

Corangamite Shire

AGENDA

Ordinary Council Meeting

7.00 pm • Tuesday 22 November 2016

*Killara Centre
210-212 Manifold Street, Camperdown*

Order of Business

1. PRAYER
2. APOLOGIES
3. DECLARATIONS OF CONFLICT OF INTEREST
4. CONFIRMATION OF MINUTES
RECOMMENDATION
That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 18 October 2016 and Special Council meeting held on Monday 7 November 2016 be confirmed.
5. DEPUTATIONS & PRESENTATIONS
6. MAYOR'S REPORT
7. COMMITTEE REPORTS
8. INFORMATION BULLETIN
9. PLANNING REPORTS
10. OFFICERS' REPORTS
11. OTHER BUSINESS
12. OPEN FORUM
13. CONFIDENTIAL ITEMS

ANDREW MASON
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The advice and information contained herein is given by the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reason or reasons for seeking the advice or information and how it is proposed to be used.

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5. DEPUTATIONS & PRESENTATIONS

1. Members of the public may address Council under this section of the Agenda of an Ordinary Meeting of the Council if:
 - a) The person is addressing the Council in respect to a submission on an issue under Section 223 of the *Local Government Act*, or
 - b) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.
2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled Ordinary Meeting of the Council.
3. Presentations made to Council in this section of the Agenda may not exceed five minutes in length, although Councillors may ask questions proceeding each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

6. MAYOR'S REPORT

6.1 Mayor's Report

Author: Jo Beard, Mayor

File No: D16/715

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jo Beard

In providing this advice to Council as the Mayor, I have no interests to disclose in this report.

Issues

It's certainly hard to believe it was only a few weeks ago when we farewelled our outgoing Councillors and that we have now begun a new era for Corangamite Shire with the election of three familiar faces and four new ones to serve as the new Council.

I would like to take this opportunity to thank Chris O'Connor, Geoff Smith, Peter Harkin and Wayne Oakes for their service and commitment to the people of the Corangamite Shire. They all had a real passion for local government and leave strong legacies from their time as Councillors.

It is with great privilege that I once again find myself writing the Mayor's Report. It certainly is a humbling experience being voted into this position by my fellow Councillors to lead the Corangamite Shire, especially with this being our first year together. I am truly honoured and I sincerely thank Councillors Neil Trotter, Helen Durant, Ruth Gstrein, Simon Illingworth, Bev McArthur and Lesley Brown for providing me with the opportunity.

We are a brand new Council made up of elected members who all have a real interest in the Shire and the region. We all stand for representing residents fairly, listening to our communities and ensuring that decisions are made in the best interests for Corangamite Shire.

I am looking forward to getting to know all the Councillors, understanding their priorities and learning from them with the different backgrounds each of them brings to the Council table.

The election process was an interesting process that reminded me of how fortunate we are to live in a democracy. A country that allows us to vote freely for whoever we see fit to best represent our views and I would like to thank the residents of Corangamite Shire for showing their faith in our abilities and giving us this opportunity to act on their behalf.

Over the next few months we will be spending many days together, along with our CEO and Senior Officer Group, planning and deciding on our priorities for this four year term of Council. During this time we will develop a Council Plan that will guide the organisation as well as review and agree to a new Code of Conduct. These two documents will be significant in reflecting our priorities, areas of focus and the way in which we will act to best to deliver positive outcomes for Corangamite Shire.

We continue to hear loud and clear the views from residents on a variety of different issues, however it is important to remember that we are ratepayers too. We drive our horrendous arterial roads every day and we will continue to work harder than ever to see the region get a better deal from the State Government regarding funding for the arterial road network. It is an issue that the previous Council advocated strongly for and something I will continue to push hard for until funding is announced.

A key to the new Council will be clear and consistent communication, coupled with teamwork and cohesion no matter our various opinions. It is frustrating that sometimes it seems to take a lot of time and effort to see changes in local government, however this cannot be a deterrent for doing what you believe is right and together I believe this Council can work to serve the needs of our communities.

I look forward to sharing not only the challenges that lie ahead, but also the successes of what we can achieve by working together as one. We will be making decisions that ultimately affect people's lives and although that is not always easy, we will do this with our best intentions and proudly serve the wonderful people of the Corangamite Shire.

Information only.

7. COMMITTEE REPORTS

Nil.

8. INFORMATION BULLETIN

Nil.

9. PLANNING REPORTS

Nil.

10. OFFICERS' REPORTS

10.1 Recreation Facility Development Policy

Author: Jarrod Woff, Manager Facilities and Recreation

File No: D16/694

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

Summary

This report seeks Council adoption of the revised Recreation Facility Development Policy which provides a framework for which Council will consider requests for grants to assist with sport and recreation facility development on both Council owned land and land not owned by Council. This policy relates to funding requests for facility development only and does not include funding for events or activities.

Introduction

There are a number of facilities throughout the Corangamite Shire that contribute to the provision of sport and recreation. These facilities are recognised as important assets that encourage broad community use, events and economic activity.

This policy details Council's approach to the development of capital projects and grant funding to recreation facilities across the Shire.

Issues

Corangamite Shire boasts a range of recreation and sporting facilities that provide active or passive, structured or unstructured, formal and informal participation opportunities. A diverse range of facilities, including golf clubs, bowls clubs, tennis clubs, recreation reserves, equestrian facilities and indoor sports centres, provide the setting for participation to take place. Quality facilities encourage participation, community use, events and contribute to the overall economic sustainability of the communities across the Shire.

Sport and Recreation Facilities perform many functions; they are used for the provision of recreation, sport and social activities, whilst also providing public locations where members of our communities can gather for group activities, social support, public information and a community space which contributes to the social fabric of our communities.

Many of these facilities that provide general public access are located on land that is not owned by Council.

To ensure that Corangamite Shire continues to provide and maintain high quality sport and recreation facilities, Council has developed the Recreation Facility Development Policy.

The policy has been reviewed with only minor changes proposed, including updates to consider the recently released Recreation and Open Space Strategy 2016-2026, inclusion of Council officers on project steering groups and reviewed to ensure compliance with Council's updated Procurement Policy.

There is considerable pressure on facility managers to monitor, maintain and upkeep their facilities with increasing operating costs. This policy provides the framework for Council to consider requests for grant funding for capital projects at sport and recreation facilities across the Shire. It should be noted that this policy does not relate to funding for events or activities conducted at recreation and sporting facilities.

Policy and Legislative Context

The Recreation Facility Development Policy is a Council policy which provides clear guidelines to decision making and implementation regarding Council's involvement in the development of sport and recreation facility projects across the Corangamite Shire.

The policy has been developed in accordance with Council's Policy Development Framework and Council's Procurement Policy.

The Recreation Facility Development Policy is consistent with the following 2013-2017 Council Plan commitments to:

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

Provide opportunities to improve and enhance the health and wellbeing of our community.

It is also consistent with the Great South Coast Strategic Plan to:

Provide better access for rural communities and disadvantaged groups to employment, recreational and educational facilities.

Enhance the quality and increase the use of community and sporting assets and open space areas in rural communities.

The policy is also supported by Council's Recreation and Open Space Strategy 2016-2026 and Council's 2013-2017 Municipal Public Health and Wellbeing Plan.

Internal / External Consultation

Council's Recreation Facility Development Policy has been reviewed internally by the Facilities and Recreation department.

Financial and Resource Implications

Council will consider all projects and requests for grants as a part of budget discussions each year.

The Recreation Facility Development Policy outlines that any projects and requests for grants will:

- have a demonstrated need, whether for asset condition, upgrade or renewal, sports development outcomes and/or community demand
- reflect consideration of other potential external funding opportunities and/or a contribution from the community.

In some instances, and dependent on external funding guidelines, Council resources may be required to work closely with or manage projects where the facility is on land not owned by Council, this will be included in the general operations budget.

Options

Council can opt to adopt the Recreation Facility Development Policy as proposed or choose to make amendments.

Conclusion

Sport and Recreation provide an important role in promoting a sense of community, social inclusion and community wellbeing. Facilities that are of high quality encourage use, promote participation and provide the setting to enhance the health and wellbeing of residents and visitors to the Corangamite Shire.

A number of facilities are on Council owned land or on land not owned by Council, this policy provides a holistic approach for Council to consider requests for grants to assist with the development of recreation facilities across the Shire.

RECOMMENDATION

That Council:

- 1. Revokes the Recreation Facility Development Policy adopted May 2013.**
- 2. Adopts the Recreation Facility Development Policy dated November 2016.**

Attachments

1. Policy Recreation Facility Development November 2016
2. Policy Recreation Facility Development November 2016 with track changes - Under Separate Cover



**CORANGAMITE
SHIRE**

Recreation Facility Development Policy

Corangamite Shire
November 2016

Council Policy



Recreation Facility Development

Introduction

Sport and recreation play an important role in promoting a sense of community, social inclusion and community wellbeing. Recreation and open space facilities are recognised as important assets that encourage broad community use and opportunities for a well-balanced lifestyle with a range of physiological, mental, social and educational benefits. The facilities contribute to providing a social focus and influencing people's perception of their community. Quality facilities encourage broad community use, events, tourism and contribute to the overall economic sustainability of the communities in which they exist.

Sport, recreation and the natural environment form an integral part of the Corangamite Shire culture. Across the Shire a broad range of recreation and sporting facilities which provide active or passive, structured or unstructured and formal or informal participation opportunities are available including golf clubs, bowls clubs, recreation reserves which cater to football, netball and cricket, tennis clubs, equestrian facilities, indoor sports centres which offer a myriad of activities from squash and soccer to senior badminton and basketball.

Purpose

This policy aims to detail Council's involvement in the development of sport and recreation facility capital projects across the Shire.

Scope

This policy applies to sport and recreation facilities in the Corangamite Shire which provide general public access and are used for community purposes on both Council owned land and land not owned by Council.

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

Definition

Grant – an allocation of funds on a non-recurrent basis for the purpose of fulfilling the specified project.

Value for money - selecting the supply of goods, services and works taking into account both cost and non-cost factors.

References

Corangamite Shire Council Procurement Policy CORCOM 11-00
Corangamite Shire Recreation and Open Space Strategy 2016-2026

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/16/49913

Department: Works & Services
To be reviewed by: March 2019
Policy Number:
Page Number: 2

Corangamite Shire Council Policy – Recreation Facility Development

Policy Detail

Decision Guidelines

Council will consider requests for grants as a part of budget discussions in each financial year.

Each request will be assessed in accordance with specific criteria:

- The project scope has been clearly defined.
- Detailed project planning has been undertaken with evidence of designs (where appropriate) and quotation/s for cost of works.
- The project budget reflects consideration of other potential external funding opportunities, and a contribution from the community.
- Preference will be given to those projects that are identified or align with Community Township Plans and Council's policies, corporate or strategic plans.
- Preference will be given to those projects that have a demonstrated need whether for asset condition upgrade or renewal, sports development outcomes and/or community demand. This may be evidenced by strategic planning work undertaken by the state sporting body or the club itself.
- Projects which are being undertaken by for-profit organisations will be ineligible to apply.

Implementation

- Council will consider financial contributions as a part of its annual budget development
- If Council is providing funding, Council will disburse the grant directly to a Club or Community Group.
- Procurement based on best value for money will be the responsibility of the Club or Community Group.
- The project will be managed by the Club or Community Group directly with a representative from Council to sit on the project management team as required.
- The Club or Community Group will be required to provide an acquittal to account for the funds at the completion of the project.
- Where a third party organisation is providing funds and requires Council to manage funds on behalf of Club or Community Group, they will be made aware of this policy.
- In the event that Council's Procurement Policy must be observed then the minimum spend competition thresholds as specified will be adhered to.

Review Date

March 2019

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/16/49913

Department: Works & Services
To be reviewed by: March 2019
Policy Number:
Page Number: 3

10.2 Community Initiated Projects Policy

Author: Jarrod Woff, Manager Facilities and Recreation

File No: D16/692

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

Summary

This report seeks Council adoption of the revised Community Initiated Projects Policy which governs Council's and the community's involvement in infrastructure projects on Council owned or controlled land.

Introduction

Council recognises the value of community based organisations and the hard work invested in the development of local communities. This policy acknowledges many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning cycle and works delivered by Council and community planning. In some instances there is a need to assist and support those organisations involved in the development of new infrastructure or renewal of existing assets on Council owned or controlled land.

This policy outlines the roles and responsibilities of Council and the initiating community group with respect to the development of community infrastructure. It does not include projects identified as a part of community planning.

This policy applies to the development of community initiated infrastructure projects, which do not form part of Council's annual works plan, strategic plan, corporate plan or Township Community Plans. These projects are for new assets or renewal of community assets such as park furniture, rotundas, landscaping, community gardens, public art works, footpaths, minor buildings/structures and other civil infrastructure.

Issues

Council's Community Initiated Projects Policy highlights the roles and responsibilities of Council and the initiating community group with respect to the development of community infrastructure.

The policy has been in place since 2013 and has helped guide a number of community projects throughout this time. The policy identifies Council's role in these projects as follows:

- Guidance with Council permit requirements and public consultation processes where required.
- Guidance on how the project proposal relates to Council's scheduled works or strategic plans.
- Guidance on relevant industry standards and regulations.
- Guidance with scoping, planning, design and approvals for the project where required.
- Assistance with advice on contractors to undertake works.
- Advice on risks and legislative requirements in relation to Work, Health & Safety.
- Identifying appropriate sites for works to occur.
- Evaluation of outcomes.

The policy identifies the initiating community group's responsibility as follows:

- Planning such as a project proposal including scoping, planning, design and approvals for the project where required.
- Implementation of the project in full, including coordination of works, risk management such as public liability insurance coverage, and contractor supervision.
- Maintenance including contribution to utility costs and ongoing maintenance.
- Succession planning for the ongoing maintenance responsibilities of the asset.

Council, as land owner or management committee of the land, will reserve the right to consider, approve or reject proposals taking into consideration the above roles and responsibilities, linkages with corporate and community plans, project scope and the outcomes and benefits as key decision guidelines.

The policy has been reviewed with only minor changes proposed. The changes include additional responsibility for the initiating community group to ensure compliance with all Occupational Health and Safety (OHS) legislation.

In addition, the policy specifies that the responsibilities of the initiating community group and Council to manage and maintain the infrastructure be established in a memorandum of understanding. This has proven to be valuable with community projects over the past three years. The review encourages the establishment of memorandum of understandings as early as possible in the development of the project to ensure clarity for all stakeholders involved in the project.

Policy and Legislative Context

The Community Initiated Projects Policy has been developed in accordance with Council's *Policy Development Framework*.

The policy aligns with Council's Plan 2013-2017 as it supports the following commitments:

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

Ensure appropriate land use and development outcomes which make Corangamite more liveable.

Sustainability and preservation of our assets.

Internal / External Consultation

The Community Initiated Projects Policy is a revision to an existing policy and has been reviewed internally by Council's Facilities and Recreation department, Community Development Officer and Senior Officer Group.

Financial and Resource Implications

The Community Initiated Projects Policy is not expected to impose a financial cost to Council.

Council staff resources will be utilised to assist initiating community groups through the planning and implementation phases of the project as well as review and analysis of project proposals for Council's consideration.

Options

Council can adopt the Community Initiated Projects Policy as presented or choose to amend the Community Initiated Projects Policy.

Conclusion

Council's Community Initiated Projects Policy highlights the roles and responsibilities of Council and the initiating community group with respect to the development of community infrastructure.

The policy acknowledges that many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning and associated works of Council. The revised Community Initiated Projects Policy aims to ensure Council's and community's involvement in community infrastructure projects on Council owned or controlled land is well defined, transparent and consistent and doesn't impact on the intent of Community Planning processes.

RECOMMENDATION

That Council:

- 1. Revokes the Community Initiated Projects policy dated July 2013.**
- 2. Adopts the Community Initiated Projects Policy dated November 2016.**

Attachments

1. Policy Community Initiated Projects November 2016
2. Policy Community Initiated Projects November 2016 with track changes - Under Separate Cover



**CORANGAMITE
SHIRE**

Community Initiated Projects Policy

Corangamite Shire
November 2016

Council Policy



Community Initiated Projects Policy

Introduction

Council recognises the value of community based organisations and the hard work invested in the development of local communities. This policy acknowledges many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning cycle and works delivered by Council. In some instances there is a need to assist and support those organisations involved in the development of new infrastructure or renewal of existing assets on Council owned or controlled land.

Purpose

This policy aims to detail Council's involvement in infrastructure projects on Council owned or controlled land where they involve the construction of new assets or renewal of assets and are initiated, fully funded, delivered and maintained by a community group.

Scope

This policy applies to the development of community initiated infrastructure projects, which do not form part of Council's annual works plan, strategic plan or corporate plan or Township Community Plans. These projects are for new assets or renewal of community assets such as park furniture, rotundas, property landscaping, community gardens, public art works, footpaths, minor buildings/structures and other civil infrastructure.

This policy does not include projects identified as a part of the Building Stronger Corangamite Communities planning.

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

Definition

'Initiating community group' – a community group who identifies and proposes an infrastructure project and intends to be the lead organiser of the project

Policy Detail

Council Role

1. Council will assist initiating community groups develop infrastructure projects as follows:
 - Guidance with Council permit requirements and public consultation processes where required.
 - Guidance on how the project proposal relates to Council's scheduled works or strategic plans.
 - Guidance on relevant industry standards and regulations.
 - Guidance with scoping, planning, design and approvals for the project where required.
 - Assistance with advice on contractors to undertake works.

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/13/24448

Department: Works & Services
To be reviewed by: June 2019
Policy Number:
Page Number: 2

Corangamite Shire Council Policy – Community Initiated Projects Policy

- Advice on risks and legislative requirements in relation to Work, Health & Safety.
- Identifying appropriate sites for works to occur.
- Evaluation of outcomes.

Community Group Responsibility

The following items will be considered the responsibility of the Community group unless an alternative arrangement is established and approved by Council.

1. Planning

- 1.1. Submit a project proposal to the relevant Council department for consideration and approval including the following information:
 - demonstrated community benefit for current and future generations;
 - level of community consultation and/or support gained for the project;
 - links with current Council and community strategies and plans;
 - contact details of the organisation with a nominated project supervisor; and
 - a budget which specifies the sources of funds expected to be used for the development, implementation and management / maintenance of the project and timeline for completion
- 1.2. Undertake all scoping, planning, design and approvals for the project where required.

2. Implementation

- 2.1. Implement the project in full according to the final and agreed proposal with Council.
- 2.2. Ensure public liability insurance coverage is provided to permit the group to undertake the project where in kind labour is anticipated.
- 2.3. Appoint appropriately qualified contractors to undertake relevant items of work e.g. electrician, plumber, builder.
- 2.4. Ensure any works undertaken by contractors or the community group, relating to the project, complies with all Occupational Health and Safety (OHS) legislation.
- 2.5. Meet with Council's representative to inspect the final works in accordance with relevant regulations.

3. Maintenance

- 3.1. Meet/contribute to the utility costs associated with such infrastructure (e.g. floodlighting, electric barbecues, drinking taps etc.)
- 3.2. Undertake/contribute to the ongoing and routine maintenance for the infrastructure to the satisfaction of Council and the community.
- 3.3. Arrange for an alternative organisation to assume ongoing maintenance responsibilities for the relevant assets in the event the initiating organisation disbands or determine they no longer wish to be involved in the maintenance of the infrastructure.

4. Abandonment

In the event an asset is abandoned by the initiating community group one of the following should occur:

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/13/24448

Department: Works & Services
To be reviewed by: June 2019
Policy Number:
Page Number: 3

Corangamite Shire Council Policy – Community Initiated Projects Policy

- 4.1. Council will be notified immediately should a replacement organisation be unable to be sourced to undertake ongoing maintenance.
- 4.2. Council will discuss and consider the future of that asset including:
 - the benefit to the community
 - the stance of the township progress / action association
 - the capacity of Council to fund ongoing maintenance
 - the cost to decommission or remove the infrastructure.
 - seek reimbursement for removal of the item.

Implementation

- All proposals for a community initiated project will be initially considered and discussed with the relevant Council officer/s.
- Council reserves the right to consider, approve or reject proposals taking into consideration the above roles and responsibilities, linkages with corporate and community plans, project scope and the outcomes and benefits as key decision guidelines.
- A memorandum of understanding or similar agreement (e.g. license, occupancy) should be established in the project initiation phase to assist with guiding the ongoing management arrangements.

Review Date

June 2019

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/13/24448

Department: Works & Services
To be reviewed by: June 2019
Policy Number:
Page Number: 4

10.3 Community Planning Infrastructure Projects Policy

Author: Jarrod Woff, Manager Facilities and Recreation

File No: D16/693

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

Summary

This report seeks Council adoption of the revised Community Planning Infrastructure Projects Policy, which governs Council's and communities' involvement in the construction of new assets or asset renewals as an action of Township Community Plans.

Introduction

The Community Planning Infrastructure Projects Policy was established in 2014. Since this time the policy has applied to a number of township community planning initiatives including the Port Campbell Community Art Space, Timboon Amphitheatre and BBQ Shelter, Derrinallum Walking Track and more.

The policy has been developed to:

- Provide a framework for Council to assist and support those organisations with the development and ongoing management and maintenance of new infrastructure or renewal of existing assets.
- Formalise Council's involvement in community projects identified in Corangamite Shire Township Community Plans where they involve the construction of new assets or renewal of assets.
- Assist community groups initiating infrastructure projects as an action of Township Community Plans by improved awareness and understanding of standard requirements for asset construction throughout the project planning, project implementation and project completion phases.

Issues

The Community Planning Infrastructure Projects Policy provides a mechanism to guide the balance between Council's role in building capacity within local communities and ensuring its resources can adequately meet the demand of maintaining its existing assets. The introduction of rate capping has put financial pressure on Council to develop and renew infrastructure. The implementation of the Community Planning Infrastructure Projects Policy has assisted Council and community groups in being able to outline recurrent human and financial resource implications. The review of this policy has made allowance for this

conservative position by acknowledging Council's support will be in accordance with available resources at any point in time.

Council acknowledges the importance of community planning as key collaboration between Council and communities and in building capacity within local communities (Council Plan 2013-2017). Council is also responsible for ensuring its resources can adequately meet the demand of maintaining its existing assets and ensuring community assets continue to meet the functionality and needs of our residents and communities.

The policy has been reviewed with only minor amendments proposed including developing memorandum of understandings with community groups early in the process to define roles and responsibilities. In addition, Occupational Health and Safety compliance with legislation has been identified and included in the reviewed policy.

In the past this policy has been reviewed on an annual basis and included consultation with each of the township associations and an internal review. In that time there has not been any significant changes proposed and as a result it is proposed that this policy is now reviewed on a three year basis.

Policy and Legislative Context

The Community Planning Infrastructure Projects Policy has been developed in accordance with Council's Policy Development Framework.

The policy aligns with Council's Plan 2013-2017 as it supports the following commitments:

Provide opportunities to improve and enhance the health and wellbeing of our community.

Provide and advocate for a range of services, facilities and support to our people to enable them to fully engage and participate in the community.

Ensure appropriate land use and development outcomes which make Corangamite more liveable.

Sustainability and preservation of our assets.

Internal / External Consultation

The Community Planning Infrastructure Projects Policy has been reviewed internally by Council's Facilities and Recreation department, Community Development Officer and Senior Officer Group.

Financial and Resource Implications

The Community Planning Infrastructure Projects Policy is not expected to impose a financial cost to Council.

The introduction of rate capping has had a financial impact on Council and its ability to provide recurrent human and financial resources and new infrastructure development. The policy will be considered in accordance with Council's budget development and available human resources.

Where resources are available, Council staff will assist community groups through the planning and implementation phases of the project as required, and review and analyse project proposals for Council's consideration.

Options

Council can adopt the Community Planning Infrastructure Projects Policy as presented, or choose to amend the Community Planning Infrastructure Projects Policy.

Conclusion

Council acknowledges the contribution of community based organisations and the work invested in the development of local communities. Council also recognises that many communities are continually striving to improve the substance and appearance of their townships and associated infrastructure in addition to those works planned and delivered by Council.

Council's Community Planning Infrastructure Projects Policy formalises Council's involvement in community projects identified in Corangamite Shire Township Community Plans, where they involve the construction of new assets or renewal of assets. It is also designed to assist community groups initiating infrastructure projects through improved awareness and understanding of standard requirements for asset construction.

RECOMMENDATION

That Council:

- 1. Revokes the Community Planning Infrastructure Projects Policy dated December 2015.**
- 2. Adopts the Community Planning Infrastructure Projects Policy dated November 2016.**

Attachments

1. Policy Council Community Planning Infrastructure November 2016
2. Policy Council Community Planning Infrastructure November 2016 with track changes - Under Separate Cover



**CORANGAMITE
SHIRE**

Community Planning Infrastructure Policy

Corangamite Shire
November 2016

Council Policy



Community Planning Infrastructure Projects

Introduction

Council acknowledges the contribution of community based organisations and the work they invest in the development of local communities. Council also recognises that many communities are continually striving to improve the substance and appearance of their townships and associated infrastructure in addition to works planned and delivered by Council. This policy has been developed to provide a framework for Council to assist and support community organisations with the development and ongoing management and maintenance of new infrastructure or renewal of existing assets.

Purpose

This policy aims to formalise Council's involvement in community projects identified in Corangamite Shire Township Community Plans where those projects involve the construction of new assets or renewal of assets.

It also aims to establish a shared understanding and common agreement regarding project standards and future maintenance responsibilities and will guide the planning, design, development and ongoing management of the asset.

Scope

This policy applies to the construction and management of infrastructure identified in Corangamite Shire Township Community Plans, whether that infrastructure is located on Council owned land, Council controlled land, Crown Land, Road Reserve managed by others, private or other land tenure.

Definitions

Infrastructure - new assets or renewal of community assets including but not limited to buildings/structures, barbeques, rotundas, gardens, tree plantings, park furniture, property landscaping, public art works, footpaths, and other civil infrastructure.

References

Community Initiated Projects Policy (INFRA 37-01)
Recreation Facility Development Policy (INFRA 06-01)
Asset Management Policy (INFRA35-01)
Trails Management Policy (INFRA 07B-03)
Public Halls Management Policy (INFRA 09-03)
Disposal of Assets Policy (INFRA 42-00)

Policy Detail

The community planning process has identified a number of projects within Corangamite Shire townships which are considered to be a priority for that community. The following information details Councils involvement with and expectations of the community groups with regards to realising these projects.

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/15/37234

Department: Works & Services
To be reviewed by: November 2019
Policy Number:
Page Number: 2

Corangamite Shire Council Policy – Community Planning Infrastructure Projects

1. Council Interest

In most instances Council will have a vested interest as the project will be developed on Council owned or controlled land, or will be allocated funding as a part of Council's budget process. In other instances, Council may merely be a resource for the community group with regard to the project development, implementation or outcomes.

Depending on the significance of the project, Council may request periodic updates on the project, a representative to be on the Project Control Group or it may offer to manage the project itself in conjunction with the community group.

In the instance Council is the auspice agency for any funding agreement with the State Government or other entity, it must bank all revenue and account for expenditure associated with the project in accordance with Council's Procurement Policy. Where Council makes a contribution to the project as a part of its annual budget, this must also be administered in accordance with Council's Procurement Policy.

Council expects that any infrastructure will be of a high quality and that asset design will be considered in accordance with relevant legislation and industry standards.

2. Planning

Where the project involves infrastructure development or renewal, whether on Council owned land or not, Council will provide high level technical advice and, where relevant and resources permit, administrative support e.g. grant writing, detailed design

Where the project is to be located on Council owned or controlled land it is expected that detailed design and appropriate approvals are sought before the project commences. The detailed design plans should be developed in accordance with the prescribed standards or relevant regulations for that infrastructure and approved by Council.

If the community group wishes to deviate from the design standards recommended by Council, it should provide detail of the proposed project design and seek Council approval to proceed. This approval will need to be considered against a risk assessment and ultimately endorsed by the Chief Executive Officer.

The standard of agreed design will need to be discussed in conjunction with maintenance costs associated with the life of the asset. Refer 5 Management & Maintenance.

Council officers and community groups should engage in conversations related to these projects early in the planning phase so as to manage the likely requirements of the project delivery and expectations for the ongoing management and maintenance for the life of the asset.

3. Construction

The community group will need to ensure it has relevant insurances – works insurance, public liability insurance, and employees - where applicable and provide a copy to Council to be retained on file. It is the responsibility of the community group / project control group to ensure any works undertaken by contractors or the community group, relating to the project, complies with all Occupational Health and Safety (OHS) legislation.

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/15/37234

Department: Works & Services
To be reviewed by: November 2019
Policy Number:
Page Number: 3

Corangamite Shire Council Policy – Community Planning Infrastructure Projects

It will be the responsibility of the community group / project control group to ensure the project is delivered in accordance with the agreed design.

It is expected that appropriately qualified contractors will be appointed to undertake relevant items of work e.g. electrician, plumber, builder.

In the instance of projects requiring a building permit, the works will be inspected by Council's building department to ensure the construction is in accordance with relevant regulations and before a Certificate of Practical Completion or Occupancy will be granted.

It is also recommended that Council's project contact or project manager meet with community representatives and /or the contractor to inspect the final works in accordance with relevant regulations or approved design standards.

4. Project Management

Depending on the size and components of the project, it may be either that a Project Control Group is required to oversee the project construction or Council will manage the project directly.

In the first instance the community group will be responsible for establishing and administering the Project Control Group. The Project Control Group will be responsible for overseeing the management of the project through to its completion and will monitor the scope of works, budget, timelines, variations and any other matters that arise.

Where Council directly manages the project it will do so with regular feedback to the community group.

Where the community group directly manages the project it will do so with regular feedback to Council.

5. Management & Maintenance

The ongoing management and maintenance of any new infrastructure will be subject to planning and discussion prior to the commencement of the project. Council expects that any infrastructure will be of a high quality and able to be realistically maintained within the respective party's resource capacity. Council will include all assets located on Council owned or controlled land on its asset register for the purposes of insurance provision.

In general, in the instance that:

- A. A project located on Council owned or Council controlled land is delivered in accordance with Council's prescribed standards of design the infrastructure will be maintained as a part of Council's recurrent operating budget.
- B. The project is delivered outside Council's recommended standards; the community group will be responsible for the ongoing management and maintenance of the infrastructure or part thereof as agreed to by Council. This will include but be not limited to:
 - utility costs
 - routine maintenance
 - audit requirements
 - insurances

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/15/37234

Department: Works & Services
To be reviewed by: November 2019
Policy Number:
Page Number: 4

Corangamite Shire Council Policy – Community Planning Infrastructure Projects

- renewal or upgrade

Council notes there are some assets already on Council's asset register or are acknowledged as Council's responsibility.

In the event the community group disbands or determine they no longer wish to be involved in the operations of the infrastructure they will be responsible for arranging for an alternative organisation to assume ongoing operational responsibilities for the relevant asset.

In the event an asset is abandoned by the community group it is expected:

- Council will be notified immediately should a replacement organisation be unable to be sourced to undertake ongoing operations
- Council will discuss and consider the future of that asset including:
 - the benefit to the community
 - the views of the township progress / action association
 - the capacity of Council to fund ongoing maintenance and operations
 - the cost to decommission or remove the infrastructure.
 - the cost of reimbursement for removal of the item.

6. Agreement to terms

A formal agreement will be developed between Council and an incorporated community association for the implementation and ongoing management of a project asset on Council owned or controlled land. The formal agreement should be agreed to and signed off by relevant parties prior to works commencing. Council will consider arrangements with unincorporated associations on a case by case basis.

Reference to linked Procedure or Guidelines, if applicable

D/14/7799 Template Community Projects Checklist

Review Date

November 2019

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

Adopted at Council on:
Agenda Item:
Responsibility: Facilities and Recreation Manager
File Number: D/15/37234

Department: Works & Services
To be reviewed by: November 2019
Policy Number:
Page Number: 5

10.4 The Domestic Animals Amendment (Puppy Farm and Pet Shops) Bill 2016

Author: Lyall Bond, Manager Environment and Emergency

File No: D16/685

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Lyall Bond

In providing this advice to Council as the Manager Environment and Emergency, I have no interests to disclose in this report.

Summary

The purpose of this report is to provide Council with information relating to the Domestic Animals Amendment (Puppy Farm and Pet Shops) Bill 2016 and for Council to consider writing a letter raising concerns to the Minister for Local Government and Minister for Agriculture.

Introduction

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) through the Victorian Government has introduced to Parliament a new Bill called the Domestic Animals Amendment (Puppy Farm and Pet Shops) Bill 2016 (the Bill). The Bill has been developed in response to a range of issues impacting the Victorian community pertaining to puppy farms and the ownership and trading of domestic animals. The MAV and Local Government as a sector support the introduction of better controls for large scale unethical puppy farming without creating an increased burden on the wider community. The MAV and councils were not aware of the Bill prior to its introduction to Parliament or consulted on the content.

Issues

The Bill amends laws governing the breeding and sales of cats and dogs. Councils, through Local Laws Officers, are the primary enforcers of the *Domestic Animals Act 1994* (the Act). Corangamite Shire currently has over 4,000 domestic animals registered in accordance with the Act.

DEDJTR has prepared a fact sheet to highlight key changes provided in the Bill. The Bill makes a number of improvements which will assist councils to deliver their legislative responsibilities under the Act including:

- The amendment of timelines for municipalities to develop Domestic Animal Management Plans (which currently coincides with council election cycles).
- A requirement for DEDJTR to develop and maintain a database of Domestic Animal Businesses which can be accessed and cross referenced by authorised officers.
- Clarifying the types of animals covered by the Act.

Key changes that will impact Local Government and our community are outlined below.

Domestic animal businesses

- Changes to the definition of a breeding domestic animal business to include any person who owns one or more fertile female dogs and breeds and sells puppies, and any person who owns three or more fertile female cats and breeds and sells kittens. All breeders that meet the new definition must register their premises with their local council and comply with the mandatory Code of Practice for the Operation of Breeding and Rearing Businesses (2014).
- A current exemption for members of 'applicable organisations' to register as a breeding domestic animal business will be removed.
- According to the DEDJTR website, councils 'should conduct annual audits or regular inspections to ensure the proprietors are operating their domestic animal businesses in accordance with the mandatory Code of Practice'.
- Rearing is to be included in the definition of domestic animal business so that puppy and kitten brokers will also have to register with their local council and comply with the Act and Code.
- The annual state levy for domestic animal business registrations and registration renewals collected by councils and paid to the State is to increase from \$10 to \$20 per registration.
- From 10 April 2020, dog breeding businesses will be limited to a maximum of 10 fertile females. Currently dog breeding businesses range in size from 3 to 300 fertile female dogs. The 10 fertile female limit will apply to new dog breeding businesses from 10 April 2017.

Pet sales

- Pet shops will only be able to sell dogs, cats, puppies or kittens that have been sourced from a registered pound, animal shelter or registered foster carer.
- The Bill will introduce an animal sale permit, approved by the Minister, to allow one-off animal sales to occur from a place that is not a registered domestic animal business or a person's residence.
 - This permit requirement will apply to sales of dogs, cats, rabbits, guinea pigs, mice, reptiles, caged birds and any other similar animal.
 - Applications for an animal sale permit will be made to the relevant local council.
 - The council authorised officer must then prepare a written report for the Minister (within 21 days of having received the application) that includes a recommendation as to whether the permit should be issued.
 - Each permit issued will only be valid for a maximum of one day.
- It will be an offence to publish advertisements online for the sale of dogs or cats unless the advertisement includes the registered domestic animal business number or the foster carer's registration number and the name of the council that issued the number, or the animal's microchip number. DEDJTR has indicated that consumers will be encouraged to check the validity of a domestic animal business' number with the local council before purchasing a puppy or kitten.
- The Bill prohibits the co-registration of breeding, shelter, pound and pet shop domestic animal businesses on a single rateable property or by the same person in Victoria.

Foster carers

- The Bill defines foster care as the short-term care of stray, abandoned or unwanted dogs or cats on one premises and limits foster care to a maximum of five dogs or cats per premises (not including permanent pets that are registered with council).

- The Bill also introduces a voluntary scheme for foster carers to apply to their local council for registration in order to access reduced registration rates for the animals in their care.

The Bill is a significant reform for animal management within Victoria and will have major financial implications for councils. The Bill has not been widely consulted or adequately tested with the MAV and Local Government to determine the effectiveness of the changes or the impact on communities. The restricted breed dog reforms, introduced in 2012 and now widely accepted as ineffective and costly, was developed in a similar manner.

The process used to develop the requirements within the amendment and introduce the Bill to Parliament is not consistent with the Victorian State-Local Government Cost Shifting Agreement which requires consultation and agreement prior to the introduction of new or shifting of responsibilities. The animal sales permits will create red tape for small community groups and impact the ability of poultry clubs to run small poultry sales, similar to those held in Camperdown.

Council has provided feedback to the MAV and Parliament's Economy and Infrastructure Standing Committee about the above concerns and associated financial and resource capability of the organisation to meet the increased requirements expected from the Bill.

Policy and Legislative Context

Providing feedback and raising concerns about the Bill is consistent with the following commitment in the Council Plan 2013-2017:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Internal / External Consultation

The MAV was not consulted on the Bill, however a small number of councils (3) may have been consulted in some form. There has been limited consultation with other affected parties, including Dogs Victoria and the Australian Veterinary Association and the general public.

The Bill was self-referenced by Parliament's Economy and Infrastructure Standing Committee for their examination. The terms of reference require that, pursuant to Sessional Order 6:

1. the Economy and Infrastructure Standing Committee undertake an inquiry into the Domestic Animals Amendment (Puppy Farms and Pet Shops) Bill 2016
2. the Committee reports its findings and recommendations to the Legislative Council by 6 December 2016, and
3. that the inquiry in particular examine the likely effect of the bill on:
 - a. existing Victorian dog breeders, and
 - b. the availability of both pet and working dogs in the state of Victoria.

The Legislative Council will consider the report before determining if the next step will be to amend the Bill or approve the Bill in its current form.

Although the terms of reference for the committee are very limited the MAV were invited to attend a hearing of the Committee on 9 November 2016 with a number of other stakeholders. In addition to providing evidence, the MAV has developed a written submission based on council feedback which had to be submitted to the Committee by 16 November 2016.

Financial and Resource Implications

There are no financial impacts in providing Council's concerns to the MAV, the Parliament's Economy and Infrastructure Standing Committee or writing to the Minister for Local Government, Minister for Agriculture, Rural Councils Victoria and local members of Parliament.

There will be a significant financial and resource impact for Council if this Bill is passed in its current form. As an example, initial calculations from Council's animal registration database identify over 500 dog owners with entire females capable of breeding that may be required to register as a Domestic Animal Business and meet the requirements of the mandatory Code of Practice. Council would then have a responsibility to inspect each of these registered Domestic Animal Businesses, which is outside the current staff resource capacity of this area. Given the scale of the changes proposed by the Bill, Council would need to employ an additional officer to deliver the registration, monitoring and inspection requirements for domestic animals.

If the Bill is introduced in its current form, the cost to the community of registering domestic animals would need to increase considerably (approximately \$45 per animal) to achieve full cost recovery. It is anticipated that the result of increasing fees to such a high level would have a detrimental impact on our rural community and animal welfare.

Options

Council may choose to support the Bill in its current form and allocate future resources according to the new expectations of the Bill, or Council may choose to continue to provide feedback and concerns to the MAV and write to the Minister for Local Government and Minister for Agriculture in an effort to seek changes to the Bill to reduce the impact on Council and the community.

Conclusion

Although for some time Local Government and the Victorian community have requested better control and enforcement options for puppy farms, the Bill creates an unnecessary burden on the community and Local Government whilst not addressing the issues of puppy farms and animal cruelty.

The financial and resource impact for Council of the Bill is considerable and will require a significant increase in animal registration costs to the community if full cost recovery is to be achieved.

RECOMMENDATION

That Council write to the Minister for Local Government, Minister for Agriculture, the Parliament's Economy and Infrastructure Standing Committee, MAV, Rural Councils Victoria and local members of Parliament to raise concerns about the Domestic Animals Amendment (Puppy Farm and Pet Shops) Bill 2016.

10.5 Committees of Council 2017

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D16/695

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

The purpose of this report is to recommend the appointment of Councillors to various internal and external committees for 2017 and to dissolve the Lake Bullen Merri and Gnotuk Advisory Committee.

Introduction

Council is required to appoint Councillor representatives to a number of internal and external committees. Councillors provide a feedback and oversight role through their involvement with the committees. Appointments are revised each year, providing Councillors with an opportunity to gain experience working with a diverse range of committees.

Issues

The type of committees on which Council is represented includes special, advisory, internal, project and external.

Special Committees

Special committees are established by Council under section 86 of the *Local Government Act 1989* to perform duties and make decisions on behalf of Council in relation to the management of a Council facility or asset. Special committees exercise their powers only in accordance with their Instrument of Delegation and guidelines or policies which Council may adopt. Council may be represented on special committees by appointing a Councillor to the committee. The Cobden Aerodrome Committee of Management is a special committee with a Councillor representative.

Advisory Committees

Advisory committees are established by Council to provide advice to Council on particular matters. Advisory committees have no delegated powers to make decisions on Council's behalf. The Audit Committee is an example of an advisory committee.

Internal Advisory Committees

Internal committees are established for a specific purpose with membership typically including a combination of either Councillors, Council officers or stakeholders. The Chief Executive Officer Performance Review Committee is an internal committee of Councillors providing advice to Council on the performance of the Chief Executive Officer

Project Committees

Project committees are created for a specific purpose. Membership of these committees is informal and may include residents as well as Council officers.

External Committees

External committees are established by external organisations and require a Council representative. These committees have various roles and responsibilities depending upon their purpose. The Great South Coast Group Board is an example of an external committee with a Councillor representative.

Committees Requiring Councillor Representation

The following committees require the appointment of one or more Councillors for 2017.

Section 86 Special Committees

1. Cobden Aerodrome Committee of Management

Council Membership: Two Councillor representatives (previously Councillors Beard and Oakes).

Purpose of Committee: To manage the Cobden Airstrip.

Recommended Membership: One Councillor representative.

2. Timboon Sporting Centre

Council Membership: Meetings previously attended by Councillor Trotter.

Purpose of Committee: To manage the Timboon Sporting Centre.

Recommended Membership: One Councillor representative.

Advisory Committees

1. Audit Committee

Council Membership: Two Councillors (previously Councillors Gstrein and Trotter), in addition to the Mayor (ex officio) (Councillor Beard).

Purpose of Committee: Oversight and review of Council's financial operations and internal systems.

Recommended Membership: Two Councillor representatives plus the Mayor (ex officio).

2. Camperdown Stadium Advisory Committee

Council Membership: Meetings previously attended by Councillor Gstrein.

Purpose of Committee: To provide advice on the management of the Camperdown Stadium.

Recommended Membership: One Councillor representative.

3. Central Pools Committee

Council Membership: One Councillor representative (previously Councillor Oakes).

Purpose of Committee: The development of policies and procedures for Corangamite's swimming pools.

Recommended Membership: One Councillor representative.

4. Cobden Racecourse Reserve Reference Group

Council Membership: Meetings previously attended by Councillor Trotter.

Purpose of Committee: To provide advice on the management of the Cobden Racecourse Reserve.

Recommended Membership: One Councillor representative.

5. Elm Tree Reference Group

Council Membership: One Councillor representative (previously Councillor Harkin).

Purpose of Committee: To provide advice on the management of Camperdown's Finlay Avenue Elm trees.

Recommended Membership: One Councillor representative.

6. Environmental Monitoring Committee (Corangamite Regional Landfill)

Council Membership: One Councillor representative (previously Councillor Smith)

Purpose of the Committee: To monitor the environmental implications of the Corangamite Landfill.

Recommended Membership: One Councillor representative.

7. Saleyards Advisory Committee

Council Membership: Two Councillor representatives (previously Councillors Smith and O'Connor).

Purpose of Committee: To provide advice on the management of the Camperdown Regional Livestock Selling Centre.

Recommended Membership: Two Councillor representatives.

Internal Advisory Committees

1. Chief Executive Officer Performance Review Committee

Councillor Membership: Two Councillors (previously Councillors O'Connor and Harkin) and the Mayor (Councillor Beard).

Purpose of Committee: To conduct regular performance reviews of the Chief Executive Officer.

Recommended Membership: Two Councillor representatives plus the Mayor.

2. Emergency Management Planning Committee

Councillor Membership: One Councillor (previously Councillor Beard).

Purpose of Committee: To plan for emergencies in Corangamite Shire.

Recommended Membership: One Councillor representative.

3. Youth Council

Councillor Membership: Two Councillors (previously Councillors Beard and Harkin)

Purpose of Committee: To provide advice and recommendations to Council on issues pertaining to youth in Corangamite, educate young people about local government and initiate programs in support of young people in the Shire.

Recommended Membership: Two Councillor representatives.

Project Committee

1. Robert Burns Scottish Festival Committee

Council Membership: One Councillor representative (previously Councillor Gstrein)

Purpose of the Committee: To plan the annual Robert Burns Scottish Festival.

Recommended Membership: One Councillor representative.

External Committees

1. Barwon South West Waste and Resource Recovery Group

Council Membership: One Councillor representative and one substitute (previously Councillor O'Connor and Councillor Gstrein as substitute).

Purpose of Committee: For the development of a Regional Waste Management Plan and other Regional Waste Management responsibilities.

Recommended Membership: One Councillor representative and one substitute.

2. Beyond the Bell Committee

Council Membership: One Councillor representative (previously Councillor Beard).

Purpose of Committee: For the implementation of the Corangamite Beyond the Bell action plan as part of the Great South Coast Group Beyond the Bell Project.

Recommended Membership: Two Councillor representatives.

3. BHP Environmental Review Committee

Council Membership: One Councillor representative (previously Councillor Trotter).

Purpose of Committee: Review of the environmental impacts of the development.

Recommended Membership: One Councillor representative.

4. Corangamite Regional Library Corporation

Council Membership: One Councillor representative (previously Councillor Gstrein).

Purpose of Committee: For the management of the Corangamite Regional Library Service.

Recommended Membership: One Councillor representative and one substitute.

5. Great South Coast Group Board

Council Membership: One Councillor representative, usually the Mayor (previously Councillor Beard)

Purpose of Committee: To provide input into Great South Coast Regional initiatives and advocacy.

Recommended Membership: One Councillor representative.

6. Lochard Energy (previously Energy Australia) Environmental Review Committee

Council Membership: One Councillor representative (previously Councillor Trotter).

Purpose of Committee: Review of the environmental impacts of the development.

Recommended Membership: One Councillor representative.

7. Municipal Association of Victoria

Council Membership: One Councillor representative and one substitute (previously Councillor Gstrein and Councillor Beard as substitute).

Purpose of Committee: For representation to the Municipal Association of Victoria.

Recommended Membership: One Councillor representative and one substitute.

8. Origin Gas Environmental Reference Group

Council Membership: One Councillor Representative (previously Councillor Trotter).

Purpose of Committee: Review of the environmental impacts of the development.

Recommended Membership: One Councillor representative.

Committees No Longer Operating or Requiring Councillor Representation

From time to time a committee may no longer be required if it has achieved its purpose or circumstances change. Committees established by a resolution of Council, such as special and advisory committees, require a resolution of Council to dissolve the committee.

The Lake Bullen Merri and Gnotuk Advisory Committee is no longer a functioning advisory committee. Future work of the committee, should it continue, would require the

involvement of professional scientists. Council is not in the position to provide the necessary resources for this work, as a budget allocation has not been made. It is recommended that Council dissolve the Lake Bullen Merri and Gnotuk Advisory Committee and thank the Committee members for their important contribution over the past several years.

The Corangamite Shire Integrated Fire Management Planning Committee (Fire Committee) continues to operate as a sub-committee to the Emergency Management Planning Committee. The Fire Committee provides a coordinated approach to fire management issues in the Shire and Council was previously represented by Councillor Beard. It is considered that Councillor representation on the Fire Committee is no longer required. Council will continue to be represented on the Emergency Management Planning Committee.

Policy and Legislative Context

The appointment of Councillors to committees and the dissolution of a committee no longer operating is consistent with the following commitments in the Council Plan 2013-2017:

Council will demonstrate high levels of ethical behaviour and corporate governance standards.

We will advocate for and with the community to achieve outcomes.

Internal / External Communication

Expressions of interest for committee appointments was sought from all Councillors. As the preferences received from Councillors did not exceed the number of vacancies, a detailed recommendation has been prepared for Council adoption.

Options

Council may elect Councillors to committees as recommended, or seek alternative Councillor nominations for election by way of voting.

Conclusion

Each year Council is required to elect Councillor representatives to a number of internal and external committees. Councillors have been consulted regarding their preferences for appointment to the committees which is reflected in the recommendation.

From time to time a committee may cease operating and be dissolved by Council. The Lake Bullen Merri and Gnotuk Advisory Committee is no longer a functioning advisory committee, and it is recommended that Council dissolve the Committee and thank its members for their important contribution over the past several years.

RECOMMENDATION

That Council:

- 1. Elects Cr Gstrein to the Robert Burns Scottish Festival project committee.**
- 2. Elects the designated Councillors to the following committees:**

Committee	Committee Type	Councillor Representative Nominations
Cobden Aerodrome Committee of Management	Special	Cr Beard
Timboon Sporting Centre	Special	Cr Trotter
Audit Committee	Advisory	1. Cr McArthur 2. Cr Trotter 3. Mayor (ex officio)
Camperdown Stadium Advisory Committee	Advisory	Cr Gstrein
Central Pools Committee	Advisory	Cr Brown
Cobden Racecourse Reserve Reference Group	Advisory	Cr Trotter
Elm Tree Reference Group	Advisory	Cr Gstrein
Environmental Monitoring Committee	Advisory	Cr Gstrein
Saleyards Advisory Committee	Advisory	1. Cr McArthur 2. Cr Illingworth
Chief Executive Officer Performance Review Committee	Internal	1. Cr McArthur 2. Cr Gstrein 3. Mayor
Emergency Management Planning Committee	Internal	Cr Beard
Youth Council	Internal	1. Cr Durant 2. Cr Brown
Barwon South West Waste and Resource Recovery Group	External	Cr Trotter Cr Brown (substitute)
Beyond the Bell	External	1. Cr Durant 2. Cr Beard
BHP Environmental Review Committee	External	Cr Illingworth
Corangamite Regional Library Corporation	External	Cr Gstrein Cr Durant (substitute)
Great South Coast Group Board	External	Mayor
Lochard Energy Environmental Review Committee	External	Cr Trotter
Municipal Association of Victoria	External	Cr Gstrein Cr McArthur (substitute)
Origin Gas Environmental Reference Group	External	Cr Illingworth

- 3. Dissolves the Lake Bullen Merri and Gnotuk Advisory Committee and thank the Committee members for their contribution.**

10.6 Determination of Council Meeting Day, Time and Venues

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D16/687

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

This report provides advice and recommendations for the scheduling of ordinary Council meetings.

Introduction

Council is able to set its ordinary Council meetings at a time, date and frequency that it determines.

Issues

Council currently holds its monthly ordinary Council meetings on the fourth Tuesday of each month at 7.00 pm, with the exception of the December meeting which is held one week earlier. Meetings are held at the Killara Centre in Camperdown, except for the March and September meetings which are held in other townships in the Shire. In 2012, Council resolved to hold the July ordinary meeting during the first year of the Council term in Noorat. Prior to this, the September meeting during the third year of the Council term alternated between Terang and Noorat, resulting in both townships hosting the meeting every eight years.

Meeting Day

For over 15 years Council meetings have been held on the fourth Tuesday of each month. Exceptions to this are the December ordinary meetings, which are usually scheduled one week earlier due to Christmas occurring in the week of the meeting, or when specific circumstances prevent a meeting occurring on the scheduled date.

There is a community expectation that the fourth Tuesday of each month will continue as the traditional Council meeting day. The added advantage of holding Council meetings on a Tuesday is that it provides an opportunity for Council employees to commence implementing the decisions of Council in the days immediately following the meeting.

The exceptions to the proposed schedule of meetings is the April 2017 ordinary meeting, which would be held on Wednesday 26 April 2017 due to ANZAC Day falling on the fourth Tuesday of the month, and the December ordinary meetings during Council's term of office,

which would be brought forward by one week. Scheduling the December meetings one week earlier allows for the completion of Council business prior to the closure of the Civic Centre over the Christmas period. In 2017, the fourth Tuesday will occur on Boxing Day, so scheduling the meeting a week earlier on Tuesday 19 December 2017 is appropriate.

Meeting Time

Since 2009, Council meetings have been held at 7.00 pm, preceded by a briefing session and dinner for Councillors, Chief Executive Officer, senior officers and guests. Prior to 2009, meetings were held at 1.30 pm following a morning briefing session and lunch.

It is believed that evening Council meetings provide an opportunity for more citizens to attend should they wish to do so, although it is recognised that some people may find travelling to meetings at night a disincentive.

Meeting Venue

Since 2005 Council has been holding two meetings each year in venues outside Camperdown, rotating between all of the wards. The intent of holding meetings outside Camperdown is to provide an opportunity for people from other towns to attend a Council meeting and participate if they wish.

Council resolved at its meeting on 27 November 2012 that the following rotation would apply to Council meetings held in townships other than Camperdown during its term of office.

Year	Month	Town
2013	March	Simpson
	July	Noorat
	September	Derrinallum
2014	March	Cobden
	September	Skipton
2015	March	Port Campbell
	September	Terang
2016	March	Timboon
	September	Lismore

It is recommended that this pattern of rotation continue to allow greater participation in Council meetings by residents.

Policy and Legislative Context

Under the *Local Government Act 1989*, Council is empowered to set its ordinary Council meetings at a time, date and frequency that it determines.

Council’s *Meeting Procedures Local Law No.3 (2016)* requires Council to set the date, time and place of ordinary Council meetings for the following year at the November Council meeting, as well as provide notice of the meeting dates on Council’s website. This annual review assists with the rescheduling of meetings that may occur on public holidays.

The setting of meeting dates for the year ahead is also consistent with the Council Plan 2013-2017 commitment that:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will advocate for and with the community to achieve outcomes.

Financial and Resource Implications

Additional resources are required if meetings are held away from Camperdown to meet travel, set up and venue hire expenses. However, these are considered to be minor when compared to the advantages of facilitating greater transparency and accessibility to the decision making process of Council by holding meetings at locations throughout the Shire.

Options

Council may choose to hold its ordinary meetings as recommended, or vary the day, time and venues.

Conclusion

It is necessary for Council to determine the day, time and venues for the 2017 ordinary Council meetings in order to be compliant with *Meeting Procedures Local Law No.3 (2016)* and ensure ongoing certainty for Councillors, staff and the community.

RECOMMENDATION

That Council:

1. Holds its ordinary meetings for its term of office on the fourth Tuesday of every month at 7.00 pm, except for December which is to be held one week earlier, and April 2017 which is to be held on Wednesday 26 April 2017.
2. Holds its meetings in the Killara Centre in Camperdown, except for the following ordinary meetings which are to be held in the towns designated in the table below:

Year	Month	Town
2017	March	Simpson
	July	Noorat
	September	Derrinallum
2018	March	Cobden
	September	Skipton
2019	March	Port Campbell
	September	Terang
2020	March	Timboon
	September	Lismore

3. Publishes on its website the following dates for the 2017 ordinary Council meetings:

Date	Venue	Time
Tuesday 24 January	Killara Centre, Camperdown	7.00 pm
Tuesday 28 February	Killara Centre, Camperdown	7.00 pm
Tuesday 28 March	Venue TBA, Simpson	7.00 pm
Wednesday 26 April	Killara Centre, Camperdown	7.00 pm
Tuesday 23 May	Killara Centre, Camperdown	7.00 pm
Tuesday 27 June	Killara Centre, Camperdown	7.00 pm

Tuesday 25 July	Venue TBA, Noorat	7.00 pm
Tuesday 22 August	Killara Centre, Camperdown	7.00 pm
Tuesday 26 September	Venue TBA Derrinallum	7.00 pm
Tuesday 24 October	Killara Centre, Camperdown	7.00 pm
Tuesday 28 November	Killara Centre, Camperdown	7.00 pm
Tuesday 19 December	Killara Centre, Camperdown	7.00 pm

10.7 Regional Tourism Board Nomination of Director

Author: Andrew Mason, Chief Executive Officer

File No: D16/716

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Summary

This report is required to confirm Corangamite Shire's representative to the GORRT Ltd Board for the next three years.

Introduction

Great Ocean Road Regional Tourism Ltd (GORRT) was established in 2013 with the support and recognition of Tourism Victoria and the five local government councils of the south-west region to lead the development, marketing and management of tourism for the region.

Membership of the GORRT Board consists of representatives from each participating council as well as industry/skill based directors. Council previously nominated the Chief Executive Officer, Mr Andrew Mason, to represent Corangamite Shire as a director on the Board, which is now due for renewal. The Chief Executive Officer has expressed an interest in being reappointed to the Board for a period of three years.

Council's nominee to the Board may be a senior officer, Councillor or other appropriate person. However, it is important to recognise that as the Board is a company limited by guarantee, the Directors have a fiduciary responsibility to act in the best interest of the company. Directors are appointed for either a one, two or three year term.

The Chief Executive Officer previously sat on the Interim Board during the establishment of GORRT Ltd and has continued to serve as the Corangamite Shire Director since 2013.

Policy and Legislative Context

Nomination of a representative to the GORRT Board is consistent with the following objective and strategies in the Council Plan.

Encourage and support the expansion of the tourism industry.

Support the South West Victoria Regional Tourism Board

Increase the yield from visitors by encouraging increased length of stay and dispersal from the coast to the hinterland.

Internal / External Consultation

Councillors have been consulted regarding Council's nomination of a director to the Great Ocean Road Regional Tourism Board.

Financial and Resource Implications

Council, in its Budget, agreed to an annual funding of \$89,000 to GORRT Ltd. This is paid in quarterly contributions on receipt of an invoice. Future funding allocations beyond 2016-2017, consistent with Council's agreement with GORRT Ltd, will need to be provided through the annual budget process.

Costs associated with the appointment of a Council representative to the Board will be absorbed within existing budgets. It is expected that the time commitment will be approximately one day per month.

Options

Council may choose to appoint a Councillor, senior officer or other appropriate person as its representative to the GORRT Board for a one, two or three term. Council may also choose to change the Council representative on the Board at any time in the future.

Conclusion

Great Ocean Road Regional Tourism Ltd provides great opportunities to improve the marketing and development of tourism product across the region. The Chief Executive Officer has expressed an interest in being reappointed to the Board for a period of three years.

RECOMMENDATION

That Council endorses the appointment of the Chief Executive Officer to the Great Ocean Road Tourism Board Ltd for a period of three years.

10.8 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D16/699

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 18 October 2016.

Introduction

The *Local Government Act 1989* (the Act) requires that records of meetings which constitute an Assembly of Councillors be tabled at the next practicable meeting of Council and is incorporated in the minutes of the Council meeting.

Issues

An 'Assembly of Councillors' is defined in the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or subject to the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

Typical meetings giving rise to an Assembly of Councillors at Corangamite Shire include Councillor briefings, advisory committees and planning site inspections. However, from time to time additional records may be reported in accordance with the Act.

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- The Councillors and members of Council staff attending.
- The matters discussed.
- Disclosures of conflict of interest (if any are made).
- Whether a Councillor left the meeting after making a disclosure.

Records of an Assembly of Councillors are documented by a Council officer present at a meeting designated as an Assembly of Councillors. Responsibility for the maintenance of records associated with Assembly of Councillors rests with the Chief Executive Officer.

Policy and Legislative Context

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2013-2017 strategy, "Council will demonstrate high levels of ethical behaviour and corporate governance standards".

Conclusion

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 18 October 2016
- Councillor Induction Session 2 November 2016
- Councillor Induction Session 3 November 2016
- Councillor Briefing 7 November 2016
- Councillor Workshop 8 November 2016
- Councillor Workshop 9 November 2016
- Councillor Shire Tour 15 November 2016.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

Attachments

1. Record of an Assembly of Councillors 18 October 2016
2. Record of an Assembly of Councillors 2 November 2016
3. Record of an Assembly of Councillors 3 November 2016
4. Record of an Assembly of Councillors 7 November 2016
5. Record of an Assembly of Councillors 8 November 2016
6. Record of an Assembly of Councillors 9 November 2016
7. Record of an Assembly of Councillors 15 November 2016

Council

Record of an Assembly of Councillors



Date: 18 October 2016

Time: 2.45 pm

Place: Killara Centre, Camperdown

Present:

Cr Beard Cr Gstrein Cr Harkin Cr Oakes
 Cr O'Connor Cr Smith Cr Trotter

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
 Lyall Bond and Sharna Whitehand (Item 3)

Guests:

Issues Discussed:

Item	Discussion Topic
1	Hot Topics: <i>Shipwreck Coast Master Plan Update, Agenda Items, 12 Apostles Sewage Update, Glenormiston Heritage and s173 Agreement, End of Council Term of Office, Key Dates, Family Day Care, Landfill</i>
2	Councillor Items: <i>Landfill Issues, Princetown Shops, Tourist Roads Directional Arrows, Pedestrian Access in Manifold Street, Wright Street Road Edges, Terang Band Stand Plaque, Manifold street Parking, Caravan Park Signage, Service Station Closure, Thank you to Staff for Mowing in Cobden</i>
3	Emergency Management Preparations
4	Inquest into the death of Paul Daniel Rayudu and Review of Council Pool Operations
5	Princetown Planning Application - Montarosa Pty Ltd

Conflicts of Interest declared: Nil.

Councillor left the meeting at: NA

Councillor returned to the meeting at: NA

Councillor Conflict of Interest Form Completed: NA

Meeting close: 6.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Date: 2 November 2016

Time: 10.45 am

Place: Old Chambers, Camperdown

Present:

Jo Beard Lesley Brown Helen Durant Ruth Gstrein
 Simon Illingworth Bev McArthur Neil Trotter

Ruth Gstrein left the meeting at 1.00pm; Bev McArthur left the meeting at 3.00pm

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
Penny MacDonald (Items 3 & 4)

Steven Welsh and Micah Nuske (Item 5)

Guests:

Issues Discussed:

Item	Discussion Topic
1	Introduction of Senior Officers and Councillors-Elect
2	Overview of the Shire
3	Roles and Governance
4	Councillor Support
5	iPad Demonstration
6	Tour of Offices

Conflicts of Interest declared: Nil.

Councillor left the meeting at: NA

Councillor returned to the meeting at: NA

Councillor Conflict of Interest Form Completed: NA

Meeting close: 4.45 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Date: 3 November 2016

Time: 10.30 am

Place: Killara Centre, Camperdown

Present:

Jo Beard Lesley Brown Helen Durant Ruth Gstrein
 Simon Illingworth Bev McArthur Neil Trotter

Bev McArthur left at 3.30 pm

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
Michele Stephenson, John van Nieuwkerk, Matthew Dawson, Greg Hayes, Lyall Bond, Michael Emerson, John Kelly, Lyle Tune, Jarrod Woff, Rory Neeson (Item 2)
Penny MacDonald (Item 3)

Guests:

Mark Bartley, HWL Ebsworth (Item3)

Issues Discussed:

Item	Discussion Topic
1	November Council Meetings
2	Information Session with Managers
3	Legal Responsibilities
4	Key Decisions, Dates and Current Issues

Conflicts of Interest declared: Nil.

Councillor left the meeting at: NA

Councillor returned to the meeting at: NA

Councillor Conflict of Interest Form Completed: NA

Meeting close: 5.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Date: 7 November 2016

Time: 3.00 pm

Place: Killara Centre, Camperdown

Present:

Jo Beard Lesley Brown Helen Durant Ruth Gstrein
 Simon Illingworth Bev McArthur Neil Trotter

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

Guests:

Issues Discussed:

Item	Discussion Topic
1	Council Meeting Procedures

Conflicts of Interest declared: Nil.

Councillor left the meeting at: NA

Councillor returned to the meeting at: NA

Councillor Conflict of Interest Form Completed: NA

Meeting close: 4.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Date: 8 November 2016
Place: Surf Club, Port Campbell

Time: 9.30 am

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter
Cr Gstrein arrived at 11.00 am

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
 Greg Hayes (Item 1)
 Matthew Dawson (Item 2)
 Michael Emerson (Item 5)
 Lyle Tune and John Kelly (Item 6)

Guests:

Simon Armstrong, Leading Teams (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Planning
2	Community Services
3	Team Building
4	Port Campbell Streetscape
5	Economic Development and Tourism
6	Assets and Works Overview

Conflicts of Interest declared: Nil.
Councillor left the meeting at: NA
Councillor returned to the meeting at: NA
Councillor Conflict of Interest Form Completed: NA

Meeting close: 6.30 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Date: 9 November 2016
Place: Surf Club, Port Campbell

Time: 9.15 am

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae
Adam Taylor (Item 1)
Rory Neeson and Garry Moorfield (Item 3)
Jarrod Woff (Item 4)

Guests:

Issues Discussed:

Item	Discussion Topic
1	Local Government Finance and Budgets
2	Performance Reporting and Community Satisfaction
3	Community Planning, Communications & Media
4	Facilities and Recreation
5	Regional Planning and Priorities
6	Council Plan
7	Key Dates and Upcoming Decisions

Conflicts of Interest declared: Nil.
Councillor left the meeting at: NA
Councillor returned to the meeting at: NA
Councillor Conflict of Interest Form Completed: NA

Meeting close: 4.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors



Date: 15 November 2016
Place: Various – Shire Tour (South)

Time: 8.30 am

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr McArthur Cr Trotter

Officers:

Ian Gibb Brooke Love Andrew Mason David Rae

Guests:

Issues Discussed:

Item	Discussion Topic
1	Roads
2	Community Planning
3	Mount Noorat
4	Terang Children's Centre
5	Landfill
6	Cobden Aerodrome and Racecourse Reserve
7	Timboon Streetscape and Issues
9	12 Apostles Infrastructure / Amendment C30 sites
10	Depots and Works
11	Swimming Pools

Conflicts of Interest declared: Nil.
Councillor left the meeting at: NA
Councillor returned to the meeting at: NA
Councillor Conflict of Interest Form Completed: NA

Meeting close: 5.00 pm

Note taker: Andrew Mason

11. OTHER BUSINESS

12. OPEN FORUM

Members of the public are very welcome to make statements or ask questions relevant to Corangamite Shire at the Open Forum section of Council meetings.

To assist with the smooth running of the meeting, we ask that you raise a maximum of two items at a meeting and please follow this procedure:

1. Wait until the Mayor asks if there are any items in Open Forum and invites you to speak.
2. Stand if you are able and introduce yourself.
3. Speak for a maximum of five minutes.

We will undertake to answer as many questions as possible at a meeting and if we cannot answer a question at the meeting we will provide a written response no later than five working days after the Council meeting.

13. CONFIDENTIAL ITEMS

RECOMMENDATION

That pursuant to the provisions of Section 89(2) of the *Local Government Act* the meeting be closed to the public to enable consideration of the following reports as they relate to contractual matters.

13.1 Variation to Road Sealing Contract 2016-2017

13.2 Contract 2017007 Supply and Install Geosynthetics- Corangamite Regional Landfill

13.3 Contract 2017008 Earthworks Plant Hire at Corangamite Regional Landfill