's performance against the Performance Plan;
- appointment of an Acting CEO for a period in excess of 28 days in accordance with section 11 (3) of the Local Government Act 2020; and
- implementation of the CEO Employment and Remuneration Policy.

This committee must include one independent expert – this role is currently filled.

**Meeting Frequency:** Two processes yearly plus as required.

**Members Required:** All.

## MANDATORY BOARDS OR MEMBERSHIP BASED ENTITIES

<p><b>Geelong Regional Library Corporation (GRLC)</b></p> <p>The GRLC is an autonomous body that provides library services to the community on behalf of its member Councils – City of Greater Geelong, Borough of Queenscliffe, Golden Plains Shire and Surf Coast Shire. It is governed by the Regional Library Board.</p> <p>The Board’s responsibilities and authorities include policy development, strategic and corporate planning and service evaluation.</p> <p>The Board meets regularly and meetings are open to the public.</p> <p><b>Meeting Frequency:</b> February, April, June, August, September and November (day and time subject to GRLC Board resolution).</p> <p><b>Members Required:</b> 1 x Councillor.</p>
<p><b>G21 - Board of Directors</b></p> <p>G21 is the formal alliance of government, business and community organisations working together to improve the lives of people within the Geelong region across five member municipalities: Golden Plains, Colac Otway, Greater Geelong, Queenscliffe and Surf Coast.</p> <p>Each participating Council is represented by two people as Council nominated formal board directors, under the G21 constitution this is one Councillor and the Chief Executive Officer. Golden Plains Shire’s practice has been to nominate the Mayor as its Councillor nominated as the director on the G21 Board.</p> <p><b>Meeting Frequency:</b> Bi-monthly on a Friday.</p> <p><b>Members Required:</b> Mayor of the Day.</p>
<p><b>Greater Ballarat Alliance of Councils</b></p> <p>The Greater Ballarat Alliance of Councils (GBAC) is an alliance of six municipalities with a common goal: To ensure our communities receive the services and infrastructure we need to prosper. The Alliance is made up of six municipalities: City of Ballarat, Central Goldfields Shire Council, Golden Plains Shire Council, Hepburn Shire Council, Moorabool Shire Council, Pyrenees Shire Council.</p> <p>A Councillor delegate and the CEO are members of the Board.</p> <p>Traditionally this role has been the mayor of the day.</p> <p><b>Meeting Frequency:</b> Quarterly.</p> <p><b>Members Required:</b> 1 x Mayor.</p>
<p><b>Peri Urban Group of Rural Councils</b></p> <p>Golden Plains Shire Council is a founding member of the Peri Urban Councils Victoria (PUCV). The PUCV is an alliance of five councils with fast-growing population that are located bordering major cities: Golden Plains Shire, Bass Coast, Baw Baw Shire, Moorabool Shire and Surf Coast Shire.</p> <p>The peri urban region is a key part of Victoria’s population growth response outside of Melbourne, Geelong, Ballarat and Bendigo; and the PUCV is a leader in advocating for support and solutions for the Victorian peri urban region, at the local, state and national level.</p> <p><b>Meeting Frequency:</b> Bi-monthly on a Friday.</p> <p><b>Members Required:</b> 1 x Councillor (previously usually the Mayor).</p>

**CEO Employment & Remuneration Committee**

The purpose of the Committee is to consider and make recommendations to Council with respect to:

- a Position Description for the CEO;
- the selection and appointment of a recruitment consultant (the Consultant) to undertake the recruitment process leading to the recommendation to Council of a preferred candidate for the CEO position and a recommended remuneration package;
- the annual review of the CEO's performance, including against the KPIs;
- the provisions to be included in the Contract of Employment from time to time (including any agreed modifications to the Position Description) and determining the Performance Plan;
- the CEO's remuneration, after assessing the CEO's performance against the Performance Plan;
- appointment of an Acting CEO for a period in excess of 28 days in accordance with section 11 (3) of the Local Government Act 2020; and
- implementation of the CEO Employment and Remuneration Policy.

This committee must include one independent expert – this role is currently filled.

**Meeting Frequency:** Two processes yearly plus as required.

**Members Required:** All.

**Municipal Association of Victoria (MAV)**

Formed in 1879, the MAV is the legislated peak representative body for Victoria's 79 Councils. The MAV represents and advocates the interests of local government, raises the sector's profile, ensures its longterm security and provides policy and strategic advice, Councillor professional development opportunities, capacity building programs and insurance and financial services to local government.

The MAV's Rules require that each member Council appoints an MAV delegate. The delegate's primary role is to attend the MAV State Council, held in May and October each year, and vote on motions presented by member Councils, which contributes to the strategic policy direction for the MAV. Each State Council meeting is a full day held in Melbourne.

**Meeting Frequency:** May and October on a Friday.

**Members Required:** 1 x Councillor.

**Tourism Greater Geelong and the Bellarine Board (TGGB)**

Tourism Greater Geelong and the Bellarine was recognised by the State Government in 2015 as a stand-alone destination, and one of the 12 regions in Victoria with a distinct personality and experiences. Tourism Greater Geelong and the Bellarine Board is the representative body for this region.

TGGB encompasses City of Great Geelong, Borough of Queenscliffe and Golden Plains Shire. The TGGB Board comprises Councillors, an independent Chair, and skills-based representatives elected by tourism and business operators across the region.

**Meeting Frequency:** Generally one meeting per month on a Monday with additional Planning Day and AGM.

**Members Required:** 1 x Councillor.

## Council Committee Delegates 2024-2025 - Summaries

### Rural Councils Victoria (RCV)

Rural Councils Victoria represents Victoria's rural councils, supporting and promoting sustainable, liveable, prosperous rural communities. RCV believes that liveable, sustainable and prosperous rural communities are fundamental to the ongoing success of Victoria. Of the 38 rural LGAs in Victoria, 33 are members of RCV.

RCV has six regions and a CEO and Councillor from each region is elected to the Committee for a four year term. This process will occur at the end of 2024. Each member council can nominate a Councillor for a position on the Committee. If more than one nominee is received for each region, then an election will be undertaken.

A delegate from each council is required for the purposes of the AGM which is generally held in September each year.

**Meeting Frequency:** Councillor delegate required only for AGM in September. However, if a councillor is elected to the Committee, meetings are held 6 – 8 times per year generally on a Friday.

**Members Required:** 1 x Councillor.

### Kim barne thaliyu / Geelong Heritage Centre Collection Advisory Committee

Kim barne thaliyu / Geelong Heritage Centre Collection Advisory Committee provides Heritage Centre collection related advice and recommendations to the Geelong Regional Library Corporation Board.

**Meeting Frequency:** Quarterly, likely on a Thursday.

**Members Required:** 1 x Councillor.

### G21 - Health and Wellbeing Pillar

The G21 Health & Wellbeing Pillar works collaboratively to a community with the highest quality of life achievable through accessibility, participation and innovation. The Pillar supports efforts to:

- address disadvantage
- build stronger and safer communities
- encourage healthy active lifestyles
- appreciate individual and community diversity
- improve access to community services – including health, education and housing.

**Meeting Frequency:** At least 4 pillar meetings per year (plus June Strategy Day with G21 Board and December election meeting).

**Members Required:** 1 x Councillor.

### G21 – Culture and Economic Development Pillar

The G21 Cultural & Economic Development Pillar works to improve the region's prosperity by becoming a globally significant competitor in industry sectors of high comparative advantage, generating and attracting skilled workers and business investment within a sustainable business environment. The Pillar supports activities that:

- expand current industries and foster new and emerging industries
- build enabling infrastructure
- develop a capable workforce
- market the region.

**Meeting Frequency:** At least 4 pillar meetings per year (plus June Strategy Day with G21 Board and December election meeting).

**Members Required:** 1 x Councillor.

**G21 – Sustainability Pillar**

The G21 Sustainability Pillar aims to protect and enhance our environment while balancing regional communities' needs by:

- promoting sustainable best-fit land use
- achieving quality stated emission targets
- being national leaders in water efficiency
- identifying and acknowledging the natural and cultural heritage
- protecting our bays, coasts and estuaries
- ensuring no further loss of biodiversity.

**Meeting Frequency:** At least 4 pillar meetings per year (plus June Strategy Day with G21 Board and December election meeting).

**Members Required:** 1 x Councillor.

**G21 – Planning and Transport Pillar**

The G21 Transport Pillar & Planning Group works collaboratively to address the challenges the region will face in areas such as sustainable development, settlement, land use and transport.

**Meeting Frequency:** At least 4 pillar meetings per year (plus June Strategy Day with G21 Board and December election meeting).

**Members Required:** 1 x Councillor.