



# AGENDA

## Council Meeting

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**6:00 PM Tuesday 25 March 2025**

**VENUE:**  
**The Well**  
**19 Heales Street, Smythesdale**

NEXT COUNCIL MEETING  
6:00 PM Tuesday 22 April 2025

Copies of Golden Plains Shire Council's Agendas & Minutes  
Can be obtained online at [www.goldenplains.vic.gov.au](http://www.goldenplains.vic.gov.au)

## Code of Conduct Principles

### WORKING TOGETHER

We Councillors will:

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

### BEHAVING WITH INTEGRITY

We Councillors will:

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

### MAKING COMPETENT DECISIONS

We Councillors will:

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

## **Membership**

### **Councillors**

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

### **Officers**

Phil Josipovic, Acting Chief Executive Officer  
Ben Jordan, Acting Director Infrastructure and Environment  
Andrew Downie, Acting Director Corporate Services  
Jo Wilson, 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 25 February 2025.

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

## **7 BUSINESS REPORTS FOR DECISION**

### **7.1 AUDIT AND RISK COMMITTEE BIENNIAL REPORT (AUGUST AND OCTOBER 2024)**

**File Number:**

**Author:** Lauren Richardson, Governance and Risk Specialist

**Authoriser:** Lynnere Gray, Director Corporate Services

**Attachments:** 1. **Audit and Risk Committee Biannual Report (August and October 2024)**

#### **RECOMMENDATION**

That Council note the Audit and Risk Committee bi-annual report for August and October 2024, as adopted by the Committee at its 11 February 2025 meeting.

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#### **EXECUTIVE SUMMARY**

The Audit and Risk Committee's bi-annual report (Attachment 1) is provided in accordance with section 54(5) of the Local Government Act 2020 and section 13 of the Audit and Risk Committee Charter. It describes the activities of the Audit and Risk Committee for the first half of 2024-25 and includes Committee findings and recommendations.

#### **BACKGROUND**

Under Section 53 of the Local Government Act 2020 (the Act) it is a requirement that Council must establish an Audit and Risk Committee (Committee).

Under Section 54(5) of the Act, the Committee must prepare a bi-annual report that describes the activities of the Committee and includes its findings and recommendations. The bi-annual report must be provided to the Chief Executive Officer for tabling at the next Council Meeting.

Under section 13 of the Audit and Risk Committee Charter (the Charter), the report should include:

- A summary of the work the Committee performed to fully discharge its responsibilities.
- A summary of management's progress in addressing the results of internal and external audit engagement reports.
- An overall assessment of management's risks, controls, and compliance processes, including details of any significant emerging risks or legislative changes impacting the organisation.
- Details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.
- Information required by new or emerging corporate governance developments.

The Committee received several reports across the August and October 2024 meetings regarding Council's governance, risk management and internal control practices. The Committee continued to provide Council with independent advice and guidance regarding the adequacy and effectiveness of management's practices and potential improvements to those practices.

#### **DISCUSSION**

The Committee's bi-annual report presents a summary of the items received and discussed at the February and May 2024 Committee meetings and is provided at Attachment 1 for Councils noting.

#### **REPORTING AND COMPLIANCE STATEMENTS**

*Local Government Act 2020 (LGA 2020)*

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

## **GOVERNANCE PRINCIPLES**

Reporting on the bi-annual activity of the Audit and Risk Committee supports achievement of the overarching governance principles in section 9 of the *Local Government Act 2020*.

## **POLICY/RELEVANT LAW**

*Local Government Act 2020*

*Audit and Risk Committee Charter*

## **PUBLIC TRANSPARENCY**

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

## **STRATEGIES/PLANS**

Audit and Risk Committee reports are prepared ensuring consistency with various Council strategies and plans including the Long-Term Financial Plan, Council Budget, Risk Management Framework, and Council Plan 2021-2025.

## **FINANCIAL MANAGEMENT**

Council's financial management processes are in accordance with the *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2020*, Australian Accounting Standards, and other mandatory professional reporting requirements. Financial sustainability is monitored by considering financial results for the period and reporting key financial indicators on the financial dashboard to the Audit and Risk Committee meeting quarterly.



**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 regarding this matter.

**CONCLUSION**

The Committee's bi-annual report highlights matters received, discussed and noted across the Committee meetings held in August and October 2024. The Committee will continue to review Council's governance, risk management and internal control practices and continue to provide Council with independent advice and guidance regarding the adequacy and effectiveness of management's practices and potential improvements to those practices.

**7.2 AUDIT AND RISK COMMITTEE MEETING MINUTES - 11 FEBRUARY 2025****File Number:****Author:** Lauren Richardson, Governance and Risk Specialist**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:** 1. Unconfirmed Minutes - Audit & Risk Committee February 2025**RECOMMENDATION**

That Council notes the unconfirmed minutes from the Audit & Risk Committee meeting held on 11 February 2025.

**EXECUTIVE SUMMARY**

This report is being submitted to Council to provide a summary of business considered at the 11 February 2025 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)*

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

<b>Gender Equality</b> (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	No
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**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 11 February 2025 meeting of the Audit & Risk Committee. The next meeting of the Audit & Risk Committee will be held on 13 May 2025.

### 7.3 INSTRUMENT OF DELEGATION - COUNCIL TO CHIEF EXECUTIVE OFFICER (S5)

**File Number:****Author:** Lauren Richardson, Governance and Risk Specialist**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:** 1. S5 - Instrument of Delegation - Council to CEO**RECOMMENDATION**

In the exercise of the power conferred by s 11(1)(b) of the *Local Government Act 2020* (the Act), Golden Plains Shire Council (Council) resolves that –

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
  2. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor.
  3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
  4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
- 

**EXECUTIVE SUMMARY**

The *Instrument of Delegation to Chief Executive Officer* is reviewed periodically to ensure it is in accordance with current legislative requirements.

Golden Plains Shire Council subscribes to the Maddocks Lawyers Delegations and Authorisations service whereby key updates to legislation are listed and applied to the Instruments of Delegation.

**BACKGROUND**

Council can act or make decisions in two ways, being through a resolution of Council or by an officer acting under delegation. Delegation by Council of powers is formalised via written instruments of delegation. Delegation of powers is essential to enable day-to-day decisions to be made.

The CEO has delegation to determine any issue, take any action or do any act or thing, subject to limitations. Council subscribes to the Maddocks Lawyers Delegations and Authorisations service, which provides template instruments of delegation and general advice about the function of delegations. The instrument of delegation from Council to the CEO is provided at attachment 1. The delegation to the CEO must be reviewed periodically (typically annually) to ensure that legislative powers created or amended since the delegation was previously resolved by Council are validly delegated to the CEO.

**DISCUSSION**

Council is not in a position to exercise all the powers conferred on it by resolution and requires others to act on its behalf, most importantly, the CEO. This delegation allows the CEO to sub-delegate powers, duties and functions to members of Council staff to allow them to make the day-to-day decisions necessary to provide responsive and high-quality services to the community.

The key change identified within this review of the *Instrument of Delegation to Chief Executive Officer* is to provide the CEO with the ability to incur expenditure in excess of \$450,000 (excluding GST) in select circumstances including for the payment of wages, to obtain necessary insurances on behalf of Council and where legislation requires the CEO to do so. The identified exceptions are listed within Item 1.2 of the *Instrument*.

## REPORTING AND COMPLIANCE STATEMENTS

*Local Government Act 2020 (LGA 2020)*

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

## GOVERNANCE PRINCIPLES

The *Instrument of Delegation to Chief Executive Officer* allows for decisions to be made quickly and efficiently to achieve the best outcomes for the municipal community, in giving effect to the overarching governance principles.

## POLICY/RELEVANT LAW

Section 11(1) of the Local Government Act 2020 gives Council the power to delegate its powers, duties or functions under the Local Government Act 2020 or any other Act, other than those powers, duties or functions specified in section 11(2).

## PUBLIC TRANSPARENCY

The *Instrument of Delegation to Chief Executive Officer* is resolved by the Council at an open Council meeting. This provides transparency to the public and transparency in relation to the process to expect when submitting a tender or quote for approval.

**FINANCIAL MANAGEMENT**

The *Instrument of Delegation to Chief Executive Officer* impacts expenditure and contracts that the CEO can approve and enter into.

**RISK ASSESSMENT**

There are no identified risk implications associated with this report.

**COMMUNICATION**

The *Instrument of Delegation to Chief Executive Officer* must be resolved by the Council. This will be communicated to the public in the minutes of the meeting.

Any changes would be communicated to the CEO and to the relevant business units, for example, Procurement.

**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 the Council adopt the delegation to the CEO

This option is recommended by officers to ensure that any changes to legislation are captured in the delegation.

Option 2 – That the Council defer the decision on the CEO delegation.

This option is not recommended by officers as the CEO delegation should be reviewed periodically to ensure that any changes to legislation are captured in the delegation.

**CONFLICT OF INTEREST**

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

**CONCLUSION**

It is recommended that the *Instrument of Delegation to Chief Executive Officer* be adopted, as periodical reviews are undertaken with best practice and to ensure the *Instrument* meets current legislative requirements.

## 7.4 INSTRUMENT OF DELEGATION - COUNCIL TO COUNCIL STAFF (S6)

**File Number:****Author:** Lauren Richardson, Governance and Risk Specialist**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:** 1. S6 - Instrument of Delegation - Council to Council staff

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Golden Plains Shire Council resolves that:

1. Each duty and/or function and/or power in the instrument be delegated to the member of Council staff holding, acting in or performing the duties of the position referred to in the instrument, as shown in Attachment 1, subject to the conditions and limitations specified.
2. The instrument comes into force immediately upon the Chief Executive Officer signature is affixed to the instrument;
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it, and must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
4. On the coming into force of the instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked

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### EXECUTIVE SUMMARY

The pieces of legislation referred to in the attached *Instrument of Delegation – Council to Members of Council Staff* (Attachment 1) enable Council to delegate functions, duties, and powers, other than specific exemptions, to Council staff. The review of this instrument has been prompted by updates provided by the Maddocks Delegations and Authorisations Service.

### BACKGROUND

Council can act in only one of two ways:

1. A decision by resolution of Council, and
2. Instrument of delegation to others to act on Council's behalf.

Delegation of powers by Council is formalised via a written instrument of delegation and is considered essential to enable day-to-day decisions to be made.

There are several reasons why delegations should be reviewed regularly, but most importantly to:

- to ensure updates to legislation are captured and assigned accordingly;
- identify decision-makers to ensure accountability and responsibility for decisions; and
- ensure Council set conditions, limitations, and guidelines for decision-makers, including reporting requirements.

Delegations must be performed and executed in accordance with any guidelines or policies of Council and position roles and responsibilities. Members of Council staff who have delegated powers are provided with the necessary training and supporting materials to assist them in understanding their role as a delegated officer.

### DISCUSSION

Council subscribes to the Maddocks Lawyers Delegations and Authorisations Service. This service not only assists Council in managing its delegations and authorisations, but also assists members

of staff to understand the scope of their powers and avoid any risk of acting outside their delegated authority. This service includes provision of instruments of delegation templates based on the best practice model along with regular updates taking into account any legislative changes to the various acts and regulations included in the delegations.

A review of the instruments of delegation from Council to members of Council staff has been undertaken. No major changes to legislation were identified within this review.

## REPORTING AND COMPLIANCE STATEMENTS

*Local Government Act 2020 (LGA 2020)*

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

## GOVERNANCE PRINCIPLES

The overarching Governance Principles have been taken into consideration when completing the update of the Delegations attached to this report.

## POLICY/RELEVANT LAW

*Local Government Act 2020*; and

The legislation referred to in the attached Instrument of Delegation.

## PUBLIC TRANSPARENCY

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



## **FINANCIAL MANAGEMENT**

The delegations presented to Council, ensure only limited staff are delegated to make financial decisions, therefore ensure Council has provisions in place to mitigate risks of financial mismanagement, and risks associated with fraud.

## **RISK ASSESSMENT**

- Delegates are required to ensure legislative compliance; and
- Delegations mitigate risks associated with fraud and corruption.

## **COMMUNICATION**

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

Changes to the delegations 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 amended Instrument of Delegation

This option is recommended by officers as this will ensure compliance with legislation and provide a clear framework to ensure the members of Council staff are aware of and acting within their designated levels of authority.

### 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 delegations when acting within their position, and delay items for the community.

## **CONFLICT OF INTEREST**

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

## **CONCLUSION**

After a thorough review of Council's *Instrument of Delegation – Council to Members of Council Staff*, it is now recommended that Council adopt the amended instrument. By carrying out a review of the instrument of delegation, Council will ensure compliance with legislation and provide a clear framework to ensure the members of Council staff are aware of and acting within their designated levels of authority.

**7.5 INSTRUMENT OF DELEGATION - ENVIRONMENT PROTECTION ACT 2017 (S18)****File Number:****Author:** Lauren Richardson, Governance and Risk Specialist**Authoriser:** Lynnere Gray, Director Corporate Services**Attachments:** 1. S18 - Instrument of Sub-Delegation under the EPA 2017**RECOMMENDATION**

By this Instrument of Sub-Delegation, in exercise of the power conferred by section 437(2) of the Environment Protection Act 2017 and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 ('instrument'), Golden Plains Shire Council resolves that:

1. Each duty and/or function and/or power in the instrument be delegated to the member of Council staff holding, acting in or performing the duties of the position referred to in the instrument, as shown in Attachment 1;
2. The instrument comes into force immediately upon the Chief Executive Officer signature is affixed to the instrument;
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it, and must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
4. On the coming into force of the instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.

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**EXECUTIVE SUMMARY**

The Instrument of Delegation of the Environment Protection Authority under the Environment Protection Act 2017 requires that members of Council staff holding, acting in or performing the duties of the position referred to in the instrument must be delegated through resolution of Council. A review of the instrument has now been completed.

It is recommended that Council consider and adopt the revised instrument, as shown at Attachment 1.

**BACKGROUND**

The Chief Executive Officer (CEO) appoints the majority of Council staff delegations under Council's delegation to the CEO. However, under section 437(2) of the Environment Protection Act 2017 ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act the appointment cannot be delegated to the CEO and must be made through resolution of Council.

A review has been undertaken in accordance with Maddocks Lawyers Delegations and Authorisations Service. No legislative changes were identified in the review. Changes have been made to reporting lines within the attached instrument.

**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. No legislative changes were identified in the review. Changes have been made to reporting lines within the attached instrument.

## REPORTING AND COMPLIANCE STATEMENTS

*Local Government Act 2020 (LGA 2020)*

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

### GOVERNANCE PRINCIPLES

The overarching Governance Principles have been taken into consideration when completing the update to the instruments of authorisation attached to this report.

### POLICY/RELEVANT LAW

The *Local Government Act 2020*; and

The legislation referred to in the attached Instrument of Sub-delegation.

### ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

Delegation of powers provided by the *Environment Protection Act 2017* 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 delegations, including the dates on which the last reviews took place.

## **RISK ASSESSMENT**

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

- Delegated officers are required to ensure legislative compliance; and
- Delegations mitigate risks associated with inappropriate exercise of powers.

## **COMMUNICATION**

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

Changes to the delegations 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 Sub-delegation (*Environment Protection Act 2017*)

This option is recommended by officers as this will ensure compliance with legislation and ensure the appropriate delegations are in place for members of Council staff exercising these powers.

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 delegations to perform their duties.

## **CONFLICT OF INTEREST**

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

## **CONCLUSION**

The appointment of delegated officers under the *Environment Protection Act 2017* cannot be delegated to the CEO and must be made by resolution of Council. A review of that instrument has now been completed and updated to reflect organisational structure changes. It is recommended that Council consider and adopt the revised the instrument, as shown at Attachment 1.

**7.6 DON WALLACE RECREATION RESERVE (TEESDALE) - CHANGE ROOM UPGRADE****Author:** Brodie Marston, Coordinator Recreation and Community Facilities**Authoriser:** Ben Jordan, Acting Director Infrastructure & Environment**Attachments:** 1. Final Concept Plans - Reduced Design Option**RECOMMENDATION**

That Council:

1. Accept the Victorian State Government funding of \$1.5 Million - by entering into a funding agreement to deliver female friendly change rooms at Don Wallace Recreation Reserve.
  2. Commit \$250,000 in the 2025/26 Council budget to cover the anticipated financial shortfall and deliver the project.
- 

**EXECUTIVE SUMMARY**

Following a 2022 State Government budget commitment to deliver a Change Room Upgrade at Don Wallace Recreation Reserve in Teesdale, Golden Plains Shire Council has unsuccessfully sought additional external funding to deliver the project.

Officers have been advised by Sport and Recreation Victoria of the requirement to enter into a funding agreement by the end of the 2024/25 Financial Year or the offer of funding (of \$1.5 Million) from the State Government will be withdrawn. Note, a formal funding agreement has not been progressed/signed but once entered into, Council effectively commits to underwriting and delivering the project.

All efforts to deliver the minimum scope for the project at the lowest possible cost (at a site that poses a number of challenges/limitations) have been investigated however, the external funding is contingent on the change rooms meeting requirements for a female friendly local level football facility under AFL Victoria guidelines.

Based on recent stakeholder discussions and market cost estimates, it is envisaged that the project could be delivered for approximately \$1.75 Million which would require a commitment of \$250,000 in the 2025/26 Council Budget.

**BACKGROUND**

The Don Wallace Recreation Reserve, located at 1164 Shelford Bannockburn Road in Teesdale, was the subject of a master planning process that commenced in 2021 and was completed in 2022. The reserve is a Crown owned facility (DEECA) with management responsibilities delegated to Council, and then by agreement to the Don Wallace Recreation Reserve Committee of Management, which has driven sport participation and the development/activation of the reserve.

The [Don Wallace Recreation Reserve Masterplan](#) was completed with the support and input of stakeholders including Teesdale Cricket Club, Teesdale Junior Football Club, Teesdale Tennis Club, Teesdale Primary School and members of both the Recreation Reserve Committee of Management and adjoining Teesdale Grassy Woodlands. The Masterplan was adopted by Council in October 2022 and provides strategic direction for the development and management of the Don Wallace Recreation Reserve for the period 2022 to 2032.

It outlines clear and prioritised recommendations to assist in the scoping of potential funding/grant opportunities which aim to deliver facility improvements and increase safe and equitable community participation. A key priority referenced in the Masterplan is the development of new, fit for purpose, female friendly change rooms to meet current sporting guidelines (AFL Victoria guidelines for a local level facility) and service all user groups at the reserve. These improvements will increase participation opportunities for a range of users of all genders and address issues with the size and layout of the existing, small and outdated cricket change rooms and amenities. This infrastructure will also assist with accessibility including public toilets, parking, and safe circulation of vehicles/pedestrians within the reserve.

Upon completion of the Masterplan, a pre-election funding commitment was made by the Victorian State Government (Michaela Settle MP) for \$1.5M towards the construction of female-friendly change rooms at Don Wallace Recreation Reserve. This commitment was announced without prior consultation with Council or any reference to specific design work, advocacy documentation or cost estimates. Whilst the announcement was welcomed, it was noted that the funding amount was unlikely to be enough to deliver the new development in full.

During 2022/23, Council was also successful in attracting \$250,000 of external funding from Sport and Recreation Victoria for the delivery of the Don Wallace Recreation Reserve Oval Upgrade – another major item referenced in the prioritised Masterplan. This project was recently completed/opened and will provide the Teesdale community with a safe, fit for purpose oval surface inclusive of automated irrigation, subsurface drainage, interchange boxes, fencing and safety netting.

## **DISCUSSION**

### **State Government Funding Announcement and Design Process**

Following the State Government funding announcement for female-friendly change rooms at Don Wallace Recreation Reserve, and upon receiving information from Sport & Recreation Victoria (SRV) about the process to action this commitment, Officers commenced community engagement with key stakeholders, and appointed Four18 Architects to develop change room conceptual designs and seek cost estimates.

Early discussions with Four18 Architects and industry experts led Council to believe that the funding committed would not be sufficient to deliver the full scope of this project at that particular site (Teesdale). As a result, two unique designs were developed to help inform decision making and support other potential funding opportunities.

#### Design 1 (Preferred option):

This design reflected the needs/wants of the community, met AFL guidelines and addressed traffic and pedestrian movement, hard surfaces, shelter, car parking and landscaping issues around the facility (as identified in the site masterplan). Larger change room sizes were proposed (55m<sup>2</sup>) and included a trainer's/strapping room to provide greater flexibility and be consistent with other facility change room provisions across the Shire. Based on Quantity Surveyor cost estimates of the Architectural Designs, this version was costed at approximately \$3 Million.

#### Design 2 (Reduced scope):

This design was refined to deliver the bare minimum requirements under the AFL guidelines and to meet Funding Body expectations, for a local level facility. Extensive traffic management, car parking and landscaping options were removed. Change room sizes were reduced and trainer's/strapping spaces removed to provide a smaller building footprint and changed alignment whilst ensuring spaces still met minimum requirements (45m<sup>2</sup>). Based on Quantity Surveyor cost estimates of the Architectural Designs, this version was costed at approximately \$2.2 Million.

Both cost estimates were inclusive of detailed design, new public toilets, septic system and power upgrades and project contingencies. Both exceeded the available budget commitment of \$1.5 Million which was communicated to community stakeholders and the funding body - SRV.

It should be noted that at this point, SRV advised they would provide Council with the maximum available timeframe to seek alternative funding to ensure full delivery of the project and to maximise potential outcomes.

### **Growing Regions Fund – Round 1 & 2 Applications**

With Council's support, officers submitted an expression of interest (EOI) under Round 1 of the Federal Government 'Growing Regions Fund' in the hope of securing additional funding to address the anticipated project shortfall and to deliver the preferred design option. An EOI was required to be successful before a more detailed full application could be submitted.

Council's EOI was successful, which then required the preparation and submission of an extensive full funding application including designs and costings. Unfortunately, this application for Round 1 of Growing Regions Fund was unsuccessful with Council advised of the outcome in mid-2024.

Following feedback from the Federal Government, Council was encouraged to apply for Round 2 of the Growing Regions Fund October, with feedback from the previous application taken on board and included in the updated Round 2 submission.

Unfortunately, despite a significant amount of work, Council's application was unsuccessful for a second time with Council advised of the outcome in February 2025. Only four projects in Victoria from the \$300 Million Round 2 Growing Regions Program were successful, with only a single Football Netball project receiving funding. This highlighted the competitiveness of this nationwide program, the environment Council are operating in (as a smaller rural Shire), and the need to explore alternate options to deliver this project.

### **Exploration of Alternate Delivery Methods**

Following the unsuccessful 'Growing Regions Fund' announcements, Officers further explored different options to meet the funding shortfall, including investigating various delivery methods (such as the feasibility of modular builds) to assess whether these options could reduce costs or offer a more financially viable solution. Officers also discussed Council's budget limitations with SRV and workshopped ideas and design options to reduce floor space and therefore construction costs.

These cost saving options have been reflected in updated concept plans for a reduced scope version which is inclusive of:

- 2 x Female friendly change rooms and amenities
- Umpire change rooms and amenities
- DDA compliant public toilet and car park
- Cleaners Room
- Septic System and Power Upgrade
- First Aid Room (now accommodated in existing pavilion)
- Storage spaces (now accommodated in existing pavilion)
- Associated pathing/landscaping

Although this is not the preferred design of the Committee and user groups and requires refurbishing/utilising a portion of the existing cricket change facilities, this version does not compromise functionality and has the support of SRV in meeting the minimum AFL Victoria guidelines (see Attachment One).

Council has since sought advice from reputable commercial building contractors (specialising in the delivery of this type of community infrastructure) to review the reduced scope designs and provide estimated costs for both detailed design and construction delivery. This advice is based on delivery in current market conditions rather than previous method of seeking QS/cost estimates which is required for competitive funding applications.

This process suggests that in the current market, a project budget of \$1.75 Million would likely be sufficient to deliver on the updated, reduced scope building design. It also confirmed that whilst modular facilities may be a viable alternative (especially in future where site constraints are less

prominent), a traditional build is the best and most affordable option for the Don Wallace Recreation Reserve at this time. This approach would still require a Council contribution of \$250,000 but is greatly reduce on previous QS cost estimates.

### Financial Considerations

With GPSC's heavy reliance on external funding to deliver new community infrastructure projects, Council previously included annual contributions in the Capital Budget for either leveraging external dollars (via competitive funding applications) or for funding the remainder/shortfall on projects where large budget or election commitments had been pledged by the State or Federal Government. Almost all regular competitive community/sporting infrastructure funding programs at State and Federal level require a local (Council) contribution.

This approach, and Council's track record in meeting funding body obligations, has seen a huge return on investment and delivery of a range of 'shovel ready' recent community projects including Meredith Multi Play, Inverleigh Active Youth Space, Leighdale Equestrian Centre Undercover Arena, Linton Oval Redevelopment, Teesdale Oval Upgrade, two Bannockburn Skate Park Upgrades and the Rokewood Community Hub (in progress).

Due to financial constraints in both 2023/24 and 2024/25, these annual allocations (that had been identified in the long-term financial plan) were removed from Budgets therefore limiting flexibility for viable partnership projects and funding applications with external funding agencies.

In developing the Draft Budget 2025/26, Officers proposed re-introducing a line for Council Co-contribution for community and recreation infrastructure funding opportunities. At this point in the Draft Budget cycle, \$250,000 is proposed in the line which if adopted, would be committed to the Don Wallace Recreation Reserve change rooms. This amount would enable Council can underwrite the project and enter into a funding agreement with SRV for design and delivery.

Should Council not commit to underwriting and delivering the project (i.e. an executed funding agreement by 30 June 2025), the offer of funding from the State Government will be withdrawn. This would likely result in significant reputational damage to Council, community dissatisfaction and compromise potential future funding opportunities, particularly with the SRV and the Victorian State Government.

### REPORTING AND COMPLIANCE STATEMENTS

*Local Government Act 2020 (LGA 2020)*

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



<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
<b>Risk Assessment</b>	Yes
<b>Communication</b>	Yes
<b>Human Rights Charter</b>	No
<b>Gender Equality</b> (Gender Impact Assessment required by s.9 of Gender Equality Act 2020)	Yes

## GOVERNANCE PRINCIPLES

The overarching Governance Principles of the Local Government Act are a key consideration in the tendering processes for delivery of community infrastructure projects including:

Priority is to be given to achieving the best outcomes for the municipal community.

Ongoing financial viability is to be ensured.

## ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

In designing this project, Four18 Architects have considered and included several ESD initiatives in the conceptual designs. If proceeding, these will be further explored and potentially adopted during the detailed design and construction phases.

## COMMUNITY ENGAGEMENT

The community engagement principles under s.56 of the *Local Government Act 2020* were considered through engagement undertaken to develop the Don Wallace Recreation Reserve Masterplan and during the conceptual design phase for the change rooms.

Following endorsement of this report, extensive further engagement will be undertaken with Sport & Recreation Victoria, State Sporting Associations, Council departments, representatives from the Don Wallace Recreation Reserve Committee of Management and tenant clubs/users to inform the detailed design and the construction programs.

## PUBLIC TRANSPARENCY

One of the overarching governance principles in s.9 of the *Local Government Act 2020* is to ensure the transparency of decision making, actions and information. By seeking Council endorsement and an allocation of funding to deliver this project, Council is adhering to the public transparency principles in s.58 of the Act.

## STRATEGIES/PLANS

The overarching governance principles in s.9 of the *Local Government Act 2020* state the municipal community is to be engaged in strategic planning and strategic decision making. This is further defined by the Strategic Planning principles under s.89 of the LGA 2020.

The preparation of the Don Wallace Recreation Reserve Masterplan was a strategic planning process engaging on future opportunities for this facility (including the Change room Upgrade) and aligned with the objectives and principles of the Golden Plains Shire Community Vision 2040, Council Plan 2021-2025 and Sport and Active Recreation Strategy 2020-2030.

## FINANCIAL MANAGEMENT

Consideration has been given to the financial management principles under s.101 of the *Local Government Act 2020*. This report details that a Council contribution of \$250,000 is required to

cover the estimated current project short fall and deliver this project - this amount has been included in the Draft Capital Budget 2025/26.

Council's financial contribution to this project would form part of adopting the final 2025/26 Budget, as a funding agreement will need to be entered into prior to 30 June 2025. This agreement process formalises the Council partnership with the State Government, holding it accountable to project delivery and meeting milestones and acquittal requirements.

### **RISK ASSESSMENT**

Should GPSC determine not to allocate funds and enter into an agreement to deliver this project, it risks significant community and political repercussions, which could impact Council's reputation, future funding opportunities and success with applications.

### **COMMUNICATION**

Following endorsement of the recommendations in this report, Council will inform Sport & Recreation Victoria of its intent to finalise a funding agreement and provide updates directly to internal and external stakeholders and partners involved in the design of the change rooms and advocacy for funding.

### **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**

A gender impact assessment has been conducted and the design principles and guidelines (for female friendly change facilities) for this project specifically target gender equality. This includes exploring the equitable scheduling of activities and investing in initiatives that encourage and support female participation.

### **OPTIONS**

Option 1 – That Council accepts the \$1.5M from the Victorian State Government and commits to allocating \$250,000 to the delivery of this project in the 2025/26 Council Budget.

This option is recommended by officers as it will allow Council to successfully deliver the outlined reduced scope option for approximately \$1.75M whilst meeting the funding body requirements and supporting current and future use of this important community facility.

Option 2 – That Council withdraws support for this project at this time, and declines the State Government Funding committed to this project

This option is not recommended by officers as it jeopardises Councils ability to seek future Government (particularly State) to support the delivery of other priority projects. It also risks significant repercussions with community, reputational damage and would delay and/or jeopardise delivery of a key action identified in the site Masterplan.

Option 3 – Request a further extension to seek additional external funding

This option is not recommended by officers as it's unlikely Council will identify a suitable funding option in the short-term and SRV have already afforded the maximum possible time for enacting a funding agreement. Council is not able to leverage this funding against other State Government funding streams and has failed to attract Federal dollars despite advocacy to MPs and two separate Federal funding applications.

### **CONFLICT OF INTEREST**

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

**CONCLUSION**

The delivery of female friendly change room upgrades at Don Wallace Recreation Reserve will progress a key item identified in the Masterplan for the Teesdale facility.

A \$1.5M contribution has been pledged by the Victorian State Government and subject to endorsement of the recommendations in this report, Council officers will enter into an agreement with the State Government to deliver this project.

As outlined in this report, this will require Council to commit to allocating \$250,000 in the adopted 2025/26 Council Budget as its contribution to the project.

**7.7 DELEGATES' REPORT & INFORMAL MEETINGS OF COUNCILLORS RECORDS****File Number:****Author:** Melanie Duve, Executive Assistant to CEO**Authoriser:** Phil Josipovic, Acting CEO**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Delegates' Report and Informal Meetings of Councillors for the past month

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**EXECUTIVE SUMMARY**

At each Council meeting, Councillors have the opportunity to update their colleagues and the community about attendances at various Delegated Boards/Committees/Meetings that they attended on behalf of the Council and can acknowledge significant community events or Council functions / engagement opportunities that they have attended over the past month. This report contains records of informal meetings of Councillors as defined under Rule 1 of Chapter 5 of Council's Governance Rules.

**MANDATORY BOARDS / COMMITTEES / MEETINGS**

- Audit Committee
- G21 - Board of Directors
- Ballarat Regional Alliance of Councils
- Peri Urban Group of Rural Councils
- CEO Review Committee
- Municipal Association of Victoria
- Geelong Regional Library Corporation
- Tourism Greater Geelong and the Bellarine Board
- Golden Plains Emergency Management Committee
- Council Meeting, Strategic Briefing, Councillor Briefing and Portfolio Meetings

**COMMUNITY ENGAGEMENT / EVENTS****Cr Sarah Hayden**

- Inverleigh Dachshund Derby
- US Consulate Visit Barwon Water
- New Citizen Citizenship Ceremony
- Opening for Linton Recreation Reserve Oval Redevelopment
- PUVC State Delegation

**Cr Des Phelan**

- Opening for Linton Recreation Reserve Oval Redevelopment

**Cr Brett Cunningham**

- Inverleigh Dachshund Derby
- New Citizens Citizenship Ceremony
- Golden Plains Farmers Market

**Cr Emma Robbins**

- Opening for Linton Recreation Reserve Oval Redevelopment
- Woody Yaloak Historical Society - Open AGM

**Cr Helena Kirby**

- Opening of the Rokewood Pharmacy
- AGM and History Bus Tour for Happy Valley Hall

**Cr Owen Sharkey**

- Golden Plains Farmers Market
- MAV 2025 Victorian Convention of Councillors

**Cr Gavin Gamble**

- Golden Plains Farmers Market
- Inverleigh Dachshund Derby

**INFORMAL MEETINGS OF COUNCILLORS**

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

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

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

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

Records of informal meetings of Councillors are reported to an open Council meeting to promote transparency of Council decisions, actions and information, in accordance with the Governance Principles as contained in s9(2) *Local Government Act 2020*. The informal meetings of Councillors records are attached to this report. Rule 6 of Chapter 5 of the Governance Rules provides procedures for the declaration of a conflict of interest at a meeting being held under the auspices of Council, which includes a meeting that meets the definition of an informal meeting of Councillors under Rule 1 of Chapter 5. The informal meetings of Councillors records attached include any declarations of conflicts of interest made at these meetings.

**8 NOTICES OF MOTION**

Nil

**9 PETITIONS**

Nil

**10 CONFIDENTIAL REPORTS FOR DECISION**

Nil