



COUNCIL MEETING AGENDA

Tuesday

17 December 2024

6pm

Maryborough Town Hall, Maryborough and livestreamed
on the internet.

Contents	Page
1. Commencement of Meeting and preliminaries	3
2. Apologies	3
3. Leave of absence	3
4. Conflicts of interest	4
5. Confirmation of Minutes from previous Council Meetings	4
5.1 Draft Minutes of Statutory Council Meeting dated 26 November 2024	5
6. Minutes of Delegated and Advisory Committees	
6.1 Noting of the approved Delegated Committee (Community Asset Committee) Annual General Meeting Minutes	13
6.1.1 Adelaide Lead Hall Annual General Meeting Minutes 2024	15
6.1.2 Daisy Hill Community Centre Annual General Meeting Minutes 2024	17
6.1.3 Dunolly Historic Precinct Annual General Meeting Minutes 2024	19
6.1.4 Talbot Community Homes Annual General Meeting Minutes 2024	23
6.1.5 Talbot Town Hall Committee Annual General Meeting Minutes 2024	24
7. Petitions	25
7.1 Petition LGBTIQ+ Action Plan	25
7.1.1 Petition to Central Goldfields Shire Council LGBTIQ+ Action Plan	29
7.1.2 Rainbow Ready Roadmap User Guide	41
8. Officer Reports	52
8.1 Council Plan Action Plan Q1	52
8.1.1 Quarterly Progress Report Q1	55
8.2 Quarterly Finance Report September 2024	67
8.2.1 Finance Report September 2024	71
8.3 2025 Australia Day Awards	78
8.3.1 2025 Australia Day Awards Results (Confidential, provided under Separate cover)	N/A

8.4 Community and Compliance Enforcement Policy Report	82
8.4.1 Draft Community Compliance and Enforcement Policy	86
8.5 Food Act Compliance and Enforcement Policy	93
8.5.1 Draft Food Act Compliance and Enforcement Policy	96
8.6 Setting Council Meeting dates for 2025	105
9. Councillor Reports and General Business	108
10. Notice of Motion	108
11. Urgent Business	108
12. Confidential Business	108
13. Meeting Closure	108

1. Commencement of Meeting and Welcome

Councils must, in the performance of its role, give effect to the overarching governance principles in the *Local Government Act 2020*.¹ These are included below to guide Councillor consideration of issues and Council decision making.

- a. Council decisions are to be made and actions taken in accordance with the relevant law;
- b. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d. the municipal community is to be engaged in strategic planning and strategic decision making;
- e. innovation and continuous improvement is to be pursued;
- f. collaboration with other Councils and Governments and statutory bodies is to be sought;
- g. the ongoing financial viability of the Council is to be ensured;
- h. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i. the transparency of Council decisions, actions and information is to be ensured.

2. Apologies

Council's Governance Rules require that the minutes of Council meetings record the names of Councillors present and the names of any Councillors who apologised in advance for their non-attendance.²

The annual report will list councillor attendance at Council meetings. Councillor attendance at Councillor briefings is also recorded.

3. Leave of Absence

One reason that a Councillor ceases to hold the office of Councillor (and that office becomes vacant) is if a Councillor is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council. (There are some exceptions to this - see section 35 for more information.)

A Councillor can request a leave of absence. Any reasonable request for leave must be granted.³ Leave of absence is approved by Council.

Any request will be dealt with in this item which is a standing item on the agenda. The approvals of leave of absence will be noted in the minutes of Council in which it is granted. It will also be noted in the minutes of any Council meeting held during the period of the leave of absence.

¹ Section 9.

² Chapter 2, rule 62.

³ See Local Government Act 2020 s 35 (4) and s 35 (1) (e).

4. Conflicts of Interest

Conflicts of Interest must be disclosed at the commencement of a Council meeting or Councillor briefing, or as soon as a Councillor recognises that they have a conflict of interest.

The relevant provisions in the *Local Government Act 2020* include those in Part 6, Division 2 (from section 126). Failing to disclose a conflict of interest and excluding themselves from the decision making process is an offence.

Disclosures at Council meetings

Under the Governance Rules:¹

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she:

1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or

2 intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:

2.1 advising of the conflict of interest;

2.2 explaining the nature of the conflict of interest; and

2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

(a) name of the other person;

(b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

(c) nature of that other person's interest in the matter, and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub- Rule.

The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

Disclosures at councillor briefings (and other meetings)

Also under the Governance Rules,² a Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of Council at which he or she is present must:

1. disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
2. absent himself or herself from any discussion of the matter; and
3. as soon as practicable after the meeting concludes provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

¹ Chapter 5,
Rule 3

² Chapter 5, Rule .

Councillor form to disclose conflicts of interest Name:

_____ Date:

_____ Meeting type:

- Briefing
- Meeting
- Other _____

Nature of the conflict of interest (describe):

- name of the other person (gift giver): _____
- nature of the relationship with that other person or the date of receipt, value and type of ~~gift received from the other person:~~ _____
- nature of that other person's interest in the matter: _____

If the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person:

5. Confirmation of Minutes from previous Council Meetings

RECOMMENDATION

That Council confirm the following Minutes as a true and accurate record of the meeting:

5.1 Minutes from previous Statutory Council Meeting dated 26 November 2024.



DRAFT COUNCIL MEETING MINUTES

Tuesday 26 November 2024

6:00pm

Meeting held in person

Town Hall, Maryborough, livestreamed on the internet.

MEMBERSHIP

Councillors:

Grace La Vella (Mayor)

Ben Green (Deputy Mayor)

Anna de Villiers

Jake Meyer

Geoff Bartlett

Gerard Murphy

Liesbeth Long

Minutes to be confirmed at 17 December 2024 Meeting

1. Commencement of Meeting and Welcome

The commencement of the meeting and welcome will be conducted by the Interim Chief Executive Officer, Sally Jones.

The Interim Chief Executive Officer will act as Chairperson to conduct the formal process of Mayoral Election.

The meeting commenced at 6pm, welcoming all present, with an Acknowledgement of Country and the Council Prayer.

Present

Councillors:

Grace La Vella
Ben Green
Anna de Villiers
Jake Meyer
Geoff Bartlett
Gerard Murphy
Liesbeth Long

Officers:

Interim Chief Executive Officer Sally Jones
General Manager Community Wellbeing Emma Little
General Manager Assets Infrastructure and Planning Amber Ricks
General Manager Corporate Performance Mick Smith
Manager Governance Property and Risk Cecilia Connellan

2. Apologies

Nil

3. Conflicts of Interest

Nil

4. Election of Mayor

SUMMARY/PURPOSE

The purpose of this report is to provide for Council to set the Mayoral and Deputy Mayor term at one or two years.

To elect a Councillor to the office of Mayor and decided if the council is to establish an office of a deputy mayor.

S20A (1) A Council may establish an office of Deputy Mayor. (2) If the Council has established an office of Deputy Mayor, the provisions of this Act relating to the office of Deputy Mayor apply. (3) If a Council has not established an office of Deputy Mayor, section 20B applies.

S26 Clause 3 of the Local Government Act states that "Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2-year term."

The Mayoral election must be chaired by the Chief Executive Officer who will call for nomination.

Motion for Term of Mayoral term

MOTION:

That Council determines the length of term of the Mayor to be set at one year.

Moved: Cr La Vella

Seconded: Cr de Villiers

Carried

Cr who spoke to item: Nil

Motion for Election of Mayor

MOTION:

That nominations be called for the office of Mayor.

Moved Cr Murphy

Seconded Cr Long

Carried

Cr who spoke to item: Nil

Election of Mayor

The CEO called for nominations for Mayor.

A nomination for Cr Long was moved by Cr Long and seconded by Cr Meyer.

A nomination for Cr La Vella was moved by Cr de Villiers and seconded by Cr Green.

A nomination for Cr Murphy was moved by Cr Murphy and seconded by Nil.

Nomination lapsed.

The election was carried out in accordance with the Governance Rules and with an absolute majority Cr La Vella was declared as Mayor

MOTION:

That standing orders be suspended to allow for the incoming Mayor to address the meeting, and for photographs to be taken.

Moved: Cr La Vella

Seconded: Cr de Villiers

Carried

Cr who Spoke to the Item: Nil

MOTION:

That standing orders be resumed.

Moved: Cr Long

Seconded: Cr Barlett

Carried

Cr who Spoke to the Item: Nil

Motion for Establishment of the Office of Deputy Mayor**ALTERNATIVE MOTION**

That Council, determines not to establish an office of the Deputy Mayor.

Moved: Cr Murphy

Seconded: Cr Meyer

Lapsed

Cr who Spoke to the Item: Cr Murphy

AMENDED MOTION

That Council, determines to establish an office of Deputy Mayor for a term of one year.

Moved: Cr de Villiers

Seconded: Cr Green

Carried

Cr who Spoke to the Item: Cr de Villiers

Division Called by Cr Murphy:

For: Cr Long, Cr Meyer, Cr De Villiers, Cr La Vella, Cr Green, Cr Bartlett

Against: Cr Murphy

Election of Deputy Mayor

The Mayor called for nominations for Deputy Mayor.

A nomination for Cr Green was moved by Cr De Villiers and seconded by Cr Bartlett.

The election was carried out in accordance with the Governance Rules and Cr Green was declared duly elected unopposed.

Division Called by Cr Murphy:

For: Cr Long, Cr Meyer, Cr De Villiers, Cr La Vella, Cr Green, Cr Bartlett

Against: Cr Murphy

5. Appointment of Representative/s to Committees and Organisations

SUMMARY/PURPOSE

Councillors have the option to be appointed to various committees and statutory or regional bodies.

The purpose of this report is to provide information to Council regarding current Committees of Council, Council representation committees and to seek appointments to these bodies.

RECOMMENDATION

That Council nominates its representatives to the committees for a one-year term as follows.

Committee/Statutory Body	Proposed Representative/s (pending the nomination of a Councillor representative/s)
Municipal Association of Victoria	Cr de Villiers

Audit and Risk Committee	Cr Bartlett Cr de Villiers
Australia Day Committee	All Councillors
Rural Councils Victoria	Cr Meyer
CEO Employment Matters Advisory Committee	All Councillors
Central Victoria Greenhouse Alliance	Cr Long
Municipal Emergency Management Committee/ Municipal Fire Management Committee	Cr Green Cr Meyer
Energy Breakthrough Committee	Cr Long
Climate Action Stewarding Group	Cr Bartlett
Walking and Cycling Advisory Group	Cr La Vella
Tullaroop Creek Carisbrook Advisory Group	Cr de Villiers
Aerodrome Advisory Group	Cr Bartlett
Maryborough Heritage Review Reference Group	Group no long meets no representative required

Community Asset Committees (CACs)

Committee/Statutory Body	Proposed Representative/s (pending the nomination of a Councillor representative/s)
Daisy Hill Community Centre Committee	Cr Green
Adelaide Lead Hall Committee	Cr Green
Talbot Town Hall Committee	Cr Green
Talbot Community Homes Committee	Cr Green
Dunolly Historic Precinct Management Committee	Cr Long
Tullaroop Leisure Centre Committee	Cr de Villiers

Moved Cr Green
Seconded Cr Murphy

Carried

Cr who Spoke to the Item: Nil

5. Recording of the Oath or Affirmation of Office

SUMMARY/PURPOSE

Following the declaration of the Local Government Election Poll on 8 November 2024, Councillors were sworn into office on 13 November and 14 November 2024, as required by the Local Government Act 2020.

RECOMMENDATION

That Council notes the affirmations and oath of office taken by Councillors on 13 and 14 November 2024.

Moved Cr Long
Seconded Cr Meyer

Carried

Cr who spoke to the item: Nil

Cr La Vella - Mayor Speech

6. MEETING CLOSURE -

The meeting closed at 6.37pm

6. Minutes of Delegated and Advisory Committees

6.1 NOTING OF THE APPROVED DELEGATED COMMITTEE (COMMUNITY ASSET COMMITTEE) ANNUAL GENERAL MEETING MINUTES

Author: Governance Officer

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 present for noting to Council the confirmed Annual General Meeting (AGM) minutes of Council's Delegated (Community Asset Committees) Committees established under section 65 of the Local Government Act 2020.

RECOMMENDATION

That Council receives and notes the confirmed minutes of the:

1. Adelaide Lead Hall Annual General Meeting Minutes 2024;
2. Daisy Hill Community Centre Annual General Meeting Minutes 2024;
3. Dunolly Historic Precinct Annual General Meeting Minutes 2024;
4. Talbot Community Homes Annual General Meeting Minutes 2024 and;
5. Talbot Town Hall Committee Annual General Meeting Minutes 2024

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Leading Change

The Community's vision 4. Good planning, governance, and service delivery

BACKGROUND INFORMATION

In accordance with section 65 of the *Local Government Act 2020*, Council has established Special Committees.

The Instrument of Sub-Delegation by CEO to Community Asset Committees require the minutes to be presented to Council for noting.

Minutes of Special Committees are confirmed/approved at the next scheduled meeting of that Special Committee.

REPORT

The following special and advisory committees of Council have provided confirmed minutes from their Annual General Meeting as follows:

- Adelaide Lead Hall Annual General Meeting Minutes 2024
- Daisy Hill Community Centre Annual General Meeting Minutes 2024
- Dunolly Historic Precinct Annual General Meeting Minutes 2024
- Talbot Community Homes Annual General Meeting Minutes 2024
- Talbot Town Hall Committee Annual General Meeting Minutes 2024

CONSULTATION/COMMUNICATION

Annual General Minutes have been submitted by the Committees to Council.

FINANCIAL & RESOURCE IMPLICATIONS

There are no resource implications involved in the preparation of this report

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices by presenting the Annual General Meeting Minutes to Council as per the Instrument of Sub-Delegation by CEO to Community Asset Committees.

CONCLUSION

Recently received, confirmed minutes of Council's special and advisory committees are presented to Council for noting.

ATTACHMENTS

- 6.1.1 Adelaide Lead Hall Annual General Meeting Minutes 2024
- 6.1.2 Daisy Hill Community Centre Annual General Meeting Minutes 2024
- 6.1.3 Dunolly Historic Precinct Annual General Meeting Minutes 2024
- 6.1.4 Talbot Community Homes Annual General Meeting Minutes 2024
- 6.1.5 Talbot Town Hall Committee Annual General Meeting Minutes 2024

6.1.1

ADELAIDE LEAD HALL COMMUNITY ASSET COMMITTEE ANNUAL GENERAL MEETING

Start: 7.30 pm

PRESENT: Drew Garraway, Gary Perry, Keith Bartlett, Gina Hendrickson, Shayne Hendrickson, Jacques Jacobs, Gavin Hoffmann, Samantha Lean, Chris Meddows-Taylor, Richard East, Judy Webb

APOLOGIES Noreen Martin, John Hummel, Kevin Martin, Bev Wells, Tina Fowler, Lee Cmiel, Colin Bartlett, Audrey Bartlett, Trish Walsh

President Drew welcomed everyone to meeting.

Minutes from last AGM, 11th July, 2023 were read (M) Gary Perry (S) Gavin Hoffmann
CARRIED

CORRESPONDENCE: None

PRESIDENT'S REPORT:

Drew informed all that we are to receive a Grant of \$9,000 to have the water connected to the Hall. \$5,000 from the Tiny Towns Grant and \$4,000 from Council. We will apply for a Grant to draw up a Strategic Plan for future works for the Hall and apply for the Tiny Towns Grant again in 2025 to, hopefully, get the floors done.

TREASURER'S REPORT:

Balance as at 30th June, 2024 - \$4,971.22 as per bank statement.

Yearly return for 2023/2024 - \$3,535.22

Account not received from Council for Fire Levy - Contact Council to enquire.

(M) Gary Perry (S) Shayne Hendrickson CARRIED

All positions declared vacant.

Chris Meddows-Taylor congratulated Committee on what we have achieved over the last year.

Chris called for nominations for the Executive of the Committee.

President - Drew Garraway - Nominated and accepted

Secretary - Judy Webb - Nominated and accepted

Treasurer - Gavin Hoffmann - Nominated and accepted (Gavin will have the assistance of Gary Perry if needed)

General Committee Members - Noreen Martin, Shayne Hendrickson, Gina Hendrickson, Keith Bartlett, Jacques Jacobs, Samantha Lean, Andy Lean, Richard East, John Hummel, Colin Bartlett, Audrey Bartlett, Trish Walsh, Jean Taggart, Kevin Martin, Lee Cmeil, Tina Fowler, Bev Wells

Hire of Hall will be \$100.00 per day - reviewed on a case-by-case scenario.

Meeting closed: 8.30 pm

6.1.2

**MINUTES OF THE DAISY HILL COMMUNITY CENTRE COMMITTEE
ANNUAL GENERAL MEETING**

PRESENT: Bill Robinson, Chris Egan, Laurie Nicholls, Chris Meddows-Taylor, Brian Riley
Julie Beggs, Bernardine Mead, Janet Page, Nils Brok-Eriksen

APOLOGIES: Sedigh Kademi

START: 8:30pm President Bill welcomed all and opened the AGM. The Agenda for the AGM was distributed by Bill. Secretary Chris read the minutes of the previous AGM (dated 17th August, 2023) and proposed acceptance. Chris Meddows-Taylor seconded.

PRESIDENT'S REPORT

President Bill thanked the committee for their time and fantastic contribution over the last 12 months.

He provided a summary of the key Activities;

Christmas in July dinner. 48 attendees, \$435.85 net profit

Community Planning Meeting September

Open Day October , presentations & training

Christmas December BBQ

Australia Day Flag Raising BBQ January

Community Yard Sale February

30th Anniversary luncheon June

In November it was decided to invest \$3,000 from bank statement account into a high interest fixed investment account to take advantage of better interest rates with Bendigo Bank. At year end this balance (included in previous total) was \$1,973.02 as some high cost capital items were paid from this to preserve an acceptable statement cash account.

We started the financial year with \$6,976.62 and ended June 30th, 2024 with \$4,123.37. Some significant capital expenses including new adjustable downlights replacing the old (\$940 + \$300), acquisition of hall piano (\$240), new book swap cabinet (\$240), and the new Members Board & Achievement Plaque (\$825)

Utilisation of the Centre and facilities continue strong with weekly Craft groups (3), Yoga, Music Group, and Home School Group. Various hirings during the year also included a number of birthday celebrations.

We submitted a FRRR Grant Application for a replacement catering style BBQ for \$3,400 which was not successful.

Working Bee maintenance continued with book cabinet set up, ongoing pest control, display board moved, repairs to vac cleaner, and hall & yard maintenance. Thank you to those dedicated helpers.

Bill said that the highlight event of the year in his view, was the 30th Year Anniversary Luncheon with many past committee members attending and sharing stories.

TREASURER'S REPORT: Year Ending 30th June 2024 Attached.

ELECTION OF OFFICE BEARERS

Bill handed meeting over to Chris Meddows Taylor for the election of office bearers for the coming year.

Chris declared all positions vacant and asked for nominations.

Bill proposed the nomination of Bernardine Mead for position of Treasurer given Nils not desiring to stand again due to his change of job. Was accepted and agreed by all.

All other existing officers re-elected unopposed. All agreed.

Committee 2024/25: President: Bill Robinson **Secretary:** Chris Egan **Treasurer:** Bernardine Mead **Booking Officer:** Chris Egan **Committee:** Laurie Nicholls **Committee:** Janet Page **Committee:** Sedigh Khademi **Committee:** Brian Riley **Committee:** Julie Beggs **Committee:** Nils Brok-Erikson. Was confirmed Laurie retains VP position.

Council Rep: Chris Meddows-Taylor

It was noted by Bill that Sedigh should be offered the role of Hall Booking Officer as well upon her return from overseas. All agreed.

Chris Meddows-Taylor thanked all committee members for manner they have managed the Centre asset and activities. Commented that the Centre is the only hub in Daisy Hill and has become a focal point for local community including development issues. Congratulated all on smooth and efficient operation with a very positive culture.

OTHER BUSINESS

1) Hall feels adjusted up a little. Half day \$15, full day \$20. Full day external \$50. Night time rate

\$100. Bond \$150. Effective start September.

Moved Bill, seconded Bernadine. Agreed all.

MEETING CLOSED 9:10pm.

6.1.3

Dunolly Historic Precinct

AGM

September 16th at the Town Hall

Our guest chair Ian Arnold opened the AGM and declared all positions open.

Present: Jenny Scott, Karyn, Lynda Vater (Minutes Secretary) Kristina Valenta (Secretary), Jeanette Richards, Bradley Saul (President)

Apologies: Liesbeth Long & Brian Phillips

Minutes of 2023 AGM - accepted Karyn Bromley 2nd Jenny Scott

Matters arising from: None

President Report 2024

As we reflect on the events of the past year, it's evident that we are still faced with challenges that demanded resilience and adaptability. The pace of events has been slow from the start of this year, however, some prospects for more events later in the year has given us some hope to some normality.

There is a looming concern about our financial sustainability unless we take some decisive action at our town hall.

Our hurdles are coming, and we are not sure how big or small they will be. I approach the future with mixed emotions for our survival, but also wish to keep optimistic. I have plans for our historic precinct's future and seek your support and calmness in navigating this journey together. Hopefully for the prosperity of our wonderful town. We bid farewell to the Welcome Record paper this year. This has presented a financial challenge for us but has opened up other possibilities. We have had inspectors come to view the offices for possible restorations. We have had Tiny Towns grants to address the restorations but were unsuccessful.

Our toilets at the side of the Town Hall have now been completed (almost). We have been lucky to have a small dribble of funds from the Dunolly County Market thanks to Lynda Vater on her diligent community spirit.

I extend my sincere appreciation to all the committee for your dedicated effort's, acknowledging Secretary/ Treasurer Kristina and minute secretary Lynda for both your enduring support and patience with my persistent nudging and silly ideas.

Also, thanks to Mayor Liesbeth Long for her unwavering commitment and support.

Looking ahead, our focus is very clear. The top priority is our upcoming review of our governance or Instrument of Delegation (my nemesis). We have one more year to review and refresh this document before we seriously start thinking about shutting our doors. One thing is certain, we cannot continue this pathway for ever.

In conclusion, if this is our last year, let's really push the barrow and embrace the challenges, change and opportunities that lie ahead. Thank you, and I look forward to a prosperous and exciting future for our Dunolly Historic Precinct and community.

Bradley Saul

President- DHP

Treasurers Report (attached)

Election of Office Bearers

President: Jeanette Richards nominates Bradley Saul 2nd Karyn Bromley - he accepted position

Secretary: Jeanette Richards nominated Kristina Valenta , 2nd Jenny Scott- position accepted

Minutes Secretary: Kristina Valenta nominated Lynda Vater, 2nd Jenny Scott,

Treasurer: Karyn Bromley nominated Kristina Valenta 2nd Lynda Vater- position accepted. Ian wished us well and left.

AGM Meeting closed at 5.21pm

General Meeting

Start of meeting 5.21pm

September 16th

Dunolly Historic Precincts

Present: Jenny Scott, Karyn, Lynda Vater(Minutes Secretary) Kristina

Valenta(Secretary), Jeanette, Bradley Saul (President)

Apologies: Leisbeth Long & Brian Phillips

Minutes of previous meeting: Moved Jeanette? , 2nd Karyn Bromley

Business Arising

Key Safe, this has not been followed up with Jason

Vacuum cleaner needs an extra head for carpets- we will see what can be done.

Correspondence

6/8/2024	IN: Phone call & email	Tracey Lacey at DPS - booking Town Hall for Monday 19/08/2024 Tracey emailed the completed booking form on 6/8/2024
09/08/2024	IN: Email	Libby re AGM reminder and notifying us that she will be in Dunolly on 26/8/2024 with Dan from the insurance company to conduct a valuation on the Dunolly Town Hall and Courthouse and invitation to discuss instrument of delegation.
13/08/2024	OUT: Email	Email sent to all Committee members re Angela Ang proposal to make video with Queen Vic featuring Dunolly historic buildings - requesting Yes/ No vote Also emailed Angela Ang committee approval
14/08/2024	OUT: Email	KV to Libby Sheward inviting her to September 23rd meeting
14/08/2024	IN: Email	Libby S replied that she and Terry Jaensch will attend our meeting on 23/9/2024
21/8/2024	IN: Email	Libby notified us of our legal obligations during Council Caretaker election period.
21/8/2024	OUT: Email	Asked Libby who is responsible for the AED (defib)

30/08/2024	IN: Email	Libby Sheward emailed re AGM Process from forthcoming Community Asset Committee Handbook.
5/9/2024	OUT: Email	Cancelled Libby Sheward meeting- will send email list of questions from Committee instead.
5/9/2024	IN: Email	Libby Sheward advised us that we were responsible for the Defib
	OUT: Email	Registered DHPC email with Ambulance Victoria
12/9/2024	IN: Email	Libby Sheward asked us to put notice on social media and webpages, re: election period restrictions.

Moved Jeanette 2nd Jenny

Treasurers Report

Kristina Moved 2nd Karyn

General Business

Agenda:

Courthouse fence, bordering Police Station- Bradley Saul approached Brandon Cornwill, to discuss the fence line & Bindis that had spread from police house yard into Courthouse. Brandon said they are going to VicPol to find a solution and will keep us informed on outcome.

- Finance Facts

- o We need to make at least \$4,280 per year to cover 2023/24 cleaning and electricity costs ONLY. This does not take into account electricity price increases and extra costs e.g. cleaning products etc.

- o Last year we made \$2,647.00 if you exclude *The Welcome Record* rent.

- o Therefore we have a shortfall of at least \$1,633.00per year.

- Renting/ Renovating Town Hall offices

Council Subsidises us for a year for loss of income from renting empty offices while we apply for a grant and get work done -do we rent it out in current condition? Wait until after renovation? Some interest in rentals. But do we need council approval to rent out the rooms, can we advertise rental? All good questions

- CGSC Instrument of Sub-Delegation

With the state of our finances, we will not last, without a change to free us from constraints of the Instrument of Delegation as it is now, the document needs streamlining to suit individual town halls. Questions will be emailed to Libby, then she can form her response, and we can meet to discuss with her personally and then hopefully open a conversation with the other Town Hall Committees & Council

- Procedures for hiring out hall (Kristina) Kris will follow up on this next meeting

- Contacts for hall maintenance (Kristina/ Lynda) make sure we are contacted about any maintenance, so it doesn't interfere with bookings. The Dunolly Primary School hired the hall on a Monday for Circus Training day, we were alerted on day before that water had been turned off at main by our cleaner Carole, she phoned Lynda - I phoned the booking to tell them early Monday about situation, but builders arrived, and water was back on. Communication is needed.

- Bond (Kristina) Kristina our treasurer asked that we could waive bond for local booking as it's more difficult to arrange refund if cash is needed. Good PR for hall and may promote local bookings.

Moved to waive bond in future

Moved Kristina 2nd Jeanette

- Defibrillator (AED) (Kristina) it is our responsibility, and we will need to check on it regularly & replace pads etc when needed.

- Facebook Page (Kristina) all committee were pleased with page and helps communication between committee members.

Town Hall uses other than social- needs clarification- can we hold community events?

Meeting closed 6.18pm

Next meeting November 25th

6.1.4

Talbot Camp Street Community Homes Committee of Management AGM

12/9/24 2.pm

Present Reinhart Gunther, Chris Meadows-Taylor, Annie Seach.

Apologies Gus Barda,

Minutes from previous meeting read and approved.

Treasurers Report 2023-2024

Opening balance \$74077.30 Closing Balance \$84,894.30

Current balance \$87,417.58

Pending expenses

Share of restoration of fence between Units and neighbouring property. Rates have been received \$1558.10 each unit

Insurance notice not yet received

Awaiting invoice for recent plumbing repairs.

Report accepted, moved Chris 2nd Reiny

Presidents Report

Thanks to current members, looking forward to a good future and positive changes. Report accepted. Moved Chris, 2nd Annie

All positions declared vacant.

Reiny Nominated for Presidency by Chris, 2nd Annie

Annie Nominated for Sc/Treasurer by Reiny, 2nd Chris

Chris to remain as Council Rep.

All members reselected.

Meeting closed 2.45 pm

Next meeting Thurs 5th December 2pm

6.1.5

**Talbot Town Hall Committee
ANNUAL GENERAL MEETING
Held on: 8th August 2024
Meeting held at: Talbot ANA Hall
Meeting started at: 7.00pm**

Present: Aileen Marshall, Kevin Marshall, Leanne Boyle, Rob Sampson, Jack Ryan Tina Fowler, Chris Meddow Taylor, Drew Garraway

Volunteer: Bev Wells, Klaus Rosemeier

Apologies: Fred Davies

Absent: Kerry Holmes

Minutes of Previous AGM (date):

No minutes previous due to past committee

Treasurer's Report:

Tabled and distributed to all present and read.

Moved: Leanne Boyle

Seconded: Tina Fowler

President's Report:

Moved: Aileen Marshall

Seconded: Jack Ryan

Carried: Yes

Aileen Marshall handed the chair to **Chris Meddows-Taylor**

Chris complements all committee on stepping up to take control after a very upsetting year

*All seats are declared vacant

Chris Meddows-Taylor asks for Nominations

Election of Office Bearer's:

President: Aileen Marshall

Vice President: Rob Sampson

Treasurer: Leanne Boyle

Secretary: Tina Fowler

All stall fees are \$25.00 for inside 2 trestles and outside 3x3m

Hall hire chargers are under review

Meeting Closed: 7.40 pm

Signed: _____ **Dated:** 8th August 2024

7. Petitions

7.1 PETITION TO DEVELOP A LGBTIQA+ ACTION PLAN

Author: Governance 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 the report is to present a petition to Council for consideration, requesting Central Goldfields Shire Council to develop a LGBTIQA+ Action Plan.

RECOMMENDATION

That Council:

- 1) note the submitted petition and agree for be considered at the next Council Meeting;
- 2) refer the petition to the CEO for consideration as prescribed by the Governance Rules and;
- 3) Note that Council Officers are currently in the process of undertaking work under the Rainbow Readiness Roadmap.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Our Community's Wellbeing

- The Community's vision
1. Communities honour, protect, and celebrate culture, diversity, history, and heritage.
 1. Everyone is valued and belongs and has every chance to grow, prosper and thrive
 1. Socially connected, creative, inclusive, healthy, and safe 'all ages' friendly communities

Central Goldfields Shire Council's Council Plan 2021-2025 Leading Change

- The Community's vision
4. Activated, engaged, and informed citizens who have a say, volunteer, get involved in community matters

BACKGROUND INFORMATION

On 27 October 2024, a petition containing 12 signatures was submitted requesting that Central Goldfields Shire "We, the residents and ratepayers of Central Goldfields, hereby

petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

The submitted petition was assessed to ensure the requirements in the Governance Rules was met.

It was concluded that the petition fulfils the requirements as per the following contained in the Governance Rules section **53. Petitions and Joint Letters**:

53.4 Every petition or joint letter presented to Council must be in writing (other than pencil), contain the request of the petitioners or signatories and be signed by at least 12 people.

53.5 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.

53.6 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by Council.

53.7 Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.

53.8 Electronic or online petitions, joint letters, memorials or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purposes for Rule 51, qualify as the address and signature of such petitioner or signatory.

53.9 If a petition, joint letter, memorial or other like application relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

REPORT

When a petition is received by Council, the following requirements as set out in the Governance Rules must be followed:

Division 9 - Petitions and Joint Letters

53. Petitions and Joint Letters

53.1

Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial, or other like application until the next Council meeting after that at which it has been presented.

53.9

If a petition, joint letter, memorial, or other like application relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

53.10

A compliant petition will be included on the agenda for the next available Scheduled Council Meeting with the names and addresses of the petitioners redacted. A summary report will contain the nature of the petition and the number of petitioners. Councillors will be provided with an un-redacted copy of the petition via confidential Agenda attachment.

Rainbow Readiness Roadmap

The Rainbow Readiness Roadmap is set of resources for Victorian rural and regional communities to build LGBTIQ+ inclusion.

The roadmap supports the Victorian Government's *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32* by enabling the creation of safe, strong and sustainable communities.

Council Officers are currently in the process of undertaking work in this area through a series of workshops, surveys, audits, checklists and action items.

CONSULTATION/COMMUNICATION

The petition was received on 27 August 2024.

The petition was unable to be presented at the 16 September Council meeting as the Local Government Election Caretaker Period began the following date.

An email was sent to Rainbow Local Government from the Manager of Community Wellbeing that stated the following:

"Due to the Local Government Election, the requirements of the Local Government Act 2020 regarding elections and the Central Goldfields Shire Council Election Period Policy we are unable to schedule this item for receipt and acknowledgement at the September 16 Council Meeting.

Central Goldfields Shire Council Election Period Policy: Section 4.2 Decisions By Council states; Council will avoid making decisions that significantly affect the municipality and unreasonably bind the incoming Council.

We acknowledge that the September 16 meeting is the day before the Election Period begins, however the LG Act 2020 Section 69 prohibits any Council decisions that Council consider could be reasonably deferred until the next Council is in place during the election period. Considering the nature of this request Council's governance team have recommended that it would be reasonable for this petition to be presented to the next Council.

Consequently, your petition submission will be considered after the Local Government Election has been concluded."

The General Manager of Community Wellbeing further advised that Council Officers were in the process of undergoing work with the Rainbow Readiness Roadmap.

RISK MANAGEMENT

Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community and Community engagement - Inadequate stakeholder management or engagement impacting brand reputation and community satisfaction in Council decision making by accepting and considering the LGBTIQ+ Action Plan petition.

CONCLUSION

The petition received by Council fulfils the requirements as set out in the Governance Rules.

It is recommended that Council include the petition on the agenda for the next scheduled Council Meeting and refer it to the CEO for consideration.

ATTACHMENTS

7.1.1 Petition

7.1.2 Rainbow Readiness Guide

Saturday, January 13, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Saturday, January 6, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL



Sunday, August 25, 2024

Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL



Monday, January 15, 2024

Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Friday, January 5, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Saturday, January 6, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL



Friday, January 5, 2024

Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Friday, January 5, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Thursday, August 22, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Friday, January 5, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Thursday, January 18, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Thursday, January 18, 2024



Petition to Central Goldfields Shire Council: LGBTIQ+ Action Plan

We, the residents and ratepayers of Central Goldfields, hereby petition Central Goldfields Shire Council to develop an LGBTIQ+ Action Plan.

Name

[REDACTED]

Signature

[REDACTED]

Address

[REDACTED]

CONFIDENTIAL

Rainbow Ready roadmap



User guide



To receive this document in another format,
email the Equality Unit <equality@dfvh.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services.

In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people.

The Victorian Government acknowledges the contributions of Dr Catherine Barrett and Daniel Witthaus in development of this resource.

ISBN **978-1-76096-806-9** (online/PDF/Word)

Available at **Rainbow Ready roadmap** <<https://www.vic.gov.au/rainbow-ready-roadmap>>.

(2306512)

Contents

Introduction	4
Why do we need the Rainbow Ready roadmap?	4
How was the Rainbow Ready roadmap developed?	4
About the roadmap	5
What is the Rainbow Ready roadmap used for?	5
Who can use the Rainbow Ready roadmap?	5
What are the resources?	6
Core LGBTIQ+ principles	7
How to use the Rainbow Ready roadmap	8
Intersectionality and Inclusion	10
Ensuring community-wide LGBTIQ+ inclusion	10
Sharing your Rainbow Ready projects	11
Where to from being Rainbow Ready?	11

Introduction

The *Rainbow Ready* roadmap is a set of resources for Victorian rural and regional communities to build lesbian, gay, bi-sexual, intersex, queer and asexual (LGBTIQA+) inclusion. The resources were developed with LGBTIQA+ communities, for all regional and rural communities to work together to address inequalities experienced by LGBTIQA+ people. The *Rainbow Ready* roadmap responds to calls from rural and regional Victorians for the need to build LGBTIQA+ inclusion by equipping communities with practical resources.

Why do we need the Rainbow Ready roadmap?

While progress has been made towards LGBTIQA+ equality, many LGBTIQA+ Victorians continue to face discrimination, inequalities and stigma, which can lead to poorer health and wellbeing outcomes. In regional and rural communities, LGBTIQA+ people can experience heightened discrimination and isolation, and in many cases have limited access to services and networks to help feel supported.

The *Rainbow Ready* roadmap aims to support communities to address the unique challenges faced by LGBTIQA+ people living in rural and regional Victoria. The roadmap also offers examples to assist people in improving LGBTIQA+ inclusion in their own regions and towns.



LGBTIQA+ people living in rural and regional Victoria:

- experience higher rates of family violence
- are more likely to have a diagnosis of anxiety or depression
- experience higher rates of chronic disease
- are more likely to rate their health status as fair/poor.¹

How was the Rainbow Ready roadmap developed?

In 2016, the Victorian Government undertook the LGBTIQA+ Equality Roadshow across rural and regional Victoria. The roadshow visited 29 towns and hosted around 220 engagement activities with more than 2500 attendees. The roadshow's mission was to encourage communities to plan to build LGBTIQA+ inclusion.

An evaluation of the roadshow² showed that achieving longer term transformations would require that communities are given more support. Participants reflected that a resource would help communities learn from each other when developing LGBTIQA+ inclusive communities. From there, the Victorian Government engaged consultants to work with regional communities to design the *Rainbow Ready* roadmap. The roadmap was developed between 2019 and 2021, incorporating lessons from the Roadshow and feedback from communities in rural and regional Victoria.



Real-life case studies from the LGBTIQA+ Equality Roadshow are included on the *Rainbow Ready* roadmap website to provide examples of how to build your own local LGBTIQA+ inclusion.

¹ Refer to: *The health and wellbeing of the lesbian, gay, bisexual, transgender, intersex and queer population in Victoria: Findings from the Victorian Population Health Survey 2017* <<https://vahi.vic.gov.au/report/population-health/health-and-wellbeing-lgb-tiq-population-victoria>>.

² Besley, M, Chandler P 2018. *Program logic for LGBTIQA+ Equality Roadshow evaluation*, VicHealth, Melbourne.

About the roadmap

What is the Rainbow Ready roadmap used for?

The Rainbow Ready roadmap resources help regional and rural communities to identify, plan, monitor and evaluate progress towards local LGBTIQ+ inclusion. These resources are designed to be used in a range of local and community settings.

Who can use the Rainbow Ready roadmap?

The Rainbow Ready roadmap is designed for Victoria's rural and regional communities that want to become more LGBTIQ+ inclusive. This includes:

- community groups
- health and community services
- local government
- business and other services
- learning environments.

Additionally, existing LGBTIQ+ groups, and those that are already making strides towards LGBTIQ+ inclusion in their township, are encouraged to use the roadmap. They can use it to help identify ways to ensure the sustainability of their group and find new opportunities to collaborate across settings.

All regional and rural communities across Victoria can review the roadmap and undertake activities to become more LGBTIQ+ inclusive by working towards being Rainbow Ready. Whole communities, which will include LGBTIQ+ community members, their families, friends and allies, are encouraged to take part in or support Rainbow Ready activities. There's a role for everybody to play in achieving true LGBTIQ+ inclusion in Victoria's regional and rural communities.

Using Victoria's LGBTIQ+ strategy alongside the Rainbow Ready roadmap

The Rainbow Ready roadmap supports the Victorian Government's *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*. The strategy aims to drive equality and inclusion for Victoria's diverse LGBTIQ+ communities. The Rainbow Ready roadmap will bring to life one of the strategy's priority areas by supporting the creation of safe, strong and sustainable communities in rural and regional Victoria.

The strategy can be used as a tool of negotiation and advocacy by community groups, businesses, services and organisations that want to partner with their local government, state government, or any other government service to drive change as part of a Rainbow Ready project. All government departments, services and bodies have a role to play in delivering on state-wide equality and inclusion under the LGBTIQ+ strategy. Activities undertaken under Rainbow Ready can support those bodies in delivering on the strategy's vision and objectives.


Find out more by reading the LGBTIQ+ strategy <<https://www.vic.gov.au/pride-our-future-victorias-lgbtq-strategy-2022-32>>.



What are the resources?


A range of resources have been developed to support your use of the *Rainbow Ready* roadmap.

Guides

a 

User guide

How to use the *Rainbow Ready* roadmap.


b 

Setting guides

Guides for achieving LGBTIQ+ inclusion in five settings:

1. community groups
2. local government
3. health and community services
4. business and other services
5. learning environments.

Tools

a 


Assessment and evaluation tool

A tool to measure where your setting is at with LGBTIQ+ inclusion, and areas for improvement. This tool can also be used at the end of a *Rainbow Ready* activity to help you measure your progress and identify achievements or areas for improvement.

b 

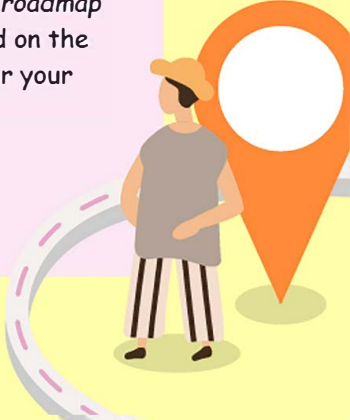
Action plan

A template for planning your *Rainbow Ready* activities, including identifying actions, stakeholders, and desired outcomes.

c 

Rainbow Ready status checklist

A checklist to help you know if you're *Rainbow Ready*, both along the journey and when you have done your *Rainbow Ready* roadmap activities based on the indicators under your setting guide.



Core LGBTIQ+ principles

The *Rainbow Ready roadmap* is based on four core LGBTIQ+ principles, each of which have been developed by LGBTIQ+ Victorians in regional and rural areas. These principles are critical elements to ensure that LGBTIQ+ inclusion is meaningful and sustained throughout every phase of implementing the *Rainbow Ready roadmap*. The core principles should be considered frequently when using the roadmap.



1 Visibility

LGBTIQ+ people and their culture are visible and celebrated

The visibility of LGBTIQ+ people and initiatives can indicate a shift towards LGBTIQ+ safety and equality. This is an important sign of hope for many LGBTIQ+ people.



2 Inclusion

LGBTIQ+ people are included in the journey

Participation of LGBTIQ+ people in activities is critical to achieving and maintaining LGBTIQ+ inclusion. It is also critical for empowering of LGBTIQ+ people.



3 Understanding

LGBTIQ+ inclusion is underpinned by education and understanding

Education to provide all communities with knowledge of LGBTIQ+ experiences, histories and challenges is key to widespread inclusion and meaningful allyship.



4 Safety

LGBTIQ+ peoples' safety is a priority

Strategies are in place to identify and reduce risks to the safety of LGBTIQ+ people. Responses to LGBTIQ+phobic incidents support LGBTIQ+ people and include actions to prevent reoccurrence.



The core principles are tailored to each of the five settings in the **setting guides**, with a unique set of indicators for:

- community groups
- local government
- health and community services
- business and other services
- learning environments.

How to use the Rainbow Ready roadmap

The *Rainbow Ready roadmap* is organised into six phases. At every phase, it's critical that the voices of local LGBTIQ+ community members are heard and represented. Consider how your plans, activities and evaluations can be led by or involve local LGBTIQ+ people or groups.

Phase 1 Getting started

How

1. Learn about the Rainbow Ready roadmap and its core principles (found in the **user guide**).
2. Choose your **setting guide**:
 - a. community groups
 - b. local government
 - c. health and community services
 - d. businesses and other services
 - e. learning environments.

Resources

- User guide (this document)
- Setting guides

Phase 2 Assess

How

1. Use the **measurement and evaluation tool** to assess the current state of your setting against the LGBTIQ+ indicators.
2. Indicators that aren't met, or are partially met, can be identified as areas for improvement.
3. Discuss your current state with stakeholders, including local LGBTIQ+ community leaders.

Resources

- Setting guides
- Measurement and evaluation tool

Phase 3 Plan

How

1. Use the **action plan** template to plan your activities, required resources and outcomes.
2. Discuss your proposed activities with stakeholders, including local LGBTIQ+ community members as activity leaders, consultants, or supporters.
3. Consider how you can collaborate and partner with other settings to ensure community-wide inclusion in your activities.

Resources

- Action plan

Phase 4 Activity

How

1. Deliver activities under your **action plan**.
2. Continue to engage LGBTIQ+ community members and stakeholders, including as project leaders.

Resources

- Action plan



Phase 5 Evaluate

How

1. Use the **measurement and evaluation tool** to test your progress against the indicators relevant to your **setting guide**.
2. Discuss findings, including with LGBTIQ+ community members.
3. Repeat the evaluation to check progress until as many **setting guide** indicators that can be achieved are achieved.

Resources

- Assessment and evaluation tool
- Setting guides

Phase 6 Checklist

How

1. Access the Rainbow Ready checklist and review your progress against it.
2. You can use the **Rainbow Ready checklist** tool to measure your own progress at any time during, or at the end of your work.
3. Share your *Rainbow Ready roadmap* work so that others can learn from your stories of success and lessons learned.

Resources

- Rainbow Ready checklist



Choosing your setting guide

Choosing your **setting guide** is an important step in using the Rainbow Ready roadmap. You are encouraged to use the setting guide that best fits your group or setting. For example:

- an aged care provider would select the **setting guide for health and community services**
- a university would select the **setting guide for learning environments**
- a local rainbow families group would select the **setting guide for community groups**

Some users may find that their group or setting sits across more than one of the settings guides. For example, a youth group at a university could select either the setting guide for learning environments or the setting guide for community groups. In this instance, selecting the one guide that best fits your setting is perfectly fine.

If you have another idea for a future setting guide, particularly one that your industry or sector may benefit from, please let us know. We may be producing more in future iterations of this project.



Intersectionality and Inclusion

What is intersectionality?

Intersectionality is an approach to understanding the diverse experiences of people and their identities. It involves recognising that this can create different layers and types of discrimination for an individual or group. It is important to understand that LGBTIQ+ experiences are not all the same.

As well as being diverse in their sexuality, gender identity or sex characteristics, LGBTIQ+ people are diverse in other ways. This might include their Aboriginality, ethnicity, colour, nationality, refugee or asylum seeker background, migration or visa status, language, faith, ability, age, mental health, housing status or geographic location. For example, LGBTIQ+ Victorians from ethnic faith communities experience life as LGBTIQ+, as well as being a person of colour and person of faith.

Intersectionality and the Rainbow Ready roadmap

The *Rainbow Ready roadmap* must be reviewed and used with an intersectional lens. This means recognising the diversity of LGBTIQ+ communities, their experiences and identities.

At every stage of using the *Rainbow Ready roadmap*, consider how your actions and activities will be implemented to engage, support and respond to the needs of a wide range of LGBTIQ+ people and communities. Additionally, ensure the people involved in planning, consulting on, delivering and evaluating your activities are themselves diverse in their LGBTIQ+ identities and experiences.



In applying an intersectional lens to your project, ask the question, Who is not at the table? Are we including LGBTIQ+ people with different identities, and lived experiences in planning and project delivery? How are we enabling the voices of those who we don't usually hear from?

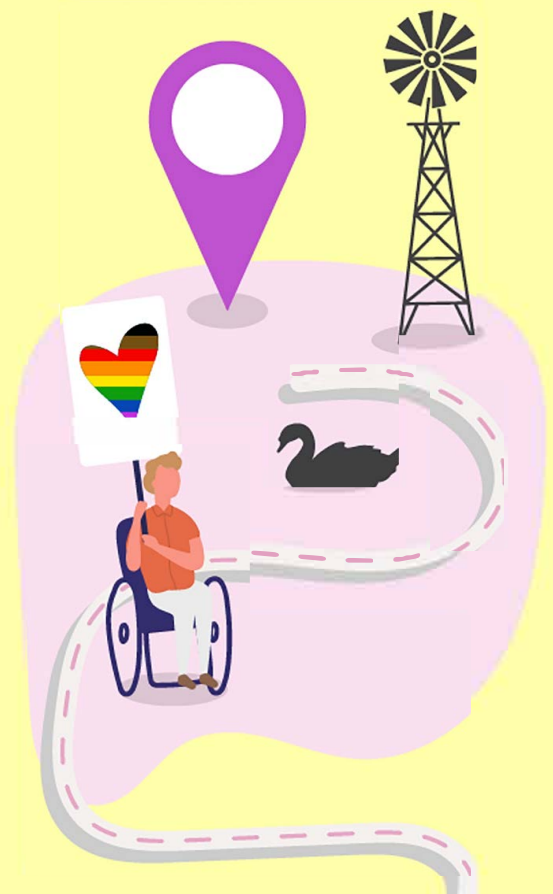
Ensuring community-wide LGBTIQ+ inclusion

In using the *Rainbow Ready roadmap*, it's important for your setting to consider opportunities to collaborate with individuals and groups from other settings in your wider community. Widespread LGBTIQ+ inclusion cannot be achieved in isolation, and townships must ensure all environments are safe and welcoming for LGBTIQ+ people. Consider how you can forge a meaningful partnership with another setting in the planning phase of your activities.

For example, a local LGBTIQ+ sporting group could work with local government to ensure the group is promoted by the council, and that all council sporting facilities are welcoming of LGBTIQ+ people.

In addition to working with your broader township, consider how you might collaborate with metropolitan groups, organisations and service providers.

Many metropolitan LGBTIQ+ groups and organisations deliver activities and services across rural and regional Victoria. Forging partnerships with these groups can be an effective way to gain wider support for your township, leverage their existing knowledge and frameworks for LGBTIQ+ inclusion, and encourage state-wide expansion of services available to metropolitan areas.



Sharing your Rainbow Ready projects

When you feel you have done your Rainbow Ready roadmap projects based on the indicators under your setting guide you may want to find a way to publicly share your results - for example, via your group or organisation's website.

Publicly sharing your group, service or organisation's Rainbow Ready projects is a good way to assist others in your region or town to continue or build on the work already undertaken. Importantly, it's an opportunity to celebrate your achievements.

We'd also ask not only that you let us know, in the Equality Unit, but also that you share your success stories and learnings of what worked and what didn't in your project, so that others across rural and regional Victoria, and elsewhere, can learn from your experiences. It's one of the main purposes of this project, as LGBTIQ+ people across the state told us they would like to see how inclusion work was done. We want you to share your stories so that others can apply the lessons in their own town, community or organisation.



The Victorian Pride Centre's resource directory <<https://pridecentre.org.au/resource-directory/>> can be a good place to start in identifying state-wide LGBTIQ+ resources, groups and services.

Where to from being Rainbow Ready?

The *Rainbow Ready* roadmap has been designed specifically for rural and regional Victorian settings and can offer a pathway to undertaking Rainbow Tick accreditation. Undertaking activities suggested within the Rainbow Ready roadmap can help you gather evidence that you may use later if you choose to go down the path of the Rainbow Tick.

Those larger health and human services who achieve Rainbow Ready status are encouraged to consider Rainbow Tick accreditation, where appropriate. Rainbow Tick is a national accreditation program for health and human services organisations, and other large services, to show they are safe, inclusive and affirming of LGBTIQ+ people.

Go online to find out more about the Rainbow Tick: <<https://rainbowhealthaustralia.org.au/rainbow-tick>>.



8. Officer Reports

8.1 COUNCIL PLAN ACTION PLAN REPORT QUARTER ONE.

Author: Governance Officer

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 report provides Council with an update on the status of the actions identified in the Council Plan Annual Action Plan 2024-2025, for the quarter ending 30 September 2024.

RECOMMENDATION

That Council note the Council Plan Action Plan Quarterly Action Items quarter one.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Leading Change

The Community's vision 4. Good planning, governance, and service delivery

Under Section 90 of the *Local Government Act 2020* Council must prepare a Council Plan which includes: the strategic direction and objectives for achieving the strategic direction, strategies for achieving the objectives for at least the next four financial years, strategic indicators for monitoring the achievement of the objectives, a description of the Council's initiatives and priorities for services, infrastructure, and amenity.

BACKGROUND INFORMATION

The Council Plan Annual Action Plan 2024-2025 was developed to support the achievement of the strategic objectives identified in the Council Plan and to provide a reporting framework to measure progress against the Council Plan.

Council adopted the Annual Action Plan 2024-25 at the 16 September 2024 Council meeting.

Due to the Local Government Election Caretaker period from 17 September 2024 to 25 October 2024, as well as the change in Councilors, there has been a delay in presenting the updates for quarter one.

REPORT

The chart below provides a summary of progress for the year to end of the first

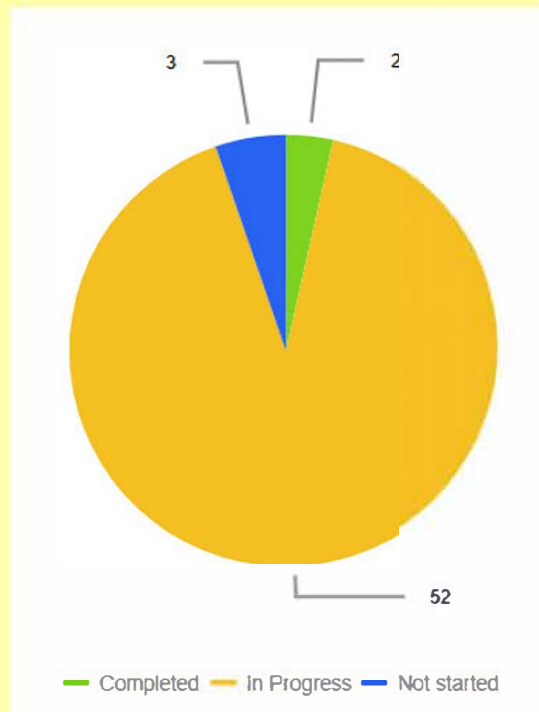
quarter.

It is important to note some items are across several years so carry through each year's action report.

Completed items from 2023-2024 are not carried over in the reporting.

There are 57 items in the current Action Plan.

Snapshot of progress



Please note that the above chart will change as action items are updated.

As tasks are completed, the orange "in progress" section will reduce and the green "completed" section will increase.

CONSULTATION/COMMUNICATION

The current year's Budget was prepared in line with the initiatives identified in the Annual Plan subject to grants from State and Federal Government being received in some cases.

Pulse, the system used to report on the Annual Action Plan is provided for in existing budgets.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices.

CONCLUSION

The 2024-25 Action Plan outlines the projects and programs that are planned to be undertaken during the year to meet the objectives of the Council Plan.




This report provides an update.





ATTACHMENTS








8.1.1 Quarterly Action Items quarter one.





Quarterly Progress Report 2024/2025, Q1

Our Community's Wellbeing









Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.1	Strengthen and build inclusion and community and intergenerational connections.	1	Undertake a feasibility study for alternative locations for the men's shed to allow it to expand and increase membership	Manager Community Partnerships	In Progress	50%	Ongoing - proactive engagement is required to understand and address the needs of the group whilst understanding and mitigating issues being raised by surrounding residents. We will collaborate with the IAP directorate and Council's Property and Leasing Officer.	31/12/2024	
1.1	Strengthen and build inclusion and community and intergenerational connections.	13	Seek Funding for the Maryborough Learning Hub.	Manager Community Partnerships	Completed	100%	Successfully applied for funding to undertake a consulting exercise for the 'development of a co-designed best option model of accessible and sustainable local VET delivery leveraged from the Country Universities Centre model and the Regional University Study Hubs program.' - contract tendering process underway for this project. Submitted a complete application to the Federal Government's Regional University Study Hub (RUSH) program to be located at the Maryborough Community Centre, Application was submitted in late October and results are not yet known.	30/06/2025	
1.1	Strengthen and build inclusion and community and intergenerational connections.	14	Implement Healthy Loddon Campaspe funded projects 24-25.	Manager Community Partnerships	In Progress	50%	Physical Activity Project: two bike repair station installations have started the week of November 18 at Market Reserve in Carisbrook and Gordon Gardens in Dunolly. Aiming for completion end of November, Physical Exercise Workshops: The facilitator to run sessions in Maryborough, Carisbrook, and Dunolly from the last week of November and the first two weeks of December and then again from Late February and early March 2025. The sessions this year will be run on a Thursday and next year will be more flexible. Story walks Project: Progressing well with KSD Fabrication undertaking the story boards construction and installation. Artwork and decals have been approved by both HLC and CGSC Comms teams. Healthy Eating Project:	30/06/2025	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
							Aiming to bring the project to fruition in early 2025 as planned.		
1.1	Strengthen and build inclusion and community and intergenerational connections.	15	Implement the strategies identified in Early Childhood Education Workforce Plan.	Manager Children and Families	In Progress	30%	The Children and Families department is implementing strategies included in the Early Childhood Education Workforce Plan including hosting the Early Childhood Teachers Network and coordinating the Valued Early years Education and Care group. The Workforce Plan identifies additional resources are needed to fully implement the plan. Council continues to advocate through MAV and directly to the Department of Education for these additional resources. Council has also applied for a Workforce Innovation grant through the department to support implementation into the future.	30/06/2025	
1.2	Nurture and celebrate creativity	2	Implement Year two actions for Central Goldfields Art Galley Strategic Plan 2023 - 2026.	Manager Tourism Events and Culture	In Progress	25%	Strategy actions have progressed well during this Quarter. We have seen a significant increase in loans to the Gallery from leading institutions including the National Gallery of Australia, Bendigo, and Ballarat Art Galleries. The strong exhibition program included a focus on "The Art of Gold" as well as the official launch of the garden "garingalang gatjin wii", a moving celebration of the close partnership between DJAARA and Council, working together to design, install and share this special place for the whole community to enjoy.	30/09/2024	
1.3	Support positive life journey development for all residents	3	Advocate for ongoing investment and support for Go Goldfields.	Chief Executive Officer	In Progress	90%	GoGoldfields and The Nest were recipients of awards in the Premiers Early Years Awards in November. Letters to multiple MPs have been drafted and will be sent first week of December. CEO and Mayor will continue with further advocacy efforts as a priority.	31/12/2024	
1.3	Support positive life journey development for all residents	4	Develop Early Years Infrastructure Masterplan implementation plan with stakeholder to determine funding sources and sites requirements.	Manager Children and Families	In Progress	20%	Council has appointed an Early Years Planning and Coordination Officer within the Children and Families department to develop this implementation plan. Discussions with the Department of Education and Council's Project Management team are underway to inform the plan. Council has applied for an improvement grant for the kinder play area at Goldfields	30/06/2025	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
							Children's Centre to accommodate increased kinder hours at the Centre.		
1.3	Support positive life journey development for all residents	5	Undertake further investigative work to determine the most appropriate location for the Early Years Integrated Hub.	Manager Children and Families	In Progress	40%	The Central Goldfields Early Years Infrastructure Master Plan endorsed by Council in 2023 found that an Early years Hub should be located in the Maryborough CBD to encourage drop-in by families to access support as per the Nest model. Council has been engaging with the Department of Education to discuss the potential of the State-run Early Learning and Care Centre committed for Maryborough as the key tenant of the Hub. The Project Management Office and the Children and Families department are continuing to explore funding options.	30/06/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	6	Implement the Flood Recovery Action Plan.	Manager Community Partnerships	In Progress	75%	Community Recovery Officer position is in place until 30 April and work on flood recovery actions is ongoing.	30/06/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	7	Complete the Maryborough Flood Study and gain approval for implement plan from Councillors.	Manager Project Services and Asset Management	In Progress	95%	The Maryborough Flood Study is being finalised to incorporate updated climate change modelling. The study is expected to be completed by the end of December 2024.	31/03/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	8	Local Laws Adopted.	Manager Statutory Services	In Progress	80%	Community engagement completed. Councillors to be briefed in early 2025.	31/03/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	11	Implement the "Escape the Vape" project to prevent or reduce the uptake of vaping by young people.	Manager Community Partnerships	In Progress	10%	A new Senior Health Promotion Officer at the City of Greater Bendigo has been appointed to spearhead the initiative in collaboration with Central Goldfields Shire Council, Mount Alexander Shire Council and Macedon Ranges Shire Council. The Project Control Group for the region will meet for the first time on 22 November 2024.	30/06/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	12	Implement the 'Keeping Cool in the Central Goldfields' project to minimise the impact of extreme heat events on our community.	Manager Statutory Services	In Progress	10%	Heatwave Resilience Officer role advertised. Candidate to be selected	30/06/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	16	Develop Project Plan and engagement form developing Domestic Animal Management Plan - 25/26	Manager Statutory Services	Not started	0%	Project will commence in February 2025	30/06/2025	










Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.4	Encourage, support, and facilitate healthy and safe communities	17	Implementation of Carisbrook Compost facility.	Manager Statutory Services	In Progress	50%	Building Permit issued. Site works commenced. Project awaiting reengineering	31/03/2025	
1.4	Encourage, support, and facilitate healthy and safe communities	18	Implement the Safer Together program to support community preparation and resilience in emergency events.	Manager Community Partnerships	In Progress	10%	Advertising is currently underway for this position with applications closing on Monday 25 November.	30/06/2025	
1.5	Maximise volunteer efforts	9	Update the Volunteer Strategy in partnership with the Maryborough Volunteer Resource Centre.	Coordinator Events & Volunteer Development	In Progress	90%	Development of the new Council Volunteer Strategy is on hold pending the completion of the Maryborough Volunteer Resource Group (MVRG) Strategic Plan, which is a critical document that will inform Council's strategic work. MVRG's Strategic Plan is due for completion in the next couple of weeks.	30/06/2025	
1.6	Value, celebrate and actively engage First Nations culture and people	10	Adopt and Implement the Reflect Reconciliation Action Plan Multi year.	Manager Community Partnerships	In Progress	95%	Plan has been adopted by Council, with implementation underway.	30/06/2025	










Our Growing Economy






Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.1	Retain, grow, and attract our population	19	Complete the Land Use Framework Plan for Maryborough North, Flagstaff and Carisbrook.	General Manager Infrastructure Assets and Planning	In Progress	30%	The draft Land Use Framework Plan has been developed and will be presented to Council in early 2025 for adoption for the purposes of community consultation.	30/06/2025	
2.1	Retain, grow, and attract our population	20	Adoption of Review of Heritage Overlay in Central Maryborough.	Senior Strategic Planner	In Progress	80%	Draft Planning Scheme Amendment is underway and will be presented to Council for adoption in Q3.	31/03/2025	
2.1	Retain, grow, and attract our population	21	Adopt Urban and Residential Land Opportunities Study.	Senior Strategic Planner	In Progress	35%	Draft Urban and Residential Land Opportunities Study completed. Will be presented to Council for adoption for the purposes of community consultation in Q3.	31/12/2024	
2.2	Capitalise on tourism opportunities	22	Participate in the development of the Central Victorian Visitor Economy Partnership.	General Manager Community Wellbeing	In Progress	70%	The Department of Jobs, Skills, Industry and Regions is bringing together a Project Working Group comprising 4 Council areas in December 2024 with a view to finalising the Partnership in Q1 2025.	31/03/2025	
2.2	Capitalise on tourism opportunities	23	Adopt and implement the Central Goldfields Events Strategy 2024 - 2028.	Manager Tourism Events and Culture	In Progress	30%	The multi-year Events Strategy has been adopted by Council and implementation has commenced	30/06/2025	
2.2	Capitalise on tourism opportunities	24	Implement stage 4 of the Maryborough Railway Station Activation Program.	Manager Tourism Events and Culture	In Progress	20%	State Government funding of \$250K has been successfully secured for Stage 4, including equipment and infrastructure enhancements and also the development of a programming and governance model for the Creative Space and Courtyard at the Station	30/06/2025	
2.2	Capitalise on tourism opportunities	25	Deliver official visitor guide (OVG) for Maryborough and Surrounds.	Manager Tourism Events and Culture	In Progress	10%	Initial discussions have taken place to confirm the scope of this key tourism promotion project which will deliver a quality multi-year publication in line with the standards of surrounding Shires. Detailed planning for the OVG will commence in Q2 and the publication will be completed and distributed by Q4	30/06/2025	
2.2	Capitalise on tourism opportunities	26	Endorse and implement action from Local Area Action Plan - a subplan of the Bendigo Region Tourism Destination Management Plan.	Manager Tourism Events and Culture	In Progress	20%	The Local Area Action Plan was endorsed by Council at its meeting in August 2024. Strengths, challenges, and opportunities identified in the Plan in consultation with local community and industry, are being used to inform key actions including progressing Stage 4 of the	30/06/2025	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
							Maryborough Station Activation, and strengthening local tourism promotion through an Official Visitors Guide for Maryborough and Surrounds		
2.4	Develop a skilled and diverse workforce	27	Develop library programming and engagement for young people and for seniors .	Manager Tourism Events and Culture	In Progress	25%	The Library provided programming for over 1300 children and their caregivers this quarter including weekly sessions, school holiday craft/performances and school/kinder excursion and a very successful Book Week in August. A large-scale Senior Expo event has been planned for October, while also providing over eighty one-on-one technology assistance sessions for seniors, monthly Books Clubs and the popular Cookbook Club which includes a high ratio of seniors.	30/06/2025	







Our Spaces and Places


Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.1	Provide engaging public spaces	28	Deliver the design and planning works for the Bristol Hill Urban Bike Park Project	Manager Project Services and Asset Management	In Progress	35%	The project is currently in the procurement stage with the tender expected to be awarded in January 2025. The project is expected to commence in Q3 and be completed by the end of Q4.	30/06/2025	
3.1	Provide engaging public spaces	29	Develop a Play Spaces Strategy and Splash Park Feasibility Study.	Manager Project Services and Asset Management	In Progress	60%	Strategy draft is being finalised for consideration and will be presented to Council in 2025.	30/06/2025	
3.1	Provide engaging public spaces	30	Review the Outdoor Dining and Footpath Trading policy and develop engagement plan and program of works.	Manager Statutory Services	In Progress	30%	Survey of local businesses postponed until after Council elections. Will be run in January/February 2025 to evaluate risks and opportunities.	31/03/2025	
3.1	Provide engaging public spaces	38	Complete Bowenvale Playground Works.	Manager Project Services and Asset Management	In Progress	20%	This project is currently in the procurement stage and is expected to be completed by the end of Q4.	30/06/2025	
3.1	Provide engaging public spaces	44	Seek funding for Gordon Gardens Open Space Enhancement works.	Manager Operations	In Progress	60%	Program of works in development for 2025/26 Capital Works program.	30/06/2025	
3.1	Provide engaging public spaces	45	Complete Princes Park Cricket Wicket Rebuild Project.	Manager Project Services and Asset Management	Not started	0%	The market response for this project has exceeded the planned budget. Council officers are actively working to identify potential funding sources to ensure the project can be delivered as planned.	30/06/2025	
3.1	Provide engaging public spaces	47	Meet year one milestones for the Deledio Sports Pavilion.	Manager Project Services and Asset Management	Not started	0%	Funding agreement with State Government has been executed. Officers have developed project governance, and a project plan will be completed in December 2024.	30/06/2025	
3.1	Provide engaging public spaces	48	Meet the year one milestones for the Maryborough Tennis Centre Multi Use Courts Development.	Manager Project Services and Asset Management	In Progress	15%	This project is currently in the design stage.	30/06/2025	
3.2	Provide infrastructure to meet community need	31	Prepare a business plan to scope the reintroduction of the Central Goldfields Youth Hub.	Manager Community Partnerships	In Progress	10%	Community Partnerships and People & Culture are working to recruit a student from a local university to undertake a study and provide data that will form the basis of the report.	31/12/2024	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.2	Provide infrastructure to meet community need	33	Develop project plan, in consultation with Maryborough Aerodrome Consultation Committee and based on Maryborough Aerodrome Business Plan	Manager Project Services and Asset Management	In Progress	50%	The Lease Plan has been approved by DEECA, and the projects for The Regional Airports Program - Round 4 have been submitted.	31/12/2024	
3.2	Provide infrastructure to meet community need	35	Develop and deliver Indigenous Interpretive Garden adjacent to Central Goldfields Art Gallery in partnership with Dja Dja Wurrung artists and community.	Manager Project Services and Asset Management	In Progress	95%	The Official opening will be held in September 2024.	30/09/2024	
3.2	Provide infrastructure to meet community need	36	Complete design for Goldfields Reservoir / Dam Stabilisation.	Manager Project Services and Asset Management	In Progress	30%	Final design from the consultant due early 2025	31/03/2025	
3.2	Provide infrastructure to meet community need	37	Complete Whirrakee Rise Open Space Enhancement	Manager Project Services and Asset Management	In Progress	90%	This project will be completed in early Q2.	31/03/2025	
3.2	Provide infrastructure to meet community need	46	Complete year one actions for the Capital TAC Road Safety Program.	Manager Project Services and Asset Management	In Progress	15%	It is expected that the design will be completed by early Q3, with delivery occurring throughout Q3 and Q4.	30/06/2025	
3.2	Provide infrastructure to meet community need	49	Work collaboratively with Carisbrook Community to implement the Carisbrook levee review implementation plan.	Manager Project Services and Asset Management	In Progress	10%	A term of reference for a community advisory group is in development. Early items in Levee Review Implementation Plan are underway.	30/06/2025	
3.2	Provide infrastructure to meet community need	50	Meet year one milestone for the Carisbrook Flood Study .	Manager Project Services and Asset Management	In Progress	5%	Grant agreement has been executed. A term of reference for a community advisory group is in development. The development of procurement documentation has commenced.	30/06/2025	
3.3	Value and care for our heritage and culture assets	34	Upgrade the electrical system in the Maryborough Town Hall.	Manager Project Services and Asset Management	In Progress	90%	This project will be completed in Q2	31/12/2024	
3.3	Value and care for our heritage and culture assets	39	Complete Rene Fox Gardens Toilet Refurbishment.	Manager Project Services and Asset Management	Completed	100%	This project was completed in Q1.	31/12/2024	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.3	Value and care for our heritage and culture assets	40	Complete Dunolly Town Hall Scoping and Design.	Manager Project Services and Asset Management	In Progress	35%	Design is underway and is expected to be completed in early Q4.	30/06/2025	
3.3	Value and care for our heritage and culture assets	41	Complete Talbot Town Hall Scoping and Design.	Manager Project Services and Asset Management	In Progress	30%	Design is underway and expected to be completed in early Q4.	30/06/2025	
3.3	Value and care for our heritage and culture assets	42	Complete Carisbrook Town Hall Scoping and Design.	Manager Project Services and Asset Management	In Progress	30%	Design is underway and expected to be completed in early Q4.	30/06/2025	
3.3	Value and care for our heritage and culture assets	43	Complete Princess Park Historic Grandstand Scoping and Design.	Manager Project Services and Asset Management	In Progress	30%	Initial concept designs will be reviewed by the Project Working Group in late Q2, along with preparations for the next phase of stakeholder engagement.	30/06/2025	
3.4	Manage and reduce and reuse waste	32	Undertake a review of kerbside waste collection program.	Manager Statutory Services	In Progress	35%	Reform roadmap in development and to be presented to Councillors in early 2025.	31/12/2024	

Leading Change

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
4.2	Provide financial sustainability and good governance	51	Implement the policy review program, to ensure policies that need to be reviewed are updated.	Manager Governance Property and Risk	In Progress	70%	A new consultant has been hired to assist the governance team update a number of governance specific policies to ensure they align with the requirement of the new Local Government Act regulations and amendments. The priority policy that impact Councillor and council governance are required to be updated within the first 6 months of 2025. The policy review framework and matrix is approximately 70%.	30/06/2025	
4.2	Provide financial sustainability and good governance	52	Support the Early years providers to extend provision of kindergarten sessions to priority cohorts in alignment with state government reforms.	Manager Children and Families	In Progress	50%	The Children and Families department continues to work closely with YBallarat, Roseberry House and Goldfields Children's Centre to meet the requirements of the government reforms of additional hours for priority cohorts from 2026. Discussion regarding timetabling/scheduling of sessions is currently underway.	31/03/2025	
4.2	Provide financial sustainability and good governance	53	Design a compliant Councillor induction and professional development program.	Manager Governance Property and Risk	In Progress	55%	The councillor induction program has been designed and is currently being rolled out. The first two days of the induction program have been delivered. The design of the professional development program will consider the councillors induction program feedback. We are still proposing to use the fifth week of the month as the training day for councillors, but they will need to make that decision.	30/06/2025	
4.2	Provide financial sustainability and good governance	54	In partnership with Pyrenees Shire Council, start the implementation of the software replacement program including the new Customer Request system.	Manager Technology and Customer Service	In Progress	25%	Tenders are close to conclusion, with final tender recommendations to the Project Control Group by December 2024. On the basis of the information learned from the tenders, a business case, including budget requirements, and recommendations will be developed for Council resolution (aiming for February 2025).	30/06/2025	
4.2	Provide financial sustainability and good governance	55	Implement Payroll software and outsource service delivery.	Manager Technology and Customer Service	In Progress	70%	Procurement finalised and vendors engaged. Project has been established and implementation is progressing, currently aiming for a 'go-live' in February 2025.	30/06/2025	
4.2	Provide financial sustainability and good governance	56	Produce cyber security strategy incorporating a delivery program.	Manager Technology and	In Progress	90%	A detailed Protective Data Security Plan (PDSP) was produced in August 2024. A draft Digital Strategy (including ICT and Cyber) was produced in July 2024 and includes a raft of	30/06/2025	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
				Customer Service			actions/projects concerning cyber security. Although the Digital Strategy is not yet signed off, our cyber security uplift work continues as resources permit.		
4.2	Provide financial sustainability and good governance	57	Design a deliberative engagement process and; deliver this process with multiple stakeholders including Councillors and diverse community representatives. Ensure that all participant feedback shapes the strategic directions for the Integrated Council Plan (inc. the long-term financial plan and the Municipal Health and Wellbeing Plan).	Manager Community Engagement	In Progress	30%	Preparation of the engagement strategy for the Integrated Council Plan project is in progress. The strategy is an important document as it will outline Council's promise and commitments regarding deliberative engagement as well as proposed activities with community representatives. A Draft Strategy will be delivered in December 2024 for Council's consideration and endorsement in January 2025. The launch of the deliberative engagement process will be in February 2025.	31/08/2025	

8.2 QUARTERLY FINANCE REPORT - SEPTEMBER 2024

Author: Manager Finance

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 on the financial performance for the year to date and how it is tracking against the adopted budget, noting any material differences.

RECOMMENDATION

That Council receives and notes the attached Finance Report for the period to 30 September 2024.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Our Growing Economy

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

4.1 Objective: Ensure the financial sustainability of Council through efficient and effective delivery of services.

Initiative: Review budget and financial reporting processes to improve monitoring of financial performance

Section 97 of the Local Government Act 2020 requires Council to prepare financial reports including tracking against adopted budget on a quarterly basis.

BACKGROUND INFORMATION

The finance report is provided for the period to 30 September 2024.

The report compares the year-to-date results against the adopted budget

REPORT

The Quarterly Financial Report includes:

- Income Statement;

- Balance Sheet;
- Cashflow Statement;
- Statement of Capital Works

Income Statement

The Income Statement for the period ending 30 September shows a deficit of \$1.46m. This is a \$1.86m variance on budget.

The September quarter financial result has been impacted by a number of factors;

- \$1.1m - Federal Assistance funding received. This was budgeted to be received in prior year. Whilst \$4.3m of cash was received in July, this is recognised in line with accounting standards across the financial year.
- Capital grant income is \$0.4m as compared to a budget of \$1.9m (\$1.5m variance) explained by the timing of spend of the below grants.
 - \$1.5m reduction due to unsuccessful applications that were included in the budget (Christian Street bridge and growing regions funds)
- Employee costs to date are \$3.8m in line with budget.
- Materials and Services costs are ahead of budget notably due to
 - \$142k - Various roles currently being filled by contractors, notably Statutory Planning and Payroll
 - \$55k - Timing of costs associated with grants received
 - \$39k - Reactive maintenance
 - \$11k - Election costs (budgeted in full in November)
- Depreciation costs \$102k following revaluation and additional assets capitalised at 30 June 2024

Balance Sheet

Council's balance sheet shows a cash position of \$1.45m and working capital of 69%. Unrestricted cash is currently -\$10.3m but this is predominately due to capital grants received but not yet spent specified projects, this is expected to increase over the year as projects are delivered and rate revenue is received either through instalments or when payment in full is due in February 2025.

Council is still waiting for payment of LRCI grants as well as the reimbursement of flood related claims through NDFA.

Council has received 14% of the annual rates (\$2.7m).

Historically, the shire has received approx. 33% of the annual rates in February (full payment).

Based on this, Council expected to receive approx. 16% of the annual rates in September but fell slightly short.

These figures are an indication of the cost-of-living impact slowing payment.

At all points of contact with ratepayers' advice is provided on help and support available for those experiencing hardship.

Capital Works

Capital Works spend for the period of July 2024 - September 2024 is \$1.8m.

This now represents 13% of full year budget, and 58% of YTD budget.

It must be noted that these figures include payments made to suppliers (and accrued where appropriate).

If initial scoping of works is underway but no invoices are received as yet, this will not show as spend in the capital works statement.

Please refer to the Quarterly Capital works update for a true reflection of progress of projects.

Summary

The finalised operating result for Central Goldfields Shire Council as at September 30, 2024, was a deficit of \$1.46m.

Whilst this shows a variance to budget of \$1.86m, this is explained by timing of the Federal Assistance Grant (budgeted to be received in prior year) and the timing of some grant funded programs.

The balance sheet shows a working capital of 69% and unrestricted cash of -\$10.3m.

Working capital and council's cash position remain a focus for Council.

CONSULTATION/COMMUNICATION

Internal only required for this report

FINANCIAL & RESOURCE IMPLICATIONS

The financial statements were prepared internally by Council officers.

RISK MANAGEMENT

This report addresses Council's strategic risk Financial Sustainability - Failure to maintain our long-term financial sustainability.

Any risks in relation to this report have been discussed in the report above.

CONCLUSION

Council's Income Statement for the period of July - September 2024 is a deficit of \$1.46m (budget of \$0.4m surplus), this is explained by grant timing.

Council's holds cash of \$1.45m.

ATTACHMENTS

8.2.1 Quarterly Financial Statements (July - September 2024)

8.2.1

Income Statement to Sept 2024

INCOME STATEMENT	2023/24 June YTD Actuals	2024/25 Total Budget	2024/25 YTD Budgets September	2024/25 YTD Actuals September	2024/25 YTD Variance September	Commentary
Income	33,532,974	38,245,412	8,815,441	7,303,905	(1,511,536)	
Rates and service charges	17,522,551	18,083,773	4,495,920	4,540,698	44,778	Garbage charge and Interest on rates increase
Contributions - monetary	275,652	209,724	40,128	8,851	(31,277)	Aglicare 150k for FY24-25 and Tiny town contribution capital work 38k
Grants - capital	5,161,548	7,512,231	1,878,054	374,097	(1,503,957)	800k flood betterment, 500k bridges tranch 7, 2mil for BRF outdoor pool Im for deledio
Grants - Operating	7,486,048	9,741,109	1,787,826	1,883,894	96,068	4.5mil Federal assistance grant received - phasing issue
Other Income	942,433	726,386	42,787	67,686	24,899	EB sponsorships for Oct event
Statutory fees and fines	477,200	510,894	94,242	133,729	39,487	
User Charges	1,667,542	1,461,295	476,484	294,950	(181,534)	Vicroad new contract?
Expenses	(39,087,043)	(34,941,610)	(8,416,554)	(8,763,166)	(346,612)	
Bad and doubtful debts	(12,355)	(1,000)	0	0	0	
Borrowing costs	(121,073)	(99,320)	(24,831)	(30,844)	(6,013)	
Depreciation	(8,009,553)	(8,263,602)	(2,065,893)	(2,168,305)	(102,412)	P&E useful life reviewed at the end of FY 23-24
Employee costs	(16,029,779)	(15,337,566)	(3,834,682)	(3,837,217)	(2,535)	
Materials and services	(13,823,311)	(10,861,473)	(2,408,984)	(2,670,829)	(261,845)	Backfilled roles with contractors (Stat planner, payroll, GIS) - \$140k Cleaning and vandalism cleaning - \$65k Grant funded works - \$55k Election costs (budgeted in November) - \$11k Insurance premiums - \$20k Reactive Building Maintenance - \$40k Engagement costs - (\$28k)
Net loss on disposal of property, infrastructure, plant and equipment	(739,624)	0	0	13,796	13,796	
Other Expenses	(351,348)	(378,649)	(82,164)	(69,767)	12,397	
Grand Total	(5,554,069)	3,303,802	398,887	(1,459,261)	(1,858,148)	

8.2.1

**Central Goldfields Shire
Council Balance Sheet as at
30 Sept 2024**

BALANCE SHEET	As at 30 June 2024	As at 30 Sept 2024
Assets	432,305,023	449,958,753
Current Assets	4,595,443	22,569,911
Cash and cash equivalents	676,309	1,449,630
Inventories	14,628	93,630
Non-current assets classified as held for sale	0	0
Other financial assets	800,214	2,041,795
Trade and other receivables	3,104,292	18,984,856
Non-current assets	427,709,580	427,388,842
Property, infrastructure, plant and equipment	427,709,580	427,388,842
Liabilities	(13,610,080)	(32,718,505)
Current Liabilities	(13,304,531)	(32,427,399)
Interest-bearing loans and borrowings	(2,089,000)	(2,089,000)
Provisions	(3,487,988)	(3,729,642)
Trade & other payables	(7,040,383)	(24,060,210)
Trust funds & deposits	(687,160)	(2,548,547)
Non Current Liabilities	(305,549)	(291,106)
Other NC Liabilities	(305,549)	(291,106)
Equity	(418,694,943)	(417,240,248)
Accumulated Surplus	(128,661,085)	(127,201,824)
Accumulated Surplus	(128,661,085)	(127,201,824)
Reserves	(290,033,858)	(290,038,424)
Other Reserves	(450,000)	(450,000)
Asset Revaluation Reserve	(289,328,007)	(289,332,572)
Open Space Reserve	(255,850)	(255,850)
Net Assets	418,694,943	417,240,248

*Report Contains Filters

8.2.1

Central Goldfields Shire Council
Cash Flow Year Ended 30 June 2024 and YTD 30
September 2024

CASH FLOW	As at 30 June 2024	As at 30 Sept 2024
	\$'000	\$'000
Cash Flows from Operating Activities		
Rates and charges	15,235	2,704
User fees, statutory fees and fines	2,297	429
Grants - operating	5,647	6,155
Grants - capital	5,161	374
Contributions - monetary	531	9
Interest received	540	68
Trust funds and deposits taken	34	218
Net GST refund/(payment)	2,202	18
Employee costs	(15,996)	(3,837)
Materials and services	(17,840)	(2,938)
Other payments	(351)	(101)
Net cash provided by/(used in) operating activities	(2,540)	3,095
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(13,502)	(2,027)
Proceeds from sale of property, infrastructure, plant and equipment	11,500	0
Payments for other financial assets	0	0
Net cash provided by/(used in) investing activities	(2,002)	(2,027)
Cash flows from financing activities		
Finance costs	93	(7)
Repayment of borrowings	0	0
Repayment of lease liabilities	(55)	(291)
Net cash provided by/(used in) financing activities	38	(298)
Net increase (decrease) in cash	(4,504)	773
Cash at the beginning of the financial year	5,180	676
Cash at the end of the period	676	1,449
Term Deposits held	0	0
Total Cash	676	1,449

*Report Contains Filters

8.2.1

**Central Goldfields Shire
Council Capital Works as at
30 Sept 2024**

CAPITAL WORKS	2024/25 Total Budget	2024/25 YTD Budgets September	2024/25 YTD Actuals September
Infrastructure	9,211,258	2,191,379	160,484
Drainage	270,000	47,324	46,688
63271.01. Kerb & Channel Renewal	50,000	5,721	27,487
64306.21. Drainage Renewal	100,000	15,381	3,693
64306.25. Tabledrain Renewals	70,000	13,722	14,931
64306.253. Drainage Renewal Main Drain Carisbrook and Maryborough	50,000	12,500	578
Other Infrastructure	6,260,259	1,565,058	26,127
60999.01. Projects awaitng grant outcomes	6,166,000	1,541,493	0
63251.01. Street Furniture Renewal	15,000	3,750	1,136
63261.01. Signs Renewal	0	0	16,183
63261.02. Signs New	20,000	5,001	1,893
63410.03. (LRCI 4) Christian Street Road Upgrade	0	0	2,318
63510.06. Aerodrome Regional Airport Program Round 3	59,259	14,814	4,597
Parks, Open Spaces and Streetscapes	5,000	1,251	0
63352.01. Streetscape Renewal	5,000	1,251	0
Pathways	220,000	52,098	50,913
63291.01. Pathways Renewal	100,000	24,999	10,824
63390.01. Pathways New	120,000	27,099	40,089
Roads	2,455,999	525,644	36,757
60363.02. NDFA Flood Works October 2022 Project Management	0	0	(7,645)
63200.01. Design Capital Works	100,000	24,999	38,322
63205.01. Closed Sealed Road Renewal - R2R	1,206,000	301,500	0
63210.4. Major Patches R6	135,000	26,880	6,080
63212.01. Sealed Road Shoulders Renewal	100,000	22,056	0
63215.01. Unsealed Roads Renewal	340,000	58,317	0
63220.01. Seals Renewal Reseals	450,000	65,550	0
63220.011. Seals Renewal Asphalt	125,000	26,346	0
Plant and Equipment	2,120,755	428,187	938,558
Fixtures, Fittings and Furniture	1,055,755	241,938	76,743
64751.04. PC Network/Hardware	150,000	37,500	22,476
64751.33. Business Systems Uplift	328,000	81,999	31,937
64751.37. Field and Mobility Services Module	88,000	0	20,424

*Report Contains Filters

8.2.1

**Central Goldfields Shire
Council Capital Works as at
30 Sept 2024**

CAPITAL WORKS	2024/25 Total Budget	2024/25 YTD Budgets September	2024/25 YTD Actuals September
64751.44. Rural Council Transformation Program (RCT)	489,755	122,439	1,908
Plant and Equipment	1,065,000	186,249	861,815
63820.91. Operating Plant WIP	745,000	186,249	861,815
63820.93. Vehicles Cars WIP	200,000	0	0
63820.94. Vehicles Utes WIP	120,000	0	0
Property	2,501,845	545,457	743,960
Buildings	959,000	239,748	535,959
60217.25. Building Renewal - Unallocated	250,000	62,499	2,050
61511.2. (LRCI) Hall Improvements - Talbot	0	0	13,470
61511.26. (LRCI4) Maryborough Town Hall - Building Upgrade	300,000	75,000	258,696
61511.28. Carisbrook Town Hall (Design and Scoping)	30,000	7,500	0
61511.29. Dunolly Town Hall (Design and Scoping)	30,000	7,500	0
61511.31. Talbot Town Hall (Design and Scoping)	30,000	7,500	0
61611.22. Art Gallery - Indigenous Interpretive Garden - Stage 2 & 3	69,000	17,250	1,101
62121.74. MSLC Roof Renewal (Design and Scoping)	0	0	42,400
62470.28. Carisbrook Recreation Reserve Upgrades Stage 1 Project	0	0	2,500
62470.291. Carisbrook Recreation Reserve Upgrades Stage 2	0	0	340
64225.02. Rene Fox Gardens Toilet Refurbishment	150,000	37,500	187,143
64751.014. Building Upgrades Civic Centre	100,000	24,999	28,258
Land Improvements	1,542,845	305,709	208,001
60216.21. Bike Racks New	25,000	6,249	0
62121.73. Whirrakee Rise Public Space Enhancement	90,000	22,500	969
62316.03. Maryborough Outdoor Pool - Octagon Pool, Pavilion & Plant Room Heritage Works	0	0	123,322
62316.04. (LRCI 3) Pool Upgrades Dunolly, Talbot and MSLC Pool Maintenance Works	0	0	(2,100)
62400.16. Parks Renewal	10,000	2,499	0
62411.03. Gordon Gardens Master Plan Works	0	0	3,190
62421.21. Rubbish Bins Renewal General	10,000	2,502	0
62430.01. Renewal Playgrounds	15,000	3,750	0

*Report Contains Filters

8.2.1

**Central Goldfields Shire
Council Capital Works as at
30 Sept 2024**

CAPITAL WORKS	2024/25 Total Budget	2024/25 YTD Budgets September	2024/25 YTD Actuals September
62470.3. Maryborough Skate and Scooter Park	30,000	7,500	0
62470.31. Goldfields Reservoir Dam Stabilisation	782,846	195,711	0
62470.32. Maryborough Tennis Centre Multi Use Courts Development	320,000	0	0
62495.26. Princes Park Grandstand and Changerooms (Design and Scoping)	100,000	24,999	61,110
62495.27. Princes Park Cricket Wicket Rebuild Project	160,000	39,999	0
64110.81. Compost SV Grant CECFR3 C13028	0	0	21,510
Grand Total	13,833,859	3,165,028	1,843,002

*Report Contains Filters

8.2.1

KPI TRACKER	2023/24 ACTUAL	2024/25 BUDGET (FULL YEAR)	2024/25 ACTUAL (YTD)	Commentary
Underlying Surplus/(Deficit) \$	(10,715,617)	(4,208,429)	(1,833,358)	As per the report various timings impacting result.
Underlying Surplus/(Deficit) %	-41.1%	-14.8%	-33.8%	As per the report various timings impacting result.
Working Capital %	34.5%	209%	69.6%	The allocation of the FAG means a component is unearned Revenue impacting ratio
Unrestricted Cash	(2,962)	3,144	(10,298)	This is due to grants received but not yet spent, this will increase over the year as projects are delivered and rate
Expenditure Level (Rates efficiency)	4.457	3.984	reve906	On track
Revenue Level (Rates efficiency)	1.535	1.546	518	On track
Rates Concentration	83.90%	86.15%	89.99%	Timing of capital grants
Indebtedness	1.5%	1.4%	5.7%	Debt on hold. Indebtedness impacted by timing of rates and will decrease notably in February when full payment of rates due

Definitions

Underlying Surplus	The result if we remove Capital Grant funding Adjusted underlying result/Adjusted underlying revenue
Working Capital %	Councils ability to meet their debts as they fall due Current Assets/ Current liabilities
Unrestricted Cash	Cash balance available for Council to use at their discretion Cash balance less prepaid grants
Expenditure Level (Rates efficiency)	Council expenditure per property Total expenses/number property assessments
Revenue Level (Rates efficiency)	Average rate amount per property assessment (excluding waste) Total rate revenue/number properties
Rates Concentration	Rates compared to adjusted underlying revenue Rate revenue/ adjusted underlying revenue
Indebtedness	The ability for Council to repay their borrowings Non current liabilities/own sourced revenue

8.3 2025 CENTRAL GOLDFIELDS AUSTRALIA DAY AWARDS - NOMINATION SELECTION PROCESS

Author: Coordinator Events and Volunteer Development

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 for the Councillors to adopt the results of their scoring for the Central Goldfields Australia Day Awards.

The report outlines the selection process for determining award winners thereby providing Councillors with detailed information about the nominations, criteria, and evaluation methods used to determine the award recipients.

RECOMMENDATION

That Council:

1. adopt the final results of the nominations for the Australia Day Awards (as per contained in the confidential attachment provided) and;
2. Note that the Award recipients will be announced as part of Council's Australia Day event on Sunday 26th January 2025.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Our Community's Wellbeing

The Community's vision 1. Everyone is valued and belongs and has every chance to grow, prosper and thrive

Initiative: Nurture and celebrate creativity

BACKGROUND INFORMATION

The Central Goldfields Australia Day Awards are an annual event designed to recognise and celebrate the outstanding contributions of residents, community events, and organisations within the Central Goldfields Shire.

These awards honour individuals and groups who demonstrate exceptional dedication and commitment to enhancing the well-being of the community.

Nominations for the 2025 awards were open from Monday 27 August, to midnight on Sunday, 27 October 2024.

Residents were encouraged to nominate candidates in three categories: Citizen of the Year, Young Citizen of the Year, and Community Award of the Year.

The nomination process was accessible through both online and paper-based forms to ensure maximum participation.

REPORT

Officers briefed the Councillors on the process for assessing the nominations during a briefing meeting the 19 November 2024.

Councillors submitted their completed scoresheet to the Coordinator Events and Volunteer Development by Tuesday 26 November 2024.

The Coordinator compiled the results which are recommended to be formally adopted by Council.

The selection process for the Australia Day Awards involves the following steps:

1. Nomination Assessment

Councillors evaluated the nominations submitted for each award category. To facilitate this process, a scoresheet was provided, outlining the specific criteria for each award:

- **Citizen of the Year:** Criteria include outstanding voluntary contributions, inspiration to others, and a commitment to community welfare.
- **Young Citizen of the Year:** Criteria focusses on contributions made by individuals aged 27 years or younger, including achievements in various community activities and inspiring others as a positive role model.
- **Community Award (Event or Project) of the Year:** This award considers the purpose and impact of community events or projects, as well as the ongoing benefits they provide.

Councillors were asked to assess each nomination against the criteria on the scoresheet provided, rating each criterion on a scale from 1 to 5, where 1 indicates the nomination 'does not meet the criteria' and five indicates it 'exceeds the criteria'.

Each nomination was assessed against three criteria, with a maximum possible score of 15 per nominee.

2. Confidentiality

The selection of award winners will remain confidential until the official announcement during the Central Goldfields Shire Council's Australia Day Celebration on Sunday, 26 January 2025.

This confidentiality ensures that the integrity of the selection process is maintained.

3. Contingency Plans

In the event that no nominations are received in any category, the Australia Day Awards Selection Panel, comprising the Councillors, reserves the right to award the title to a group, project, event, or citizen of their choice.

4. Final Evaluation and Recommendations

After assessing the nominations, Councillors were asked to submit their scores to the Coordinator Events & Volunteer Development, either in hard copy or by email, by Tuesday 26 November 2024.

The Coordinator compiled these scores to determine the winners for each category.

The combined results were presented by Officers at the Councillor Briefing on Tuesday 3 December 2024.

2025 Nominee Summary

Across the categories of Citizen of the Year, Young Citizen of the Year and Community Award, Event or Project 12 nominations were received.

CONSULTATION/COMMUNICATION

The wider community were notified of the opportunity to nominate by way of:

- Email to all groups in the Leisure Services Guide, local schools, and businesses
- Facebook
- Media release
- Phone call to schools
- A page on the Council Website
- Details in weekly council advertisement in Maryborough Advertiser
- Direct to internal council departments for distribution

Nominations for the Australia Day Awards closed on Sunday 27 October 2024.

FINANCIAL & RESOURCE IMPLICATIONS

The nomination process for the Australia Day Awards is coordinated by Council officers, with all related costs fully covered by Council.

This includes expenses for marketing, materials, and administrative tasks, ensuring the process is coordinated and accessible to residents.

RISK MANAGEMENT

This report addresses Council's strategic risk Community engagement - Inadequate stakeholder management or engagement impacting brand reputation and community satisfaction in Council decision making by outlining a transparent nomination and selection process.

Where Councillors declared a conflict of interest during the evaluation process, their scores for the individual or group for whom they declared a conflict were disregarded.

Scores were averaged by the total number of Councillors included.

CONCLUSION

The Central Goldfields Australia Day Awards selection plays an important role in celebrating the contributions of individuals and groups within our community.

Through the evaluation process, Councillors can recognise the most deserving recipients.

The attachment is a compilation of the Councillor scoresheets with the results. A recommendation will be presented to Councillors to adopt this decision at the Council Meeting.

The Award recipients will be announced as part of Council's Australia Day event on Sunday 26th January 2025.

ATTACHMENTS

8.3.1 Winners of the 2025 Australia Day Awards (Confidential Attachment Provided under separate cover)

The attachment contains confidential information under section 3(f) of the Local Government Act 2020 being personal information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

This section applies because the information is about nominations which have not been confirmed by the Council and it is therefore unreasonable to release that information.

It also contains personal biographical information that nominees have not consented to release prior to any award.

8.4 COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

Author: **Manager Statutory Services**

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 brief Councillors on the updated Community and Compliance Enforcement Policy, following a technical review.

This policy provides a rationale and framework for an equitable, transparent and consistent approach to compliance and enforcement activities undertaken by the Central Goldfields Shire Council so our community can be assured that standards are met and natural justice followed.

RECOMMENDATION

That Council adopt the updated Community and Compliance Enforcement Policy.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Our Community's Wellbeing

The Community's vision 4. Good planning, governance, and service delivery

- Local Government Act 2020
- Gender Equality Act 2020
- Charter of Human Rights and Responsibilities Act 2006
- Central Goldfields Shire Managing Conflicts of Interest Policy
- Central Goldfields Shire Privacy Policy
- Central Goldfields Shire Risk Management Policy
- Central Goldfields Shire Service Charter Policy

BACKGROUND INFORMATION

Council's existing policy was last reviewed and adopted in 2021. In delivering compliance services Council is required to provide a system, perform functions and exercise powers

conferred by or under the Local Government Act 2020, and any other related Acts for the peace, order and good governance of their municipal districts.

Council shares its responsibility for protecting the rights and wellbeing of the Community with other authorities.

The Community has the responsibility to understand and abide to the standards set by legislation and local laws.

Council must endeavour to assist the Community to understand these responsibilities by methods including education and encouragement.

Regulation and associated compliance activities play a critical role in maintaining minimum standards of civic behaviour, particularly at the points where the behaviour and actions of individuals intersects with and impacts others and the environment.

To be able to achieve minimum standards of civic behaviour, ensure public health and safety and provide for the protection of the environment, compliance activities are a legislated and necessary function of Local Government.

Frequently Local Governments are required by legislation to enforce acts and regulations established by State Government.

The Shires's own Local Laws form a minor proportion of the total requirement of assurance and enforcement activities.

In the absence of policy, compliance activities may be seen to be inconsistent and open to influence.

To satisfy Central Goldfields Shire Council regulatory compliance requirements in an equitable, transparent and consistent way this policy has been developed to assist all employees involved in compliance activities; and to advise community members of the approach that will be taken.

The review of this policy coincides with the drafting of the new Local Law 2025.

REPORT

This policy provides officers with clear instruction and ensures staff deliver a consistent and responsive regulatory approach within our community.

The policy provides increased transparency and confidence in our compliance and enforcement activities.

With refinement of our service units Councils Statutory Services was created including Statutory Planning, Building Services Compliance Services, and Environmental Health.

An overarching compliance and enforcement framework is critical to guiding staff in decision making concerning breaches of various Acts, subordinate legislation and local laws.

It is acknowledged that the legislative requirements across the various service units are very diverse and provide specific powers, functions and responsibilities of Authorised Officers in different areas.

The policy is not designed to provide specific instruction to various staff on specific matters.

Rather, the policy sets an established approach to all compliance and enforcement activities for all staff undertaking compliance activities

In the preparation of the 2025 CGSC Local Law and the update of this policy, Councils compliance and enforcement approach involves a mix of encouragement and deterrence to motivate action in individuals.

We aim to:

- inform and educate
- set standards
- support to comply
- monitor compliance
- enforce the law
- encourage higher performance.

All compliance activities undertaken by Council will be undertaken in accordance with the following principles:

- Outcomes based
- Risk-based
- Intelligence-led and evidence based
- Collaborative
- Proportionate and graduated
- Transparent
- Safe
- Consistently gender equal

The review identified a gap and opportunity to introduce additional gender equality principles into the policy.

This followed a preliminary Gender Impact Assessment was completed on the draft local laws.

The assessment recommended the inclusion of gender equity with the policy principles.

In this instance the operationalisation of this policy supporting our Local Laws is important and potentially impactful on gender equity for our community.

To further support this change, further training for Compliance staff to considering gender equity in their administration and management of the Community and Compliance Enforcement Policy has been identified in consultation with the People and Culture team.

CONSULTATION/COMMUNICATION

The Policy has been reviewed by the Compliance team and through the Gender Impact Assessment of the draft Local Laws 2025, the People and Organisation Development Specialist has been briefed on the proposed change.

FINANCIAL & RESOURCE IMPLICATIONS

There is no direct financial implication from this policy update.

Online training on gender equality is being incorporated into the existing training budget.

RISK MANAGEMENT

This report addresses Council's strategic risk Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community by ensuring Council administers local laws and infringements in a consistent, fair and equitable manner.

CONCLUSION

By endorsing the reviewed Community Compliance and Enforcement Policy, Council is ensuring that the policy is in line with Council Policy review requirements and community expectations.

ATTACHMENTS

8.4.1 Draft Community Compliance and Enforcement Policy

8.4.1 Community and Compliance Enforcement Policy

Directorate:	Infrastructure, Assets and Planning
Responsible Manager:	Manager Statutory Services
Review Due:	October 2028
Adoption:	Council
Date Adopted:	

Acknowledgement

Central Goldfields Shire Council acknowledges and extends appreciation for the Dja Dja Wurrung People, the Traditional Owners of the land that we are on.

We pay our respects to leaders and Elders past, present and emerging for they hold the memories, the traditions, the culture, and the hopes of all Dja Dja Wurrung People.

We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

1. Purpose

Local government is required to provide a system under which Councils perform their functions and exercise their powers conferred by or under the Local Government Act 2020, and any other related Acts for the peace, order and good governance of their municipal districts. Council shares its responsibility for protecting the rights and wellbeing of the Community with other authorities.

The Community has the responsibility to understand and abide to the standards set by legislation. Council must endeavour to assist the community to understand these responsibilities by methods including education and encouragement.

This policy provides a rationale and framework for an equitable, transparent and consistent approach to compliance and enforcement activities undertaken by the Central Goldfields Shire Council so the Community can be assured that standards are met.

COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

2. Application and Scope

This Policy applies to all Council staff.

This policy applies to all employees undertaking compliance activities on behalf of the Central Goldfields Shire Council.

3. Definitions

Authorised Officer: means a person who is authorised by Council or the Chief Executive Officer under delegation to carry out specific functions under this and other relevant policies.

Community: means residents, rate payers, business owners, visitors and/or property owners within the Central Goldfields Shire Council municipality.

4. General Provisions

4.1. Our Compliance Principles

All compliance activities undertaken by the Central Goldfields Shire Council will be undertaken in accordance with the following principles:

- Outcomes based (i.e. understand and fix the problem):

Our compliance and enforcement approach is driven by clear outcomes which are articulated and measured to ensure that we are making a difference to the community.

- Risk-based:

Our effort is focused on addressing the most significant risks to the community and the environment in order to maximise the outcomes achieved. This approach accepts that risks or non-compliance should be treated according to their significance and therefore, should not all be treated in the same way.

- Informed and evidence based:

We gather knowledge and evidence, including information provided by the community, and we use it to inform risk assessments and apply 'just in time' education or, where necessary, targeted and proportionate regulatory interventions.

- Proportionate and graduated:

We give appropriate consideration to factors such as whether breaches of the law were intentional, reckless or repeated, and the impact of the breach in our decision making. This means that our approach will be tailored and proportionate to the circumstances, from providing information and advice about how to comply with the law through to imposing fines, cancelling licences and permits or prosecuting for

COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

serious offences. These considerations are highlighted in Figure 1, Compliance Risk Matrix.

- Collaborative:

We collaborate with, our community, stakeholders and with other regulators, providing opportunities to shape our approach to achieving suitable compliance outcomes.

- Transparent:

We are committed to transparency in the application and delivery of our compliance policies, priorities, actions and outcomes. We believe that being transparent works to hold Central Goldfields Shire Council accountable to the community and encourages compliance with the law including local laws and regulations. Officers operate in accordance with the Central Goldfields Shire Public Transparency Policy and Privacy Policy.

- Safe:

We will ensure that our compliance activities are undertaken in a manner that is safe for our staff and the community.

- Consistently gender equal

We will consider how the application and delivery of compliance activity may impact people through gender inequality and other aspects of their identity including: Aboriginality; age; disability; ethnicity; gender identity; race; religion; sexual orientation.

We will actively prevent unintended negative consequences of this policy that may inadvertently reinforce or contribute to inequality

4.2. Hierarchy of Enforcement

Council's principles of enforcement are underpinned by a three phased approach to compliance:

1. Ask
2. Require
3. Enforce

These three phases are outlined below:

Phase 1 - Ask

Central Goldfields Shire Council will provide the community with appropriate information in relation to compliance and take steps to guide the community to compliance within reasonable timeframes. Departmental procedures are prepared with the knowledge that reasonable timeframes will be provided based on the specific issue being investigated.

COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

Phase 2 - Require

Central Goldfields Shire Council will use a range of appropriate compliance and enforcement tools in order to encourage voluntary compliance to relevant law including local laws and regulations. In the event that the support provided above does not resolve the matter, Authorised Officers will clearly articulate what action is to be undertaken, by when and by whom to achieve compliance. This may include advice concerning potential outcomes if compliance is not achieved.

Phase 3 - Enforce

Where a party involved is unwilling to provide a satisfactory resolution voluntarily and compliance is not achieved within an appropriate time frame, Authorised Officers of Central Goldfields Shire Council will consider litigation as the most appropriate way to achieve its enforcement and compliance objectives.

These three phases of compliance are underpinned by our principles of enforcement:

Principle 1 - Communication

Principle 2 - Effective and Efficient Response

Principle 3 - Proactive Approach

Principle One - Communication

Council will:

- Actively inform the community of significant changes to laws and regulations. Community engagement processes are valued mechanisms by which we involve, inform and educate the community on the development of new Local Laws.
- Communicate with the community about their compliance responsibilities through various mediums including advertising campaigns, Council's website and social media.

Principle Two - Effective and Efficient Response

In support of its commitment to being a responsive regulator, the level of compliance and enforcement action undertaken by Council will reflect the level of risk to the community or environment. The level of risk may be determined against Council's Compliance Risk Matrix (Appendix 1). In the event that extreme risk is identified, Council may need to immediately escalate to prosecution and or third-party independent tribunal (Victorian Civil and Administrative Tribunal - VCAT) or take action itself to reduce those risks.

Within the context of available resources, Authorised Officers will ensure that all reasonable actions are considered and undertaken to resolve compliance issues and mitigate risk to an acceptable level.

COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

Where relevant, Council will make available appropriate appeal mechanisms that offer an independent review of decisions made in compliance and enforcement proceedings. The appeal process will be structured to ensure the principles of natural justice and procedural fairness are upheld.

In certain cases, the appeal body may be an external entity (VCAT, Appeals Board, or Magistrate Court), or an internal committee or Senior Officer as deemed appropriate by the Chief Executive Officer. Subject to legislative requirements, parties involved in compliance and enforcement action will be kept appropriately informed of the status and outcome of investigations, within the limitation of Council's Privacy Policy, Freedom of Information Act 1982 and the Information Privacy Act 2000.

When a conflict of interest exists or may exist regarding the Council Officer and the matter being investigated, the matter must be referred to the Officer's supervisor immediately for assessment and advice, in accordance with Council's Managing Conflicts of Interest Policy. Further, the Officer must complete a Declaration of Conflict of Interest in the prescribed form.

Principle Three - Proactive Approach

Enforcement and compliance activities are often reactive in nature, reflective of the broad nature of matters that Council responds to. Within the context of available resources, Authorised Officers will strive to:

- Take a proactive approach to enforcement that is informed and evidence based. Focus will be on areas where information indicates there may be an emerging issue or potential risk requiring supportive intervention.
- Utilise proactive and supportive approaches that provide just in time education and, where possible, enable community members to achieve cooperative compliance.

5. Roles and Responsibilities

Person/s Responsible	Accountability
Authorised Officers	<ul style="list-style-type: none"> • Comply with procedures developed to achieve compliance with this and other relevant policies.

COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

Coordinator/Manager	<ul style="list-style-type: none"> • Comply with procedures developed to achieve compliance with this policy. • Ensure and support staff to comply with this policy and associated procedures. • Provide and maintain appropriate resources for the execution of the procedures.
General Manager	<ul style="list-style-type: none"> • Conduct period reviews of compliance actions to ensure the policy and associated procedures are being followed. • Ensure staff have resources to undertake compliance tasks.
Chief Executive Officer	<ul style="list-style-type: none"> • Overall responsibility for compliance with this policy.
Council	<ul style="list-style-type: none"> • Responsibility for the decision to approve this Policy by Council Resolution.

6. Review

This Policy must be reviewed a minimum of once every 4 years.

7. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

8. Gender Equality Act, 2020

It is considered that this policy does not impact negatively on any rights identified in the Gender Equality Act 2020. Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

9. Relevant Legislation and Council Policies

- Local Government Act 2020
- Gender Equality Act 2020
- Charter of Human Rights and Responsibilities Act 2006
- Central Goldfields Shire Managing Conflicts of Interest Policy

COMMUNITY AND COMPLIANCE ENFORCEMENT POLICY

- Central Goldfields Shire Privacy Policy
- Central Goldfields Shire Risk Management Policy
- Central Goldfields Shire Service Charter Policy
- Central Goldfields Shire Public Transparency Policy

DRAFT

8.5 FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

Author: **Manager Statutory Services**

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 recommend Council adopt the updated Food Act Compliance Enforcement Policy, following a technical review by the Environmental Health Officer (EHO).

This policy provides the strategic framework for food safety compliance and enforcement processes to food businesses registered within the municipality.

RECOMMENDATION

That Council adopt the updated Food Act Compliance and Enforcement Policy.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Our Community's Wellbeing

The Community's vision 4. Good planning, governance, and service delivery

- Food Act 1984 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Central Goldfields Shire Risk Management Policy
- Central Goldfields Shire Service Charter Policy
- Central Goldfields Shire Public Transparency Policy

BACKGROUND INFORMATION

Council's existing policy was last reviewed and adopted on 28 September 2021.

In delivering compliance services Council is required to provide a system, perform functions and exercise powers conferred by or under the Food Act 1984, and any other related Acts for the health and wellbeing our municipality

REPORT

This policy provides officers with clear instruction and ensures staff deliver a consistent and responsive regulatory approach within our community.

The policy provides increased transparency and confidence in our compliance and enforcement activities.

The review of the Food Act Compliance and Enforcement Policy confirmed that the policy adopted is consistent with the most current guidelines published on the Victorian Public Health Hub.

In general, the policy outlines Council's responsibilities and provisions under the Food Act 1984 (VIC) (the Act) and the Food Standards Australia New Zealand (FSANZ) (the code) and provides details on the actions Council takes on a regular basis and actions Council may take in certain scenarios, to enforce compliance with the Act.

The policy is consistent with the guidelines where a graduated and proportionate response to achieving compliance is detailed.

Consistent with the guidelines, our policy provides stronger enforcement action or multiple enforcement actions to achieve compliance depending on the judgement and knowledge of the EHO and the circumstances of the scenario.

Tools employed by the EHOs include (in ascending order of severity)

1. **Monitoring:** Annual and Random inspections (including fairs and festivals), monitoring through FOODTRADER and other Council/State database.
2. **Inform and Educate:** Discussions and meetings with food handlers and food business operators, Guidance materials and fact sheets.
3. **Support to Comply:** Food Safety Inspection Reports (most common), Guidance and factsheets. Follow up inspections and discussions.
4. **Enforcement:** Infringements, Orders and/or Legal Proceedings.

Food Act Compliance and enforcement decisions made and/or actions taken by the Council and the Council EHOs are authorised by the Act, where Council provides appropriate delegations to its officers and employs enforcement tools provided under the relevant sections of the Act.

Council EHOs are trained and experienced officers who understand: their responsibilities under the act, follow impartial and procedural fairness and adhere to Council's policies.

By following the Council's Food Act Compliance and Enforcement and other relevant policies, Council officers strive to provide consistency in their enforcement actions, ensuring that public interest is of foremost consideration.

The review identified one change within section 10, Relevant Legislation and Council Policies. The following references are to be removed:

- Victoria Department of Health Guidelines on infringement notices under the Food Act 1984 (Vic), 2011
- Victoria Department of Health Guide to recording and reporting Food Act activities, Sep 2010

The following references have been included in the revised policy.

- Guide to the *Food Act 1984*, Edition 1, Victoria Department of Health. February 2022
- Enforcement guidelines - A guide for councils in selecting enforcement tools under the Victorian *Food Act 1984*, Victoria Department of Health, November 2021
- Guide to Section 40D of the *Food Act 1984*, Victoria Department of Health, December 2021

CONSULTATION/COMMUNICATION

The Policy has been reviewed by Councils Environmental Health Officer who maintains professional networks through Environmental Health Professionals Australia. This network ensure Council is provided with current industry trends and information.

FINANCIAL & RESOURCE IMPLICATIONS

There is no direct financial implication from this policy update.

RISK MANAGEMENT

This report addresses Council's strategic risk Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community by ensuring Council administers food safety compliance and infringements in a consistent, fair and equitable manner.

CONCLUSION

By endorsing the reviewed Food Act Compliance and Enforcement Policy, Council is ensuring that the policy is in line with Council Policy review requirements, the Public Health and Wellbeing Act and community expectations.

ATTACHMENTS

8.5.1 Draft Food Act Compliance and Enforcement Policy

8.5.1 Food Act Compliance and Enforcement Policy

Directorate:	Infrastructure, Assets and Planning
Responsible Manager:	Manager Statutory Services
Review Due:	October 2028
Adoption:	Council
Date Adopted:	

Acknowledgement

Central Goldfields Shire Council acknowledges and extends appreciation for the Dja Dja Wurrung People, the Traditional Owners of the land that we are on.

We pay our respects to leaders and Elders past, present and emerging for they hold the memories, the traditions, the culture, and the hopes of all Dja Dja Wurrung People.

We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

1. Purpose

The purpose of this policy is to:

- provide for consistency in outcomes of the enforcement activities;
- be efficient in enforcement approach;
- provide transparency to consumers and the food industry on how Council makes decisions on enforcement action;
- protect consumers from inappropriate and poor food industry practices;
- guide decision making and action by Council Officers in the consistent use of enforcement options proportionate with risk;
- support and inform the strategic use of compliance and enforcement initiatives in such a way as to best achieve legislated objectives and encourage compliance with legislation.

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

2. Application and Scope

This Policy applies to all Council staff.

This policy seeks to provide the strategic intent of effective food safety compliance and enforcement processes to food businesses registered within the municipality.

3. Introduction

Central Goldfields Shire Council is responsible for administering the objectives of the Victorian Food Act 1984 (the "Act") within its municipality. The objects of the Act are:

- a) to ensure food for sale is both safe and suitable for human consumption;
- b) to prevent misleading conduct in connection with the sale of food; and
- c) to provide for the applications in Victoria of the Food Standards Code.

This policy provides a compliance and enforcement framework for providing graduated and proportionate options in response to food safety non-compliances.

Council and its delegated/Authorised Officers have a range of specific measures that may be used to enforce the requirements of the Act and to respond to incidents of non-compliance with the legislation.

4. Definitions

Authorised Officer	This has the same meaning as in the <i>Food Act 1984 (Vic)</i> . For the purpose of this policy this will generally be an Environmental Health Officer (EHO).
Assessment	The systematic approach to reviewing a food business in order to confirm compliance with the Food Act including the requirements under the Food Standards Code.
Closure Order	Section 19(3) of the Food Act allows for the temporary closure of food premises, pending the undertaking of remedial action
Compliance	Means adhering to the legislation and includes obtaining the correct registrations and approvals, conducting services, activities and behaviours in accordance with regulatory requirements.
Court	Means the Magistrates Court of Victoria
EHO	Environmental Health Officer
Food Act	<i>Food Act 1984 (Vic)</i>

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

Food Standards Code	The Food Standards Code (sometimes referred to in this document as 'the Code') is comprised of individual food standards relating to the manufacture and sale of food in Australia and New Zealand. In Victorian, the obligations to comply with the Code is under Section 16 of the Food Act.
Enforcement	Using regulatory options to achieve compliance.
Infringement	Offences for which infringements may be issued. The use of this term refers to infringement offences under listed on Schedule 1 under the <i>Food Act 1984 (Vic)</i> .
Non-compliance	This is associated with the term 'breach' and refers to a failure to comply with the requirements of the Food Act including the requirements under the Food Standards Code.
Section 19 Order	Section 19 of the Food Act allows Council to make written orders requiring food businesses to undertake specified remedial actions within a specified timeframe in order to protect public health and safety.

5. General Provisions

5.1. Compliance and Enforcement Policy

It is the policy of Council and its Authorised Officers to approach non-compliance management through the series of steps depicted in Figure 1, below:

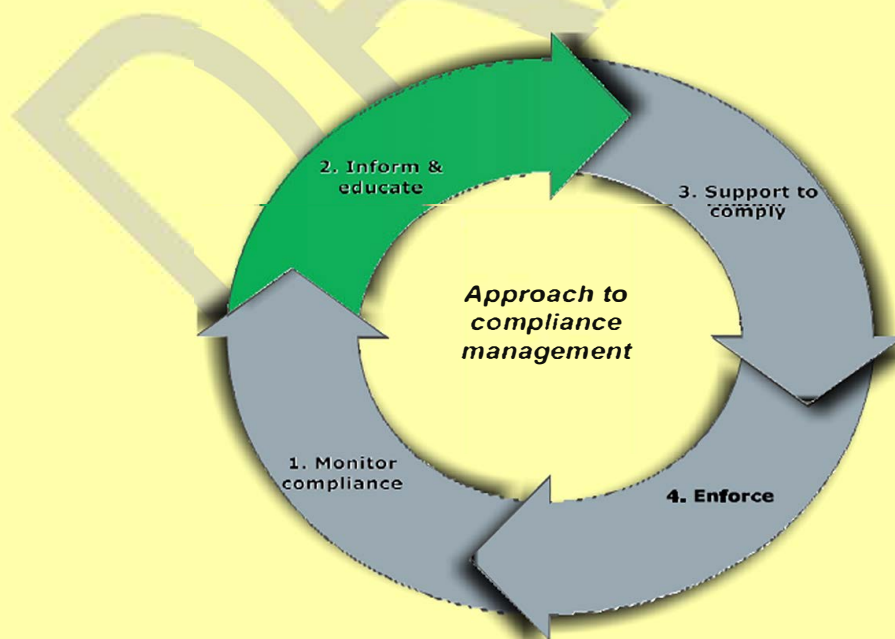


Figure 1

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

5.2. Step 1 Monitor Compliance

Undertake appropriate systematic monitoring programs and activities within the context of available resources to:

- Determine compliance with the Act and Food Standards Code; and
- Detect non-compliances.

5.3. Step 2 Inform and Educate

Within the context of available resources, undertake active awareness raising and informing activities with food business in regard to legislative responsibilities, Council's role and its compliance management processes, and potential public health impacts of non-compliance.

5.4. Step 3 Support to Comply

Provide appropriate guidance and resource materials to assist food businesses in understanding compliance responsibilities and in complying with the Act and Food Standards Code.

5.5. Step 4 Enforce

Enforcement is concerned with stopping and preventing non-compliance activities through sanctions, and remedying activities that pose a public health risk and/or threat to consumers. Enforcement activities are undertaken in accordance with this policy and supporting procedures.

6. Enforcement Response

This policy sets out the guiding principles Councils Environmental Health Officers (EHO) will apply when conducting regulatory and enforcement activities and include the following:

- A graduated and proportionate approach
- Authorised by law
- Impartial and procedurally fair
- Accountable and transparent
- Promote consistency of enforcement response
- In the public interest
- Allow for the appropriate application of multiple enforcement tools under appropriate circumstances

6.1. Graduated and Proportionate Approach

Within the context of available resources, Councils EHO's will apply a graduated and proportionate approach to the application of enforcement tools upon food businesses.

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

This approach envisages the application of mild enforcement tools to businesses in the first instance, to be followed by more severe tools should the business continue the non-compliant activity.

Mild enforcement tools that may be employed includes inspection reports, official warnings, penalty infringement notices, seizure notices or Section 19 Orders. Examples of more severe tools include closure orders, suspension/cancellation of registration or prosecution in Court.

Council EHO's regularly use mediation and conciliation as preliminary steps in enforcement processes. Mediation and conciliation provide the proprietor of the business with the opportunity to explain mitigating circumstances of the legislative non-compliance. Following this explanation, Council may make a determination on an appropriate course of action.

Through employment of a graduated approach, it is considered that offences may be appropriately managed and allow Council to use its resources effectively and efficiently.

6.2. Proportionate Approach

Notwithstanding the above advice, Council EHO's will select an enforcement response that is proportionate to the identified non-compliance and will drive appropriate behavioural change to the business to return to a state of compliance. For example, identification of a critical non-compliance such as high infestation of pests like mice and cockroaches, may lead to more severe enforcement tools such as, issue of a closure order or prosecution being used in the first instance.

Furthermore, should the circumstances surrounding an offence be considered sufficiently serious (e.g. an imminent risk to public health and safety), the EHO's may elect to employ multiple enforcement tools at the same time e.g. issuing an infringement notice (penalty) and Section 19 Order (remedial action). This policy should not be interpreted as preventing Council from exercising such powers.

The main factors that will be considered in making decisions concerning the choice of enforcement tool to respond to a particular incident is based on 'Level of Culpability versus Risk to Health/Level of Non-compliance'.

Level of Culpability

- The particular circumstances of the alleged offence and the individual circumstances of the business and persons associated with the business that is subject to enforcement action.
- The compliance history of the business, both in general and with respect to the incident that is the subject of enforcement action.
- The cooperation demonstrated by the alleged offender; both in relation to investigations conducted on the offender's premises relating to the offence and

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

in respect to the cooperation demonstrated by the alleged offender following commencement of enforcement action.

- Any appropriate remedial action implemented by the alleged offender to address the non-compliance that is the subject of enforcement action.
- The degree of care and due diligence exercised by the business to avoid non-compliance.
- The timeframe over which the alleged offence/s were committed.

Risk to Health/Level of Non-compliance

Consideration must be given to the seriousness of the breach as this will assist in determining a proportionate compliance and enforcement response. The seriousness of the breach is categorised as minor non-compliance, serious non-compliance and critical non-compliance as per the Victorian Department of Health Guidelines and is defined as followed:

Minor Non-compliance

Is a low risk situation. May include but is not limited to: -

- broken tiles in the food preparation area;
- build-up of grease underneath the stove;
- packaged goods stored directly on the floor in the cool room/storeroom;
- rubbish bins not clean;
- dirty cool-room door seals.

A number of minor non-compliances, when taken collectively, may lead to the conclusion that there is a major non-compliance or, if together they pose a serious threat to public health at that time, a critical non-compliance. For example, a number of small cleaning issues taken collectively may indicate that cleaning is a serious concern. The decision as to how to classify is within the discretion of the council officer/auditor.

Major Non-compliance

A major non-compliance is defined as a: -

- deficiency or breach that does not in the particular case pose an (immediate) serious threat to public health at the time at which it has been identified, but which may pose such a threat if no remedial action is taken; or
- any other serious breach of the Act (including the Food Standards Code). It does not include a critical non-compliance.

Depending upon the circumstances, an example of a major non-compliance may include but is not limited to:

- damaged or dirty equipment;

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

- the use of inappropriate material to handle or store food;
- cleaning chemicals and sanitisers not correctly labelled or stored separately from food items;
- the presence of flies and insects within the food preparation area; or hand drying facilities which are inadequate or inappropriate (such as cloth towels for the drying of hands).

In certain cases, a number of major non-compliances may cumulatively result in the outcome of the compliance check being categorised as critical, if when taken together they pose a serious threat to public health. Council officers must exercise judgement about whether to make this decision.

Critical Non-compliance

This is a deficiency or breach that poses a serious threat to public health. This includes situations where there is a serious risk of food being sold that is unsafe to eat.

Typically there is some immediacy about the serious threat. Examples of situations that may tend to amount to critical non-compliances are:

- cross contamination, such as an EHO observing a food premises using the same chopping board to cut up raw food (chicken) and ready to eat food;
- incorrect storage of potentially hazardous food such as chicken soup stored in large storage containers in the cool-room resulting in the core temperature of the soup remaining within the temperature danger zone for a long period of time;
- incorrect labelling of food where the ingredients of the product are not clearly displayed;
- inappropriate hand washing (or lack of handwashing at all);
- inappropriate cooking of potentially hazardous foods;
- inappropriate reheating of potentially hazardous food; and
- not storing hot potentially hazardous food above 60°C.

Environmental Health Officers are suitably trained and experienced to respond appropriately based on the identifiable risks of the non-compliance. In this respect, the graduated and proportionate enforcement approach is generally depicted in Figure 2 below.

6.3. Authorised by Law

Authorised Officers only act within their authority and the legislation. Evidence obtained by Authorised Officers relating to actual or alleged offences should be obtained within the requirements of criminal law and the delegations/authorisations that the Officer holds. Decisions on enforcement action must be supported by evidence that is appropriate in the circumstances. Evidence must be admissible and sufficient to establish that an offence has been committed.

FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY

6.4. Impartial and Procedural Fairness

Within the context of available resources, enforcement action will be undertaken in a timely manner and decision making will be based on appropriate evidence and approved policies and procedures. Decisions are not based on any form of discrimination (ethnicity, religion, age, or gender), political advantage, or the personal preferences of the authorised officer or any other staff member of Council involved in the enforcement process.

6.5. Accountability and Transparency

This policy is readily available and accessible to industry and residents, any complaint or appeal process and associated timeframes are advised appropriately to any person that is the affected by an enforcement action, and plain language is used to communicate with industry regulated by the legislation. Officers operate in accordance with the Central Goldfields Shire Public Transparency Policy and Privacy Policy.

6.6. Public Interest

The overall consideration in taking enforcement action should always be the protection of public health and safety in support of the objectives of the Food Act 1984

6.7. Application of Multiple Enforcement Tools

A graduated approach to the application of individual enforcement tools does not preclude the simultaneous application of multiple enforcement tools. For example, there are circumstances, such as a serious hygiene breach, where the concurrent issue of a penalty infringement notice and a Section 19 Order would be appropriate.

Additionally, there may be circumstances where there are multiple non-compliances detected, each of varying significance. In such circumstances, the use of differing enforcement tools may also be warranted. Equally the existence of multiple breaches may indicate system failure which may result in the use of more significant enforcement tools.

7. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

8. Gender Equality Act, 2020

It is considered that this policy does not impact negatively on any rights identified in the Gender Equality Act 2020. Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

9. Review

This Policy must be reviewed every four years.

10. Relevant Legislation and Council Policies

- Guide to the Food Act 1984, Edition 1, Victoria Department of Health. February 2022
- Enforcement guidelines - A guide for councils in selecting enforcement tools under the Victorian Food Act 1984, Victoria Department of Health, November 2021
- Guide to Section 40D of the Food Act 1984, Victoria Department of Health, December 2021
- Food Act 1984
- Public Health & Wellbeing Act 2008
- Tobacco Act 1987
- Central Goldfields Shire Managing Conflicts of Interest Policy
- Central Goldfields Shire Privacy Policy
- Central Goldfields Shire Risk Management Policy
- Central Goldfields Shire Service Charter Policy
- Central Goldfields Shire Public Transparency Policy

8.6 SETTING COUNCIL MEETING DATES FOR 2025

Author: Governance Officer

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 provide Council with the proposed dates and times for meetings of Council for the 2025 calendar year.

RECOMMENDATION

That Council adopt the following proposed Council Meeting dates for 2025:

- Wednesday 26 February
- Wednesday 26 March
- Wednesday 23 April
- Wednesday 28 May
- Wednesday 25 June
- Wednesday 23 July
- Wednesday 27 August
- Wednesday 24 September
- Wednesday 22 October
- Wednesday 19 November - Statutory Meeting - Election of Mayor and Deputy Mayor
- Wednesday 26 November
- Wednesday 17 December

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 - Leading Change

The Community's vision 4. Good planning, governance, and service delivery

BACKGROUND INFORMATION

Section 66 of the *Local Government Act 2020* (the Act) requires Council to hold meetings open to the public.

Council has by recent convention done this eleven times per year, generally on the fourth Tuesday of each month commencing at 6pm and held in the Community Hub.

However, Councillors recently decided to hold 2025 Council Meetings on the fourth Wednesday of each month commencing at 6pm at the Maryborough Town Hall.

It is accepted best practice for councils to set meetings for the full calendar year in advance.

Council is required to give reasonable public notice of Council meetings.

Details of public notice of meetings are contained in Rule 12 of Council's Governance Rules.

REPORT

This schedule has allowed for public holidays.

The December meeting has been brought forward one week to avoid Christmas.

CONSULTATION/COMMUNICATION

An annual calendar of Council meetings will be published on Council's website and social media platforms and in the Maryborough Advertiser following the dates being adopted by Council.

FINANCIAL & RESOURCE IMPLICATIONS

Advertising of the adopted schedules will be accommodated within the existing Governance budget.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices.

Public notice of council meetings is also required.

By setting the meeting dates for the upcoming calendar year, publishing those dates on

Council's website and publishing upcoming meetings in the regular Council advertisement in the Maryborough Advertiser throughout the year, Council is complying with the Governance Rules, and is effectively informing the community of the Council Meeting dates.

CONCLUSION

It is recommended that Council resolve to set the schedule of Council meetings for 2025.

The proposed meeting dates and advertising meet Council's commitments to good governance and transparency.

ATTACHMENTS

Nil

9. Councillor Reports and General Business

10. Notices of Motion
Nil

11. Urgent Business
Nil

12. Confidential Business
Nil

13. Meeting Closure