



COUNCIL MEETING

Tuesday 27 January 2021

6:00pm

Community Hub

AGENDA

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10.	Notices of Motion Nil	
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12.	Other Business	
13.	Confidential Business Nil	
14.	Meeting Close	

5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETING

Author: Governance Officer

Responsible Officer: Chief Executive Officer

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

To present for confirmation the minutes of the Council Meeting held on 15 December 2020.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

Outcome: Central Goldfields Shire is proactive, well governed, professional and financially sustainable organisation.

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION

The minutes of meetings remain unconfirmed until the next meeting of Council.

REPORT

Council keeps minutes of each meeting of the Council and those minutes are submitted to the next appropriate meeting for confirmation.

CONSULTATION/COMMUNICATION

Once confirmed minutes become available, they will replace the unconfirmed minutes currently on the Council's website.

FINANCIAL & RESOURCE IMPLICATIONS

Costs included in the Governance and Community Engagement budgets.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices. This process conforms to the requirements of the Governance Rules. Publication of the minutes increases transparency and reduces the risk of maladministration.

CONCLUSION

The unconfirmed minutes of the Council Meeting held on 15 December 2020 are presented for confirmation.

ATTACHMENTS

1. Unconfirmed Minutes of Council Meeting held 15 December 2020

RECOMMENDATION

That Council confirms the Minutes of the Council Meeting held on 15 December 2020.



MEETING OF COUNCIL MINUTES

Tuesday 15 December 2020

6:00pm

Community Hub

MEMBERSHIP

Councillors

Liesbeth Long

Gerard Murphy

Wayne Sproull

Geoff Lovett

Grace La Vella

Chris Meddows-Taylor (Mayor)

Anna de Villiers

To be confirmed at the Council Meeting
scheduled for 23 February 2021

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1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm
The Mayor, Cr Meddows-Taylor welcomed everybody.

IN ATTENDANCE

Councillors

Chris Meddows-Taylor (Mayor)
Liesbeth Long
Gerard Murphy
Wayne Sproull
Geoff Lovett
Grace La Vella
Anna de Villiers

Officers

Chief Executive Officer, Lucy Roffey
Acting General Manager Corporate Performance, David Anderson
General Manager Community Wellbeing, Martin Collins
General Manager Infrastructure Assets and Planning, Rebecca Stockfeld
Manager Business Transformation, David Oliver

2. APOLOGIES

Nil

3. LEAVE OF ABSENCE

Nil

4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

To present for confirmation the minutes of the Council Meeting held on 1 December 2020.

Council Resolution

That Council confirms the Minutes of the Council Meeting held on 1 December 2020.

Moved **Cr La Vella**
Seconded **Cr Sproull**

CARRIED

6. REPORTS FROM COMMITTEES

Nil

7. PETITIONS

Nil

8. OFFICER REPORTS

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8.1 RISK APPETITE STATEMENT

The purpose of this report is to present the draft Risk Appetite Statement to Council following consideration by the Audit and Risk Committee at its September 2020 meeting and seek to have the Risk Appetite Statement adopted by Council.

Council Resolution

That Council adopt the attached draft Risk Appetite Statement.

Moved Cr Murphy
Seconded Cr Lovett

CARRIED

8.2 CENTRAL GOLDFIELDS SHIRE COUNCIL 2019-2020 ANNUAL REPORT

The purpose of this report is to present the Central Goldfields Shire Council 2019-2020 Annual Report for Council's consideration.

Council Resolution

That Council note the attached Central Goldfields Shire Council 2019-2020 Annual Report.

Moved Cr de Villiers
Seconded Cr La Vella

CARRIED

8.3 COUNCIL MEETING DATES

The purpose of this report is to recommend Council adopt the proposed dates and times for meetings of Council for the 2021 calendar year.

Council Resolution

That Council adopts the following dates for council meetings in 2021:

- *Tuesday 23 February 2021*
- *Tuesday 23 March 2021*
- *Tuesday 27 April 2021*
- *Tuesday 25 May 2021*
- *Tuesday 22 June 2021*
- *Tuesday 27 July 2021*
- *Tuesday 24 August 2021*
- *Tuesday 28 September 2021*
- *Tuesday 26 October 2021*

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- *Tuesday 16 November 2021 – Meeting to appoint Mayor and consideration of appointments to committees and organisations*
- *Tuesday 23 November 2021*
- *Tuesday 21 December 2021*

Moved **Cr La Vella**
Seconded **Cr Long**

CARRIED

8.4 OCTOBER FINANCIAL REPORT

The purpose of this report is to brief Council on its financial performance for the year to date and how it is tracking against the adopted budget.

Council Resolution.

That Council receives and notes the attached Financial Report for the period to 31 October 2020:

Moved **Cr Lovett**
Seconded **Cr Murphy**

CARRIED

8.5 PLANNING APPLICATION 040/20 FOR A 5 LOT SUBDIVISION OF THE LAND AND CREATION OF ACCESS TO A ROAD IN A ROAD ZONE CATEGORY 1 AT 4695 BALLARAT-MARYBOROUGH ROAD, DUNACH

The purpose of this report is to seek a Council determination on a planning permit application received by Council for a 5-lot subdivision and creation of access to a road in a Road Zone Category 1 at 4695 Ballarat-Maryborough Road, Dunach.

Council Resolution.

That Council having caused notice of Planning Application No. 040/20 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, determines to issue a notice of decision to issue planning permit 040/20 in respect to land known and described as 4695 Ballarat Maryborough Road, Dunach, for a 5 lot subdivision of the land, subject to the following conditions:

Prior to Certification

1. *Prior to Certification the applicant/owner must submit an amended Plan of Subdivision. Such plan must be generally in accordance with the plan submitted but modified to show:*
 - a) *Building envelopes or building exclusion zones that prevent future dwellings from being located within 30m of any waterway (in accordance with condition 17 of this permit) and that locate future dwellings outside of the Erosion Management Overlay.*
 - b) *Wastewater disposal envelopes or wastewater disposal exclusion zones that prevent future wastewater disposal areas from being located within 100m of*

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any waterways, 60m of any dams, 40m of any drainage lines and 20m of any bores, in accordance with condition 18 of this permit.

No Layout Alteration

- 2. The subdivision permitted by this permit as shown on the endorsed plan(s) and/or described in the endorsed documents must not be altered or modified (for any reason) except with the prior written consent of the Responsible Authority.*

Servicing Provisions

- 3. Access to each lot must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.*
- 4. Each lot must be connected to a reticulated sewerage system or if not available, all domestic wastewater must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.*
- 5. Each lot must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire-fighting purposes.*
- 6. Each lot must be connected to a reticulated electricity supply or have an alternative energy source.*

Mandatory conditions

- 7. The owner of the land must enter into an agreement with:*
 - a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*
 - b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
- 8. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:*
 - a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
 - b) A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

Construction phase

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9. *All activities associated with the construction of the subdivision permitted by this permit must be carried out to the satisfaction of the Responsible Authority and all care must be taken to minimise the effect of such activities on the amenity of the locality.*

Public Open Space Contribution

10. *Prior to the issue of a statement of compliance the owner/developer must pay the Responsible Authority 5% of the site value of all the land in the subdivision, pursuant to Section 18 of the Subdivision Act 1988.*

Engineering

Prior to the issue of a Statement of Compliance the following must be undertaken by the applicant/owner to the requirements and satisfaction of the Responsible Authority:

Access

11. *Vehicular access to Lots 1, 2 and 3 must be provided from Ballarat-Maryborough Road in accordance with the requirements of the Department of Transport.*
12. *Vehicular access to Lots 4 and 5 must be provided from Bucklands Lane.*
13. *Vehicular crossovers/driveways must be constructed between Lots 4 and 5 and Bucklands Lane. Such crossovers/driveways must be of all-weather gravel construction and be from the road to the property boundary (refer Infrastructure Design Manual: Standard Drawing 255).*
14. *The applicant/owner must make further application for and have approved driveway crossing permit/s for any crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).*
15. *Once constructed the crossovers must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.*

Drainage

16. *Stormwater must be accommodated and treated within the lots permitted by this permit in accordance with IDM Clause 19.*
17. *A legal point of stormwater discharge LPSD must be provided in Bucklands Lane for all lots within the subdivision.*
18. *The owner/applicant must design a drainage system to drain the surface water and any future development stormwater from each Lot to the legal point of discharge to the satisfaction of the Responsible Authority. This drainage plan must be provided to the Responsible Authority for approval.*

Landscaping

19. *Any existing native and significant vegetation is to be protected during all works and must not be damaged or marked in any way, except with the permission of the Responsible Authority.*
20. *Upon completion of all off site works any disturbed areas must be levelled, topsoiled and seeded. Alternate landscaping methods may be undertaken, but*

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must be approved, in writing, by the Responsible Authority prior to any works being undertaken.

Asset Protection

- 21. At any time the permit holder must ensure that the operation and condition of Council assets (including street trees, drains and roads) are not damaged by the site construction works. If the Responsible Authority deems Council assets have been detrimentally affected or damaged by development construction access, the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the Responsible Authority.*

Emissions and Discharges during Construction

- 22. The developer must restrict emissions and discharges from any construction sites within the land in accordance with the best practice environmental management techniques and guidelines contained in the Environment Protection Authority publications Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995) to the satisfaction of the Responsible Authority.*

Environmental Health Officer

- 23. The applicant must comply with all the conditions that have been set by Goulburn-Murray Water.*
- 24. The applicant must apply for permit to install a Secondary Wastewater Treatment System with Pressure Compensating Subsurface Irrigation.*
- 25. The capacity of the system and effluent disposal area will be calculated and determined when septic application with building plan is received by Council.*
- 26. The conditions apply to all the lots in the subdivision.*

Goulburn Murray Water

- 27. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.*
- 28. The Plan of Subdivision must show building envelopes or building exclusion zones that prevent future dwellings from being located within 30m of any waterways.*
- 29. The Plan of Subdivision must show wastewater disposal envelopes or wastewater disposal exclusion zones that prevent future wastewater disposal areas from being located within 100m of any waterways, 60m of any dams, 40m of any drainage lines and 20m of any bores.*
- 30. All wastewater from future dwellings must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The systems must be EPA approved, installed, operated and maintained in accordance with the relevant EPA Code of Practice and Certificate of Conformity.*
- 31. All works within the subdivision must be done in accordance with EPA Publication 960 "Doing It Right on Subdivisions, Temporary Environmental Protection Measures for Subdivision Construction Sites", September 2004.*

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Powercor Australia

32. *This letter shall be supplied to the applicant in its entirety.*
33. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.*
34. *The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards. Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.*
35. *The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR). Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.*
36. *The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements. Notes:*
- Existing easements may need to be amended to meet the Distributor's requirements*
 - Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:*

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour of
	Power Line		Section 88 – Electricity Industry Act 2000	Powercor Australia Ltd

Department of Transport

37. *Prior to the issue of Statement of Compliance the crossover and driveway for Lots 1, 2 and 3 are to be constructed generally in accordance with VicRoads Guideline Drawing GD4010 and to the satisfaction of and at no cost to the Head, Transport for Victoria.*
38. *One single point of access for each new Lot only. Should the access for Lots 2 and 3 not be located at the existing access points (gates) those accesses must be reinstated to the satisfaction of and no cost to the Head, Transport for Victoria.*

Permit Expiry

39. *This permit will expire if one of the following circumstances applies:*

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- a) *The plan of subdivision is not certified under the Subdivision Act 1988 within two years of the date of this permit; or*
- b) *Registration of the plan of subdivision is not completed within five years of the certification of the plan of subdivision under the Subdivision Act 1988.*

The Responsible Authority may extend the time if a request is made in writing before the permit expires, or within six months afterwards.

Where the development is started lawfully before the permit expires, the Responsible Authority may extend the period in which the development must be completed if a request is made in writing before the permit expires or within twelve months afterwards:

Moved **Cr La Vella**
Seconded **Cr Sproull**

CARRIED

8.6 DRAFT COMMUNITY PARTICIPATION AND ENGAGEMENT POLICY and DRAFT COMMUNICATIONS AND ENGAGEMENT STRATEGY

The purpose of this report is to present the *Draft Community Participation and Engagement Policy* and *Draft Communications and Engagement Strategy* to Council.

Council Resolution.

That Council

- 1. Endorses the draft Community Participation and Engagement Policy and Communications and Engagement Strategy 2021-2022*
- 2. Undertakes a community consultation process on the draft Policy and Strategy from December 2020 to January 2021*
- 3. Invites public submissions and feedback on the draft Policy and Strategy*
- 4. Receives public submissions on the draft Policy and Strategy during the exhibition period December 2020 to January 2021.*

Moved **Cr Sproull**
Seconded **Cr Long**

CARRIED

9 DOCUMENTS FOR SEALING CONFIRMATION REPORT

Nil

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS

Nil

12 CONFIDENTIAL BUSINESS

Nil

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13 OTHER BUSINESS

Cr Murphy noted this is the final meeting before Christmas wished everyone a safe Christmas.

Cr Meddows-Taylor congratulated Cr La Vella on her appointment to the Victorian Local Government Association and wished everyone a happy Christmas and New Year after a difficult 2020.

14 MEETING CLOSURE

The Chair, Cr Meddows-Taylor declared the meeting closed at 6.28 pm.

To be confirmed at the Council Meeting
to be held on 23 February 2021.

8. OFFICER REPORTS

8.1 2020 COMMUNITY GRANTS PROGRAM

Author: Community Development Officer

Responsible Officer: General Manager Community Wellbeing

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present to Council the community grants applications received in the 2020-2021 Community Grants Program and recommend the awarding of the grants.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Community

Outcome: A supported, cohesive community, living full and healthy life.

1.2 Objective Support and encourage volunteerism in the community

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

Outcome: Central Goldfields Shire is a proactive, well governed, professional and financially sustainable organisation.

4.3 Objective Provide leadership in governance and Council decision making

Central Goldfields Shire Community Support Policy.

BACKGROUND INFORMATION

At its meeting on 24 September 2019 Council resolved to:

1. *Adopt the Community Support Policy, and*
2. *Increase the Community Grants program to \$33,250 in the 2020-2021 Annual Budget (\$20,000 Community Grants program plus \$13,250 community groups' recurrent funding program).*

The timing of the grants this year has been considerably delayed due to COVID-19 restrictions and the inability to progress during the caretaker period leading up to the 2020 Council elections.

The Council Grants program for 2020-2021 opened on Monday 2 November and was advertised on Council's website, in the Maryborough Advertiser on Council's noticeboard, on

Council Social Media and in a live-streamed broadcast on Facebook. Applications closed at 5pm on Friday 18 December 2020.

REPORT

Twenty applications were received for the 2020-2021 Community Grants program.

Two grants did not meet the criteria as set out in the Community Support Policy and could not be assessed. The Policy states that the program does not provide retrospective funding, operating costs, insurance, rent, salaries and multiple year funding.

The remaining 18 applications were assessed against the criteria in the Community Support Policy by the Acting General Manager Community Wellbeing and the Manager Tourism, Events and Culture.

This grant round was oversubscribed with a total of \$40,753 being sought by the 18 applicants - \$7,503 more than the funding allocation. Fifteen (15) applications are being recommended for full or part funding through the Community Grants program totalling \$32,628.46 (see attachment 1: Community Grants Panel Recommendations), with three applications able to be supported by alternative funding sources through Council.

Recommendation for awarding the 2020-2021 Community Grants

Whilst the Maryborough Lions Club application for the replacement of heritage signs in Princes Park and Lake Victoria was ranked highly by the Panel and has strong strategic alignment with Council's objectives in the Council Plan, this application sits squarely within the core responsibilities of Council and, as such, the purchase of signs can be funded through existing Council maintenance budgets whilst retaining the input and support of Lions Club volunteers to site the signs in the appropriate locations.

The two applications from cemetery trusts were ranked highly and both received identical scores. Both applications meet the criteria to be delivered as part of the Community Infrastructure Fund Federal Program ongoing across the Shire, which means that these projects can be supported by an existing Council upgrade program without requiring additional funding through the Community Grants Fund.

While the application from Maryborough and District Garden Club Inc has not been supported through this funding round, it is noted that an extension was granted by Council to the group to carry forward unused funding from last financial year in order to undertake an open gardens event in this current financial year.

The proposed projects which did not meet the program criteria will be revisited by the Community Funding Officer for support in securing funding from alternative sources – including future rounds of the Community Grants Program.

It is recommended that grants are awarded through the Community Grants Program to 15 organisations with a total proposed funding allocation of \$32,628.46.

Learnings for 2020-2021 Community Grants Program

There have been several learnings throughout the evaluation process which will be included in the recommendations for future Community Grants programs:

- Revise the criteria for the assessment formulae to include, for example:

- projects that add to local social capital
- tiny grants that small committees might have trouble accessing elsewhere, and
- local partnerships and evidence of local fundraising / match funding
- Require organisations to supply more information about the nature of their group, for example, membership, location, reach, visibility via website or social media
- Consider asking applicants how their projects might acknowledge the support of Council
- Consider a maximum amount for applications, and
- Consider developing a training program to build community capacity around grant application preparation and budget preparation, which will enhance the efficiency of the assessment process.

FINANCIAL & RESOURCE IMPLICATIONS

The 2020-2021 Community Grants program has an allocated amount of \$33,250. The recommended funding total for this round is \$32,628.46.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices by ensuring all grants received were assessed in accordance with the Community Support Policy.

CONCLUSION

Twenty applications were received for the 2020-2021 Community Grants program, of which 18 applications were assessable. The total amount of funding recommended for allocation is \$32,628.46 from the Community Grants program, \$2,500 from Council's budget and \$1,250 from the Community Infrastructure Fund. All applications have been assessed by a panel of Council staff in accordance with the Community Support Policy.

ATTACHMENTS

1. Panel Assessment table

RECOMMENDATION

That Council allocate the following funds from the 2020-2021 Community Grants Program:

<i>Dunolly Community Garden Inc</i>	<i>\$2,083.00</i>
<i>Little Athletics Maryborough Branch</i>	<i>\$4,000.00</i>
<i>Dunolly & District Inc</i>	<i>\$3,000.00</i>
<i>Goldfields Community Radio Inc</i>	<i>\$2,000.00</i>
<i>Tiny Towns Arts Trail</i>	<i>\$4,000.00</i>
<i>Country Women's Assoc Victoria Inc</i>	<i>\$1,337.00</i>
<i>Bealiba Pony Club</i>	<i>\$4,749.00</i>
<i>Maryborough Lawn Tennis Club</i>	<i>\$4,000.00</i>
<i>Maryborough Theatre Company</i>	<i>\$3,266.00</i>
<i>Zonta Club of Central Goldfields</i>	<i>\$700.00</i>
<i>Maryborough Community Garden Inc.</i>	<i>\$1,000.00</i>
<i>Maryborough Aero Club Inc</i>	<i>\$807.00</i>
<i>Central Goldfields District Girls Guides</i>	<i>\$188.46</i>
<i>Maryborough Field Naturalist Club</i>	<i>\$698.00</i>
<i>Maryborough City Brass Band</i>	<i>\$800.00</i>
TOTAL	\$32,628.46

SUCCESSFUL APPLICATIONS										
Organisation	Project Information	Amount Sought from Council	Amount Recommended by Panel	Total Project Cost	Costs or in-kind support from others	Strategic alignment to Council Plan 25%	Benefit to the Community 50%	Project Delivery 25%	Totals	Cumulative Amount
Dunolly Community Garden Incorporated	Upgrade community 'Shared Table plus Seeding Tubs' to further support community access to locally grown and organic produce	\$2083	\$2083	\$2270	\$187	9	9	9	9	\$2,083
Little Athletics Maryborough Branch	Installation of electrical equipment to enable more accurate time scoring in a competitive environment	\$4000	\$4000	\$4636.51	\$636.51	9	9	9	9	\$6,083
Dunolly and District Incorporated	Gold Rush Festival consultation to support planning and advocacy for the Gold Rush festival	\$3000	\$3000	\$4050	\$1050	9	9	8	8.75	\$9,083
Strengthening Goldfields Community Radio Inc	Installation of UPS (Special battery System) to enable the transmission of radio programs during an emergency	\$2000	\$2000	\$2150	\$150	8	9	9	8.75	\$11,083
Tiny Towns Arts Trail	Engage a web designer to create a professional website	\$4000	\$4000	\$4000	\$0	9	8	10	8.75	\$15,083
The Country Women's Association of Victoria Inc.	Purchase a computer, printer and internet dongle and provide digital literacy training to address social isolation caused and/or exacerbated by COVID-19	\$1337	\$1337	\$1337	\$0	8	9	7	8.25	\$16,420
Bealiba Pony Club	Purchase of ride on mower to ensure public amenity and contribute to fire safety	\$5000	\$4,749	\$5000	\$0	7	7	9	7.5	\$21,169
Maryborough Lawn Tennis Club	Purchase of ride on mower to support public amenity	\$4000	\$4000	\$4850	\$850	7	7	9	7.5	\$25,169
Maryborough Theatre Company	Purchase a wireless intercom system to use backstage at theatrical productions which will enable appropriate hygiene	\$3266	\$3266	\$3266	\$100	7	7	9	7.5	\$28,435

	management in line with COVID-19 hygiene guidelines									
Zonta Club of Central Goldfields	Care Packs for local women who are fleeing family violence	\$700	\$700	\$1025	\$325	5	7	10	7.25	\$29,135
Maryborough Community Garden Inc	Accessible Lockable storage Area	\$1000	\$1000	\$1248	\$248	5	5	9	6	\$30,135
Maryborough Aero Club Inc	Purchase and install weather/security cameras at the Maryborough Aerodrome	\$807	\$807	\$807	\$0	2	5	7	4.75	\$30,942
Girl Guides Victoria - Central Goldfields District Girl Guides	Purchase a set of field compasses and a flat screen television	\$3563	\$188.46	\$3563	\$0	2	3	5	3.25	\$31,130.46
Maryborough Field Naturalist Club	Maryborough Field Naturalists Club Inc. 70th Anniversary event	\$698	\$698	\$798	\$100	2	3	5	3.25	\$31,828.46
Maryborough City Brass Band	Supporting the Maryborough City Brass Band	\$1000	\$800	\$6200	\$5200	2	2	5	3.25	\$32,628.46
TOTALS		\$36,944.00	\$32,628.46	\$40,200.51						

8.2 CONTRACT NO. G1457-20 GILLIES STREET AND ROGERS STREET ROAD RECONSTRUCTION

Author: Coordinator Design and Projects

Responsible Officer: General Manager Infrastructure Assets and Planning

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is for Council to give consideration to the awarding of Contract No. G1457-20 Gillies Street & Rogers Street, Maryborough - Road Reconstruction, following a public tender process.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Built and Natural Environment

Outcome: Our Shire celebrates the rich built and natural heritage and a sustainable environment.

3.1 Objective: Ensure investment in road, footpaths and buildings meet community needs now and in the future.

Relevant policies:

Procurement Policy adopted 23 June 2020	This Policy is made under Section 186A of the Local Government Act 1989 ("the Act"). This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.
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The Local Government Act 1989 section 208 requires Council to consider "Best Value". Section 186 of the Act requires councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services or for the carrying out of works to the value of \$150,000 or above.

BACKGROUND INFORMATION

Council provides road pavement renewal services to the community to maintain the existing sealed road network within the Shire. As part of the 2020/2021 capital works program, Gillies Street (between Fuller Street & Majorca Road) and Rogers Street (between Gillies Street and Railway Street) Maryborough is a priority for the relevant sections of roads to be reconstructed.

In accordance with Council's tendering procedures and Section 186 of the Local Government Act 1989, public tenders were requested on 23 November 2020 for the construction works.

REPORT

The works tendered for Gillies Street and Rogers Street include renewal of the road pavement, kerb and channel, drainage, road surfacing and associated works.

The public tender process closed on 16 December 2020, and Council received three tender submissions.

The evaluation of the tenders was undertaken by a panel consisting of the Senior Procurement Officer, the Coordinator Design and Projects, the Acting Manager Infrastructure and the General Manager Infrastructure Assets and Planning.

The tender responses were assessed against the following criteria:

- Risk Management. (Pass/Fail)
- Financial Benefit to Council (50%)
- Capability (20%)
- Capacity (20%)
- Financial Benefit to Community (10%)

As a result of the tender evaluation, Doran Earthmoving P/L scored the highest against the evaluation criteria, and also submitted the lowest tender price. Doran Earthmoving P/L is a local business which has previously successfully undertaken various construction projects for Council.

The tender evaluation panel recommends that Doran Earthmoving P/L be awarded contract No. G1457-20 Gillies Street & Rogers Street, Maryborough - Road Reconstruction for the lump sum amount of \$635,730.70 (GST incl.).

As the value of the recommended awarding of contract is above the CEO's \$500,000 financial delegation, the contract is required to be awarded by Council.

CONSULTATION/COMMUNICATION

The tender was advertised using a standard process.

The request for tenders was advertised on the Council Tender Board and Council's web page in compliance with section 186 of the Local Government Act.

The public and residents will receive notification prior to the commencement of construction works.

FINANCIAL & RESOURCE IMPLICATIONS

The 2020/21 budget allocation for the Gillies Street and Rogers Street renewal is \$780,000 (ex GST).

The recommended tenderer is Doran Earthmoving P/L for the tendered amount of \$635,730.70 (incl. GST) (\$577,937 (ex GST)), which is well within the budget allocation.

RISK MANAGEMENT

This report addresses Council's strategic risk Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs.

Council's financial exposure is limited as the successful contractor is not paid until milestones of the works are completed. All works will be covered by defect liability provisions.

The contractor is required to have appropriate insurances.

CONCLUSION

As part of the 2020/2021 capital works program, sections of Gillies Street and Rogers Street in Maryborough form a priority for the relevant sections of roads to be reconstructed.

A full tender evaluation for the work has been conducted and Doran Earthmoving Pty Ltd received the highest evaluation score. It is therefore recommended that Doran Earthmoving Pty Ltd be awarded the contract.

ATTACHMENTS

Nil

RECOMMENDATION

That Council award Contract No. G1457-20 Gillies Street & Rogers Street, Maryborough – Road Reconstruction – for the lump sum amount of \$635,730.70 (GST Inclusive) to Doran Earthmoving Pty Ltd.

8.3 CONTRACT NO. G1459-20 BITUMINOUS SPRAY SEALING PANEL

Author: Acting Manager Infrastructure

Responsible Officer: General Manager Infrastructure Assets and Planning

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is for Council to give consideration to the awarding of Contract No. G1459-20 Bituminous Spray Sealing Panel, after a public tender process.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Built and Natural Environment

Outcome: Our Shire celebrates the rich built and natural heritage and a sustainable environment.

3.1 Objective: Ensure investment in road, footpaths and buildings meet community needs now and in the future.

Relevant policies:

Procurement Policy adopted 23 June 2020	This Policy is made under Section 186A of the Local Government Act 1989 ("the Act"). This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.
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Council provides resealing services to the community in accordance with the Local Government Act 1989 and the Road Management Act 2004. The Local Government Act 1989 section 208 requires Council to consider "Best Value". Section 186 of the Act requires Councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services \$150,000 or for the carrying out of works for the value of \$200,000 or above.

BACKGROUND INFORMATION

The provision of the resealing services is guided by Council's current Road Management Plan (RMP) which was adopted in April 2017.

The sealed road asset is considered as two separate assets – the road pavement and the sealed surface. The sealed surface typically has a 15 year life span whilst the pavement is either 60 years for stable ground conditions or 45 years for less stable ground conditions.

Each financial year council allocates a portion of funding to the renewal of the existing sealed surfaces on the sealed road network. The existing sealed road network comprises approximately 524km of bituminous sprayed seal valued at \$13.4M, as well as asphalt seals valued at \$3.3M.

The annual sealing list is determined from the Asset Management System, which prioritises reseals based on condition data of the 524km of seals.

In accordance with Council's tendering procedures and Section 186 of the Local Government Act 1989, public tenders were requested on 30 November 2020 for the spray sealing works.

REPORT

The tender was advertised using a standard process, being advertised in local and regional newspapers, the Council Tender Board and Council's web page in compliance with section 186 of the Local Government Act.

The public tender process closed on 23 December 2020, and Council received five tender submissions.

The evaluation of the tenders was undertaken by a panel consisting of the Senior Procurement Officer, the Coordinator Design and Projects, the Design and Projects Officer, the Coordinator Strategic Asset management, the Acting Manager Infrastructure and the General Manager Infrastructure Assets and Planning.

The tender responses were assessed against the following criteria:

- Risk Management. (Pass/Fail)
- Financial Benefit to Council (40%)
- Capability (25%)
- Capacity (25%)
- Financial Benefit to Community (10%)

The purpose of this contract is to facilitate the supply of spray sealing services to Council. It is intended to appoint a panel of suppliers for a period of 3 years plus the option for a 2 year extension. Council will then seek tenders from the contractors on the panel for Council's annual spray sealing program for each year within the term of the contract.

As a result of the tender evaluation, Boral Resources Pty Ltd, Downer EDI Works Pty Ltd, Fulton Hogan Industries Pty Ltd & VSA Roads Pty Ltd are the recommended tenderers for the bituminous spray sealing contractors Panel.

Boral Resources scored the highest against the assessment criteria and is the preferred tenderer for the 2020-2021 resealing program along with the nominated final seals and primer seals (contract Schedule 1 works).

As the value of the recommended awarding of contract is above the CEO's \$500,000 financial delegation, the contract is required to be awarded by Council.

CONSULTATION/COMMUNICATION

Council's intention to undertake a spray sealing program as part of its annual capital works program was notified to ratepayers/property owners within the annual budget documents. The tender for the sealing program was publicly advertised, and the contract will be awarded by Council.

Prior to the contract works commencing, all directly affected residents will be notified on a job-by-job basis by the contractor as the works are undertaken according to the approved program.

FINANCIAL & RESOURCE IMPLICATIONS

The 2020/21 budget allocation for the spray sealing program is \$614,000 (excl. GST).

The recommended tenderer is Boral Resources Pty Ltd for the tendered amount of \$572,323.92 (incl. GST) or \$520,294.47 (excl. GST), which is well within the budget allocation.

RISK MANAGEMENT

This report addresses Council's strategic risk: Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs by ensuring that the annual road resealing program is undertaken within budget allocations through a public tender process.

An annual amount of reseals should be undertaken each financial year to keep pace with the deterioration of the road seal asset.

The effective renewal of the seal on the road pavement ensures the underlying pavement has the best chance of reaching its potential life. The risk of not keeping seals in good condition is the potential for the additional road pavement renewal costs due to poor surface integrity.

Road surface condition contributes to the improved safety of the sealed road network for the community and industry.

CONCLUSION

A rigorous process has been undertaken to facilitate the delivery of Council's 2020-21 bituminous spray sealing program. This process has resulted in the recommendation of the awarding of a contract at extremely competitive rates, with the contract sum well within the allocated budget.

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

- 1. Appoint Boral Resources Pty Ltd, Downer EDI Works Pty Ltd, Fulton Hogan Industries Pty Ltd and VSA Roads Pty Ltd to a Spray Sealing Panel for the next 3 years, with an option to extend for a further 2 years; and*
- 2. Award Boral Resources Pty Ltd the 2020-2021 sealing program (Schedule 1 Works) for the lump sum of \$572,323.92 (incl. GST).*

8.4 CAPITAL WORKS PROGRAM (ROADS) - FUNDING

Author: Manager Infrastructure

Responsible Officer: General Manager Infrastructure Assets and Planning

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to for Council to consider the allocation of the Local Roads and Community Infrastructure Program federal grant funding toward Council's 2020-21 roads capital works program.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Built and Natural Environment

Outcome: Central Goldfields Shire is a proactive, well governed, professional and financially sustainable organisation.

3.1 Objective: Ensure investment in roads, footpaths and buildings meet community needs now and in the future

BACKGROUND INFORMATION

Council's capital roads program is funded by both Council through rate revenue, and externally by Federal and State governments through various funding programs. In recent years, the Federal funding has been by allocations from the Roads to Recovery program (R2R) and the Bridges Renewal Program, while State funding has been through the Fixing Country Roads program and (when available) the Local Roads to Market program.

Council's adopted 2020-21 roads renewal program was formulated on the basis of Council funding of \$346,000, a guaranteed allocation of \$789,546 from R2R, and an anticipated \$1.0 million allocation from FCR (Round 3). Following the bringing down of the State budget in November, it was apparent that there was no funding available for Stage 3 of FCR resulting in a shortfall in funding for Council's capital works program.

As part of the Federal Government's economic stimulus package initiated early in the COVID19 pandemic, the Local Roads and Community Infrastructure Program (LRCIP) was instigated. Central Goldfields Shire was allocated \$789,546, with this funding being allocated across a range of community-based projects including town hall upgrades, playground upgrades, tree plantings, township entrance signage, and provision of shade sails.

In the Federal budget brought down in October, an extension of the LRCIP was announced with Council being allocated a further \$872,982. Submissions nominating specific projects for this funding are to be made when the program guidelines are released.

On 24 December 2020, Council was advised that a funding submission under the federal AgriLinks Upgrade Program (ALUP) for reconstruction of a section of Dunolly-Avoca Road was successful. Under the program guidelines, rural Councils must provide a contribution on a 1/3:2/3 basis for expenditure over \$350,000. With a project estimate of \$396,782, Council has been allocated funding of \$381,188 and must contribute \$15,594 from its own funds.

At this Council meeting, Council will be considering awarding of contracts for the first of this year's road rehabilitation contracts, namely Gillies Street and Rogers Street. Due to the merging of 2 adjacent projects into 1 contract and a competitive environment, the contract price is approximately \$130,000 under the combined project budgets

REPORT

It is critical that Council (as a minimum) continues to maintain its annual roads capital program expenditure, not only to meet the objectives of the Council Plan, but to also ensure that the asset renewal gap (the difference between the funding that Council need to renew its existing assets and the money it actually allocate to this purpose) does not increase.

It is proposed that Council maintain the original road renewal capital budget of \$2.131 million by retaining the original program and allocating \$452,594 from the LRCIP Round 2 funding in addition to the ALUP funding of \$381,188. This will leave a balance of \$452,288 in the LRCIP project that can be allocated to other local community infrastructure projects.

CONSULTATION/COMMUNICATION

It is not considered that public consultation is required, as the recommended action will not result in a material change to the adopted budget and the associated capital works program.

FINANCIAL & RESOURCE IMPLICATIONS

This report has no significant negative financial or resource implications. The loss of FCR funding will be offset by the recent funding allocation under the AgriLinks Upgrade Program and allocations from the LRCIP grant.

RISK MANAGEMENT

This report addresses Council's strategic risk: Property and Assets - Failure to maintain, renew and expand our assests in a timely and robust way, that considers service and delivery needs by ensuring that the level of expenditure on road infrastructure is maintained.

By maintaining this expenditure level, Council will ensure that roads, footpaths and other associated infrastructure meet community needs now and in the future. As asset condition and safety are key elements of infrastructure, physical risk to the community and therefore liability to Council is minimised.

CONCLUSION

In view of the \$1.0 million shortfall in the roads capital program budget due to the cessation of the Fixing Country Roads program, and acknowledging the funding of \$381,188 through the AgriLinks Upgrade program, it is recommended that the 2020-21 roads renewal program be maintained by the Local Roads and Community Infrastructure Program Round 2 allocation.

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

- 1. maintain the road renewal capital budget of \$2.131 million by retaining the original program and allocate \$452,594 from the Local Roads and Community Infrastructure Program Round 2 funding; and*
- 2. receive a report at a future Council Meeting recommending the allocation of the balance of the Local Roads and Community Infrastructure Program Round 2 funding of \$452,288.*

8.5 ROAD NAMES – DAIRY CRESCENT AND LOVETT COURT

Author: General Manager Corporate Performance

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to advise Council of the naming of Dairy Crescent and Lovett Court in the Whirrakee Rise development.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Built and Natural Environment

Outcome: Our Shire celebrates the rich built and natural heritage and a sustainable environment.

3.3 Objective: Protect and enhance our environment while planning for growth.

Relevant Policy: Place Naming Policy (Council)

Relevant Legislation: *Geographic Place Names Act 1998*

BACKGROUND INFORMATION

Naming of roads would normally be referred to Council for consideration but as these two names had not been considered in a timely manner, they were dealt with under delegation to the General Manager Corporate Performance.

This approval is also in accordance with and meets the requirements of the *Geographic Names Places Act 1998*.

REPORT

A request for new road names as part of a new property development of 59 lots off East Field Street and Harrison Street, known as Whirrakee Rise, was received and processed on behalf of Mark Dellavedova. The application has passed all required approvals as per Council's Place Name Policy and in accordance with relevant State legislation. The local Regional Aboriginal Party (RAP) was invited to review the new names however a response was not received within the agreed timeline.

The names chosen by the developer reflect the historical context of the site which was a significant local dairy for many years. A comprehensive history and rationale for the new road names is contained in the attachment to this report.

CONSULTATION/COMMUNICATION

Consultation was undertaken with the Regional Aboriginal Party and the names are in accordance with the Office of Geographic Names' Naming Rules. There are no duplicate or similarly named roads in the municipality that could cause confusion for emergency services.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications associated with the naming of these roads.

RISK MANAGEMENT

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements. Any risks in relation to this report have been discussed in the report above.

CONCLUSION

The road names are noted by Council.

ATTACHMENTS

1. Road names historical background.

RECOMMENDATION

That Council note the naming of Dairy Crescent and Lovett Court in the Whirrakee Rise development.



Dairy Crescent and Lovett Court

Road Name Application - Historical Context

Shortly after Captain Charles Lovett returned from the Second World War, having endured three and a half years as a Japanese POW following the fall of Singapore, back to his hometown Camperdown in the Western District, Charles and wife May visited Charles brother Harry and his wife Martha who had purchased a dairy in Maryborough. What was to be a short stay turned out to be a lifetime commitment to the Maryborough and District Community when May and Charles purchased half of the dairy business in 1946.

Charles and Harry (the "Lovett Brothers") went on to buy out all the dairies operating in Maryborough and District forming the consolidated business of Maryborough Dairies Pty Ltd in 1953 processing and distributing all the Districts milk requirements out of their Argyle Road Factory.

Charles and Harry were forward thinking business people who invested heavily in new technology and business practices that kept their business profitable and up-to-date. Being amongst the first in the State to transition from horse and cart to motor vehicle delivery, introduction of pasteurization machinery including assembly line production that saw transition from bulk milk to glass bottle unitisation and then homogenisation leading to carton milk containers including the Big M flavoured milk product. This commitment to the future, importantly involved the constant upgrading and skills of their loyal staff, with the Lovett Brothers being a preferred employer and respected business people in the community.

May and Charles eventually operating this successful innovative business, when Harry retired in the 1980's, up until 1994 when the business was sold on thus ending almost 50 continuous years of the Lovett Brothers processed milk production for the people and businesses of the Maryborough Region.

The land for this development was purchased by the "Lovett Brothers" on the 7th March 1950 from the Backways, also milkmen, who the Brothers had bought out as part of their consolidation of the milk production supply to the Maryborough Region. The property title interestingly notes Charles and Harry (Robert Henry) as "Dairymen."

May and Charles held leadership roles and were actively involved in many local organisations including Rotary, Legacy, Red Cross, Maryborough Hospital, State School 404 and Maryborough Technical College, Maryborough Football Club, Maryborough Golf Club, Maryborough Racing Club as well as RSL and Charles 8th Division 2/29th Battalion AIF Association.

As country people May and Charles were active and enjoyed their sports with Charles running at Stawell, Captain Coach P&N Football Club and golf and May competitive at golf and bowls and both enjoying seeing their thoroughbred horses racing around the State.

Charles passed in 2004 aged 88 and May in 2008 aged 92, two people who left a positive legacy of service, achievement and caring to Australia and the Central Goldfields Shire, instilling in

their children Dianne, Geoffrey (served as Councillor and Mayor of Central Goldfields Shire) Ron, 5 grandchildren and 9 great grandchildren values of integrity, respect, service and happiness.

8.6 CEO EMPLOYMENT MATTERS ADVISORY COMMITTEE

Author: General Manager Corporate Performance

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to recommend that Council appoint members to the Chief Executive Officer Employment Matters Advisory Committee.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

Outcome: Central Goldfields Shire is a proactive, well governed, professional and financially sustainable organisation.

4.3 Objective: Provide leadership in governance and Council decision making.

BACKGROUND INFORMATION

Council has in place a Chief Executive Officer Employment Matters Advisory Committee (the Committee), the purpose of which is to advise the Council on all contractual matters relating to the employment of the Chief Executive Officer (CEO). A copy of the policy is attached to this report.

Membership of the Committee shall comprise the Mayor of the Central Goldfields Shire Council together with a minimum of two Councillors and the Independent Chairperson. Council appointed Mr Chris Eddy as the independent chairperson in September 2020 for a two-year period.

Mr Eddy is a former local government CEO with extensive experience and is currently Interim CEO at LGPro VIC and presenter for the Victorian Local Government Association.

REPORT

The Committee has an advisory role in relation to contractual matters relating to the Chief Executive Officer.

These matters include:

- Appointment of the Chief Executive Officer;
- The remuneration and conditions of appointment of the Chief Executive Officer (including annual remuneration review)
- Negotiating any extension of the appointment of the Chief Executive Officer under section 94(4) of the Act
- Conduct of the annual performance review of the Chief Executive Officer; and
- Performing other functions as required in supporting the performance review and performance development of the Chief Executive Officer.

A performance review of the CEO is required by March 2021 and so appointment of the Committee members is required.

Council previously had a Chief Executive Officer Recruitment, Performance and Recruitment Review Advisory Committee under a previous policy. It should be noted that the Chief Executive Officer Employment Matters Advisory Committee will replace this Committee.

CONSULTATION/COMMUNICATION

Internal only required for this report.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications associated with appointment of Councillors to the Committee.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices. Any risks in relation to this report have been discussed in the report above.

CONCLUSION

Appointment of the Mayor and two Councillors to be made to the Committee.

ATTACHMENTS

1. Chief Executive Officer Employment Matters Advisory Committee Policy

RECOMMENDATION

That Council:

1. *Appoint the Mayor and two Councillors to the Chief Executive Officer Employment Matters Advisory Committee.*
2. *Note that the Chief Executive Officer Employment Matters Advisory Committee replaces the previously named Chief Executive Officer Recruitment, Performance and Recruitment Review Advisory Committee.*



Chief Executive Officer Employment Matters Advisory Committee Policy

Category:	Council Policy	
Adoption:	Council	Date: 26 May 2020
Review Period:	30 June 2021	
Responsible Manager:	General Manager Corporate Performance	
Signed by General Manager Corporate Performance:		
Date:	29 th May 2020	

1. Purpose

The purpose of the Chief Executive Officer Employment Matters Advisory Committee (the Committee) is to advise the Council on all contractual matters relating to the employment of the Chief Executive Officer (CEO).

2. Function of the Chief Executive Officer and Appointment Requirements

Sections 94 and 94A of the *Local Government Act 1989* (the Act) contain specific provisions regarding the appointment and functions of the CEO. Sections 44 and 46 of the *Local Government Act 2020* contain similar provisions.

3. Membership

The Chief Executive Officer Employment Matters Advisory Committee shall comprise of the Mayor of the Central Goldfields Shire Council together with a minimum of two Councillors and the Independent Chairperson. (The General Manager Corporate Performance will provide support as required, but is not a member of the committee).

Terms of Appointment

- Appointment of the Councillor members of this committee will occur annually at the Statutory Meeting of Council
- Appointment of the Independent Chairperson will be for a two-year term with an option to extend for a further two-years, with the commencement date being the engagement date of the Independent Chairperson



- The operations of the Committee will be evaluated annually to ensure it continues to be effective and contemporary
- The Committee must meet at a minimum annually, or more frequently as directed by Council.

4. Accountability and Extent of Authority

Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf on Council.

The Chief Executive Officer Employment Matters Advisory Committee is an Advisory Committee of Council. Council authorises the Committee within its scope of responsibilities to make recommendations to Council on contractual matters relating to the Chief Executive Officer or the person appointed to act as the Chief Executive Officer including the following:

- Appointment of the Chief Executive Officer
- The remuneration and conditions of appointment of the Chief Executive Officer (including annual remuneration review)
- Negotiating any extension of the appointment of the Chief Executive Officer under section 94(4) of the Act
- Conduct of the annual performance review of the Chief Executive Officer; and
- Performing other functions as required in supporting the performance review and performance development of the Chief Executive Officer.

5. Role and Criteria of Independent Chairperson

The Independent Chairperson of the Chief Executive Officer Employment Matters Advisory Committee must—

- not be a Councillor; and
- not be a member of Council staff; and
- be suitably qualified with regard to the selection criteria.

The following selection criteria applies to the appointment of the Independent Chairperson:

- A clear understanding of the objectives, roles, duties and obligations of the Chief Executive Officer and Council under the Local Government Act and all other associated legislation
- Ability to exhibit clear leadership
- Ability to work effectively with Councillors and the Chief Executive Officer
- Demonstrated human resource management skills, senior business experience and relevant qualifications
- Experience in senior management recruitment and development
- Understanding of performance management processes and procedural fairness
- Senior Level experience within a Government framework and sound knowledge of governance and legal obligations
- Previous experience working with Councillors, Executive Governance bodies or Board Members in advisory and/or facilitation roles.



6. Selection process

The Chair of the Chief Executive Officer Employment Matters Advisory Committee must be appointed by Council and must be an Independent Representative. Any extension of term must be made by Council in accordance with the “Terms of Appointment” clause.

The selection committee for the Independent Chairperson will include the Mayor, any interested Councillors and the General Manager Corporate Performance. The Committee will assess the nominations against the selection criteria and recommend an appointment to Council.

7. Conduct

In performing the role of Committee Member, a person must:

- act with **integrity**
- **impartially** exercise his or her responsibilities in the interests of the local community
- **not improperly** seek to confer an advantage or disadvantage
- **avoid conflicts** between his or her public duties and his or her personal interests and obligations
- commit to **regular attendance** at meetings.

8. Confidentiality and Use of Information

Committee Members agree to comply with their obligations under section 77 of the Act in relation to confidential briefings or information as defined under the Act and recognise that this obligation extends to ensuring the safekeeping of confidential information. Committee Members must not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

9. Chairperson - Fees and Reimbursement of expenses

Council will pay a set fee, to be determined on an hourly or per meeting basis, to the Independent Chairperson as determined through a competitive procurement process. The amount of the fee has regard to the specific roles and responsibilities the chairperson will undertake.

The Chairperson of the Committee will also be reimbursed for any transport costs they have incurred in participating in meetings and related activities.

10. Reporting

The committee must provide a report on the Chief Executive Officer's performance review and a recommendation on the Chief Executive Officer's remuneration, annually to a meeting of the Council, within two months of the Chief Executive Officer's employment anniversary.



11. Administration Support

Administration support will be provided by the office of the General Manager Corporate Performance, as required.

12. Review Date

The Local Government Act 2020 was passed by parliament in March 2020 and Division 7 (Sections 44-52) which relates specifically to the Chief Executive Office is scheduled to come into force on 1 July 2021. This policy will be reviewed to align with the requirements of the Local Government Act 2020 prior to the relevant Sections of the Act coming into force.

13. Date Adopted

Date Adopted: 26 May 2020

Date for review: 30 June 2021.

14. Roles and Responsibilities

Person/s responsible	Accountability
Council	<ul style="list-style-type: none">To appoint members of the committeeTo appoint an Independent Chairperson
Committee members	<ul style="list-style-type: none">To undertake the duties set out in this policy in accordance with the terms of the policy
General Manager Corporate Performance	<ul style="list-style-type: none">To provide administrative support to the committee, as required.

15. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

16. Related Policies and Procedures

- Nil

17. Relevant Legislation and Guidelines

- Local Government Act 1989 – specifically:
 - Section 94 outlines the required CEO appointment process



- Section 94A outlines the functions of the CEO
- Local Government Act 2020– specifically:
 - Section 44 outlines the required CEO appointment process
 - Section 45 outlines the required Chief Executive Officer Employment and Remuneration Policy
 - Section 46 outlines the functions of the CEO