

Corangamite Shire

MINUTES

Ordinary Council Meeting

Held 7.00 pm • Tuesday 28 November 2017

*Killara Centre
210-212 Manifold Street, Camperdown*

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**MINUTES OF THE ORDINARY MEETING OF THE CORANGAMITE
SHIRE COUNCIL HELD AT KILLARA CENTRE, 210-212 MANIFOLD
STREET, CAMPERDOWN 7.00 PM ON
28 NOVEMBER 2017**

Mr Andrew Mason, Chief Executive Officer, opened the meeting, as the position of Mayor became vacant at 6.00 am on the day of the meeting.

Mr Mason called for nominations of temporary chairperson.

Cr B. McArthur nominated Cr L. Brown as temporary chairperson. Cr L. Brown declined the nomination. Cr N. Trotter nominated Cr R. Gstrein. Cr J. Beard seconded the nomination. Cr R. Gstrein accepted the nomination. No further nominations were received, Council voted and Cr R. Gstrein was appointed temporary chairperson and assumed the chair.

1. PRESENT

Councillors J. Beard (Chairperson), L. Brown, H. Durant, R. Gstrein,
S. Illingworth, B. McArthur, N. Trotter.

Officers Andrew Mason, Chief Executive Officer
Ian Gibb, Director Sustainable Development
Brooke Love, Director Works and Services
David Rae, Director Corporate and Community Services
Matthew Dawson, Manager Community Services
Rory Neeson, Manager Community Relations
Lyle Tune, Manager Works
Belinda Bennett, Environment Coordinator

2. APOLOGIES

Nil.

3. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 24 October 2017 be confirmed.

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.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Brown

That the recommendation be adopted.

CARRIED

5. ELECTION OF MAYOR

5.1 Election of Mayor - Term of Office

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D17/674

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 determine the term of office for the Mayor of Corangamite Shire.

Introduction

The *Local Government Act 1989* provides for Council consideration of the Mayoral term prior to the election of Mayor.

Issues

Council has historically elected a Mayor for one year, however the term of office may be for one or two years.

Policy and Legislative Context

Section 71(2) of the *Local Government Act 1989* provides that before a Mayor is elected, the Council may resolve to elect a Mayor for a term of two years.

Determination of the Mayoral term prior to the election of Mayor demonstrates good governance and is consistent with the following commitment and objective in the 2017-2021 Council Plan:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

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

Options

Council may resolve to set the term of office for the Mayor as one or two years.

Conclusion

Council is required to determine the length of the mayoral term, as one or two years, before a Mayor is elected.

RECOMMENDATION

That Council proceeds to determine the length of the Mayoral term.

COUNCIL RESOLUTION

MOVED: Cr McArthur

SECONDED: Cr Illingworth

That the Mayoral term of office be one year.

CARRIED

5.2 Election of Mayor

Author: Penny MacDonald, Executive Assistant

File No: D17/675

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 Assistant, I have no interests to disclose in this report.

Summary

This report provides advice on the process for the election of Mayor of Corangamite Shire.

Introduction

The *Local Government Act 1989* requires Council to elect a Councillor to be Mayor at a meeting open to the public.

The Mayor's role is to chair all meetings of the Corangamite Shire Council and to take precedence at all municipal proceedings within the Shire.

Issues

In accordance with *Meeting Procedures Local Law No.3 (2016)*, the election of Mayor must be by a show of hands at a meeting open to the public.

Nominations are to be called for and seconded. A candidate may nominate themselves but the nomination must be seconded. If nominated by another Councillor, the nominee is to be provided with an opportunity to accept or decline the nomination. Each nominee will be offered the opportunity to address fellow Councillors for up to five minutes prior to a vote.

If there is one nominee, that nomination must still go to a vote by show of hands; if there are two nominees, Council will vote by show of hands and the candidate with the highest number of votes declared elected; if there are three or more nominees, the candidate with the lowest number of votes will be eliminated, with additional votes undertaken until the final vote between the two remaining candidates. If there is a tied vote, the successful candidate will be determined by the drawing of a lot.

The successful Councillor will be Mayor of Corangamite Shire until the term of office concludes, as determined by Council before the election of Mayor.

Once the Mayor is elected, he or she will assume the Chair for the remainder of the Council meeting.

Policy and Legislative Context

Section 71 of the *Local Government Act 1989* requires Council to elect a Mayor. The process of electing the Mayor is to be conducted in accordance with Corangamite Shire's *Meeting Procedures Local Law No.3 (2016)*.

Options

Council is required to elect a Mayor.

Conclusion

Council is required to elect a Mayor at a meeting open to the public. The successful Councillor will be Mayor of Corangamite Shire until the term of office concludes, as determined by Council before the election of Mayor. After the Mayor is elected they will assume the Chair for the remainder of the meeting.

RECOMMENDATION

That Council proceeds to elect a Mayor.

The temporary chairperson, Cr R. Gstrein, invited nominations for the position of Mayor for 2017-2018.

Cr N. Trotter nominated Cr J. Beard. Cr L. Brown seconded the nomination. Cr J. Beard accepted the nomination.

Cr S. Illingworth nominated himself. Cr B. McArthur seconded the nomination.

The nominees for the position of Mayor addressed the meeting.

Cr R. Gstrein requested Councillors vote by a show of hands.

Cr J. Beard received 5 votes, Cr S. Illingworth received 2 votes. There being a clear majority, Cr J. Beard was duly elected as Mayor for 2017-2018.

The temporary chairperson, Cr R. Gstrein, vacated the chair and the Mayor, Cr. J. Beard assumed the chair.

The Mayor, Cr J. Beard, addressed the meeting.

5.3 Election of Deputy Mayor

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D17/727

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 on the process for the election of Deputy Mayor of Corangamite Shire.

Introduction

Council may elect a Councillor to the position of Deputy Mayor if agreed by the majority of Councillors by way of a Council resolution.

Where the Mayor is unavailable to attend meetings or events, a Deputy Mayor would represent the Mayor.

Issues

In accordance with *Meeting Procedures Local Law No.3 (2016)*, the election of Deputy Mayor (if required) must be by a show of hands at a meeting open to the public.

The process for the election of a Deputy Mayor is the same as the process for the election of Mayor. Nominations are to be called for and seconded. A candidate may nominate themselves but the nomination must be seconded. If nominated by another Councillor, the nominee is to be provided with an opportunity to accept or decline the nomination. Each nominee will be offered the opportunity to address fellow Councillors for up to five minutes prior to a vote.

If there is one nominee, that nomination must still go to a vote by show of hands; if there are two nominees, Council will vote by show of hands and the candidate with the highest number of votes declared elected; if there are three or more nominees, the candidate with the lowest number of votes will be eliminated, with additional votes undertaken until the final vote between the two remaining candidates. If there is a tied vote, the successful candidate will be determined by the drawing of a lot.

The successful Councillor will hold the position of Deputy Mayor until the term of office for the Mayor concludes.

The Deputy Mayor does not receive an additional allowance (above the usual Councillor allowance) or hold any additional powers or functions. Should the Mayor be unavailable to attend meetings or events, the Deputy Mayor would attend in the Mayor's absence.

Policy and Legislative Context

Meeting Procedures Local Law No.3 (2016) allows for the election of a Deputy Mayor if the majority of Councillors agree. This would be by way of a Council resolution. Should Council resolve to elect a Deputy Mayor, the election would follow the decision.

Options

Council may, by resolution, choose to elect a Deputy Mayor and then conduct the election.

Conclusion

Council may resolve to elect a Deputy Mayor. The successful Councillor would hold the position of Deputy Mayor of Corangamite Shire until the Mayoral term of office concludes, as determined by Council before the election of Mayor.

RECOMMENDATION

That Council:

- 1. Elects a Deputy Mayor.**
- 2. Holds an election for the position of Deputy Mayor.**

COUNCIL RESOLUTION

MOVED: Cr Gstrein
SECONDED: Cr Illingworth

That Council elects a Deputy Mayor.

CARRIED

The Mayor, Cr J. Beard, invited nominations for the position of Deputy Mayor for 2017-2018.

Cr B. McArthur nominated herself. Cr S. Illingworth seconded the nomination.

Cr H. Durant nominated Cr N. Trotter. Cr L. Brown seconded the nomination. Cr N. Trotter accepted the nomination.

The nominees for the position of Deputy Mayor addressed the meeting.

The Mayor, Cr J. Beard, requested Councillors vote by a show of hands.

Cr N. Trotter received 5 votes, Cr B. McArthur received 2 votes. There being a clear majority, Cr N. Trotter was duly elected as Deputy Mayor for 2017-2018.

6. DEPUTATIONS & PRESENTATIONS

Nil.

7. MAYOR'S REPORT

7.1 Mayor's Report

Author: Jo Beard, Mayor

File No: D17/741

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

This past month has been full steam ahead with the release of Council's five part FIX OUR ROADS advocacy campaign.

The videos so far have been viewed over 50,000 times, and shared by 900 people willing to help join our crusade to see the State Government allocate more funding to FIX THEIR ROADS in the Corangamite Shire. As we all know roads still remain Council's number one priority, just as it has been in previous years. We hear loud and clear what our ratepayers are saying; that they are fed up with the dangerous and unacceptable arterial road network that is the State Government's responsibility.

The videos have been produced to highlight the impacts the condition of these roads are having on both industry and our daily lives. For years we have continued to advocate to both sides of politics to invest more into the deteriorating road network with very little success. Of course it certainly doesn't help that we are located in a very safe electorate, however this shouldn't matter when lives and an economy of national significance are at risk.

Roughly 18 months ago a change of tack was recognised by Council. We would always hear the sad and sorry stories of the impacts the condition of these roads were having on passenger vehicles, but we had not heard about the impact the poor condition of VicRoads' roads were having on our local industries. These are the companies that provide jobs and are critical to the agricultural industry. Then we have the school bus companies who transport the most important cargo in the world, our children, to and from school. Millions and billions are being spent on relieving congestion in metro areas, whilst the safety of our communities and visitors to our region, the productivity of our industries, and the reputation of our iconic tourist areas are at risk with the condition of our arterial road network.

Brooke Love, Director of Works and Services, and I met individually with the majority of heavy freight vehicle operators here in Corangamite Shire over a period of a few days, gaining critical insight into the impacts these companies are incurring due to the failings of the arterial road network. Their analysis, expertise and willingness to share inhibitors and significant added

costs to their business due to the roads was invaluable. The relationships and trust built over those visits enabled us to join forces and create video footage and interviews that openly and honestly highlighted the negative effects the State's roads are having on our region. Thank you to all of our industry partners and the community who, whether through data sharing, interviews, or anecdotal comments, have contributed to this campaign. Our collaboration has deliberately been forwarded to both State and Federal MPs, VicRoads, and all media outlets.

Our message is stronger than ever as we cannot continue to put up with the lack of commitment; we have had enough! We need urgent funding, not just to fix the roads that are in a poor or distressed state, which by the way we have the highest number in Victoria right here in Corangamite, but also a commitment from the State Government to figure out and commit to maintaining the roads, just like they make us do.

Our data shows that Council's local sealed road and unsealed road network overall is improving. Sure there are some parts of the local road network that still require attention, but our massive injection of funding over the past six years has paid off. Of course we couldn't have done this without the Federal Government for doubling the Roads to Recovery Funding the past two years. We have a plan, we have implemented it and it has paid off.

What we don't know is what the plan is for the 605 km of arterial or State Government roads. We keep hearing that the most amount of money ever is being spent in regional Victoria. We are seeing this on the Great Ocean Road, in narrow road widening projects (such as Foxhow Road, Ayrswold Road, and Skipton Road), and the Princes Highway – fantastic. However, what about the rest of the network that is crumbling around us, let alone under us. The long overdue expenditure that we keep being reminded of should have been allocated anyway, but years ago! In 2013, VicRoads data said there was 18% or 110 km of our roads in distress. That was up on 8% in 2003. At this rate, the rate at which the State is not investing in maintenance of its roads, will we be at 28% well before 2023?

In light of the recent interview where the Roads Minister, Luke Donnellan, shared on a local radio station that we are being unrealistic, I believe we are not unrealistic and our people have had enough! What else do we need to do? We have been requesting action for long enough!

Information only.

8. COMMITTEE REPORTS

8.1 Ecklin Hall Committee Of Management 2017-2020

Author: Jarrod Woff, Manager Facilities and Recreation

File No: D17/685

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 - 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 recommends Council endorse the nominated members for the Committee of Management for the Ecklin Hall for the period 2017 to 2020.

Introduction

The Ecklin Hall is owned by Corangamite Shire and is managed on behalf of Council by a special committee of management in accordance with Section 86 of the *Local Government Act 1989*.

The role of the committee is to oversee the management of the facility on behalf of Council and in the best interests of the residents of Corangamite, including to promote use of the facility and support its development as a community asset.

The Instrument of Delegation specifies that the committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer to the committee. Membership of the committee, including any additions, deletions or replacements shall be subject to approval by Council.

The committee is elected for a three (3) year term to coincide with the appointment of the local committee delegated under the Department of Environment, Land, Water and Planning to oversee the operations of the Ecklin Tennis Courts Reserve.

Issues

The committee has recently conducted its Annual General Meeting.

The following members have been nominated to the committee for Council endorsement.

Facility	Ecklin Hall
Term	2017-2020
Meeting Date	24 October 2017
Committee	
Melissa Benson	Brad Collins
Tim Healey	Josie Logan
Renee Logan	Tammi Logan
Damien McKenzie	Anne Rosolin
Claire Wines	Kevin Wines
Tammy Young	
Office Bearers	
President	Anne Rosolin
Vice President	Kevin Wines
Secretary	Renee Logan
Treasurer	Claire Wines

Table 1: Ecklin Hall Committee

In 2017, Max Wines and Pam Wines both resigned from the committee following a number of years of service to the committee and holding a number of executive positions throughout their time on the committee.

The Ecklin Hall Committee welcomed new members; Melissa Benson, Brad Collins, Josie Logan, Renee Logan and Claire Wines.

Policy and Legislative Context

The Ecklin Hall committee is a Special Committee of Council established pursuant to Section 86 of the *Local Government Act 1989*. Election of committee members is conducted in accordance with the Instrument of Delegation.

Committees of management are supported by the Council Plan 2017-2021 as follows:

Engage with and listen to our communities.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

Internal / External Consultation

A notice of the Annual General Meeting was advertised two weeks prior to the meeting in the Cobden Timboon Coast Times.

Financial and Resource Implications

The Committee of Management is responsible for all day to day operational costs. Council allocates funding in its annual budget to undertake hall maintenance in accordance with Council's Building Asset Condition Assessment and annual maintenance inspections.

The Committee is required to keep books of accounts and provide records of its financial activity for the year to Council.

Options

Council can accept the recommendation to appoint the nominated members for the forthcoming term, or alternatively, reject the recommendation and request an alternate committee membership.

Conclusion

The role of the committee member is completely voluntary. The volunteers should be acknowledged for their continued effort and commitment to managing and operating the facility.

The proposed membership of the Ecklin Hall committee reflects interest from enthusiastic residents of the local community. The committee membership should see a continuation of the effective management and operation of the facility for the benefit of the community and Council.

RECOMMENDATION

That Council endorses the proposed Committee of Management for the Ecklin Hall for a three year period from 2017 to 2020, as follows:

Committee	
Melissa Benson	Brad Collins
Tim Healey	Josie Logan
Renee Logan	Tammi Logan
Damien McKenzie	Anne Rosolin
Claire Wines	Kevin Wines
Tammy Young	
Office Bearers	
President	Anne Rosolin
Vice President	Kevin Wines
Secretary	Renee Logan
Treasurer	Claire Wines

COUNCIL RESOLUTION

MOVED: *Cr Trotter*

SECONDED: *Cr Durant*

That the recommendation be adopted.

CARRIED

9. INFORMATION BULLETIN

9.1 Attendance at 2017 Local Roads and Transport Congress

Author: Brooke Love, Director Works and Services

File No: D17/696

Previous Council Reference:

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 - Brooke Love

In providing this advice to Council as the Director Works and Services, I have no interests to disclose in this report.

Summary

The purpose of this report is to provide an overview of officer attendance at the 2017 Australian Local Government Association (ALGA) National Local Roads and Transport Congress.

Introduction

The 2017 ALGA National Local Roads and Transport Congress “Shaping Transport’s Future” was held 6 – 8 November in Albany, Western Australia. The conference allowed local government road and transport professionals and councillors the opportunity to hear from industry experts and counterparts on current issues and challenges, emerging trends as well as an opportunity to contribute to discussions on ALGA policy direction and advocacy efforts.

Issues

The conference attracted works managers, asset planners, senior managers, CEOs, councillors and associated professionals from across rural, regional and urban Australia.

Sessions included:

1. Opening Address – ALGA President, Mayor David O’Loughlin, 2017 achievements and advocacy approach
2. Key Note – Russell Whale, Associate Principal, ARUP, *Transport Challenges and Opportunities for Tomorrow*
3. State Government Address – Richard Sellers, Director General Transport, Department of Transport Western Australia
4. Government Address – Hon Darren Chester MP Federal Minister for Infrastructure and Transport, Minister for Local Government and Regional Development
5. Key Note – Adrian Kemp, HoustonKemp Economics, *Shaping Australia’s Transport Future through Road Reform*

6. Panel - Improving Freight Productivity
7. Panel – Local Roads and Bridges Fit for Purpose
8. Panel – Albany Case Study, Albany Ring Road Project, *Better Transport Outcomes through Collaboration*
9. Panel – Intelligent Transport Infrastructure
10. Opposition Address – Anthony Albanese MP, Shadow Minister for Infrastructure, Transport, Cities and Regional Development
11. Andy Reese, The Wood Group, *Stormwater – New Approaches to Funding*
12. Panel – Improving Safety on Local Roads
13. Panel – Regional Airports

Other sessions included facilitated delegate discussions concerning:

- Community Infrastructure Funding advocacy
- ALGA Policy Agenda - National Local Roads and Transport Strategy 2010-2020

Key points from these sessions were identified as follows:

- Digital disruption will impact the industry. Automation is not expected to happen overnight and will be dependent on the engineering requirements to be sorted out with smart infrastructure and vehicle connectivity as well as the ability of the market to respond. Mobility as a Service (MaaS) is inevitable to be demanded by consumers – a one stop transport app to book transport. This will need careful consideration of single ticketing options.
- Freight Task and Productivity is identified in national policy context and an Inquiry into National Freight Task is current. Various case study's showcased provided reassurance around current direction with BSW Dairy Supply Chain Study and highlighted the importance of regional collaboration and national collaboration.
- Road safety is a current national issue in the context of users of the road or those undertaking works on the road. There is recognition roads are the life line for all communities and road safety and less deaths are a key focus. Austroads are undertaking research and collaboration to improve safety, productivity and sustainability of road network. Previous step changes such as compulsory seat belts and roadside breath testing were influential in road safety. With 50% of crashes on Local Government roads and since 2014 road death tolls increasing in Australia and NZ, a 30% reduction is targeted. Network Safety Plans and Traffic Management training competency levels will be key deliverables over the coming 18 months to two years.
- Funding is not an uncommon issue across regional Australia. Examples cited included road trains travelling through the centre of remote NT communities on a single lane and increasing deterioration of main road networks. Minister Chester announced the security and continuation of Roads to Recovery, Bridges Renewal and Blackspot Funding programs into the future beyond 2020-2021. These programs support local government in maintaining and improving their road network and is a considerable injection into Council's road asset management delivery.

Policy and Legislative Context

Attendance at the conference is consistent with the Corangamite Shire Council Plan 2017-2021 and the following objectives:

We will promote learning and growth that will facilitate change, continuous improvement and efficiency

We will play an active role in key regional and state-wide networks

We are committed to maintaining our local roads and advocating to the State and Federal Governments for improvements to the road network.

Internal / External Consultation

Networking with industry counterparts and professionals was an added bonus from attendance at the Congress. A key highlight of the congress was a dialogue with Minister Chester during lunch break where he was asked if he could assist us with getting funding for state government to address their maintenance backlog and renewal gap. He indicated the government at last budget had dedicated funding to e.g. Princes Highway West, on the condition the State Government matched the funding. He also suggested he was looking for increased investment of \$200m each year over four years for strategic road funding.

Minister Chester was advised that the condition of the roads were deteriorating and that Council had a video advocacy campaign he had been tagged in on and we would welcome meeting with him to discuss our concerns. To this end, Minister Dan Tehan has agreed to arrange for Minister Chester to visit the region.

Financial and Resource Implications

Costs associated with attending this conference were approximately \$3,000 related to travel, accommodation, meals, and attendance at the congress.

Conclusion

The 2017 ALGA National Local Roads and Transport Congress provided an opportunity for a representative from Corangamite Shire to hear and gain insights from decision makers within the industry. Valuable knowledge was also gained from discussions around councils' role in future challenges and opportunities. This congress provided opportunity for input from delegates with regard to the ALGA policy and advocacy direction which was particularly timely given the forthcoming state and federal elections.

Information only.

RECOMMENDATION

That the Information Bulletin be received.

COUNCIL RESOLUTION

MOVED: Cr Gstrein
SECONDED: Cr McArthur

That the recommendation be adopted.

CARRIED

10. PLANNING REPORTS

Nil.

11. OFFICERS' REPORTS

11.1 Planning and Environment Act 1987 - Instrument of Appointment and Authorisation

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D17/344

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 information on the preparation of a revised Instrument of Appointment and Authorisation for the exercise of powers under the *Planning and Environment Act 1987* and the *Local Government Act 1989*.

Introduction

Council authorises a range of staff to act on its behalf in the enforcement of a variety of different State legislation specific to their roles.

The Instrument of Appointment and Authorisation covers the roles of Planning Officers and Environmental Health Officers in the administration and enforcement of the *Planning and Environment Act 1987*.

Issues

The Instrument of Appointment and Authorisation, dated 2 September 2016, requires updating due to personnel changes in the Planning department.

The new Instrument of Appointment and Authorisation would apply to the following officers who are appointed as Planning Officers or Environmental Health Officers with responsibilities under the *Planning and Environment Act 1987*.

- Andrew John Mason
- Ian William Gibb
- Gregory James Hayes
- Stephanie Alexandra Durant
- Sophia Emogene MacRae
- Darren Stanley Frost
- Lyall Robert Bond
- Mark Robert Handby
- Emily Kate Lanman
- William Albert Fidler.

Policy and Legislative Context

The authorisation of officers using this Instrument is consistent with legal advice provided by Maddocks Lawyers. The authorisation is also consistent with the Council Plan 2017-2021 commitment that 'Council will demonstrate high levels of ethical behaviour and governance standards'.

The Instrument ensures officers are authorised for the purposes of the *Planning and Environment Act 1987*, the regulations made under that Act, and under Section 232 of the *Local Government Act 1989* which allows officers to institute proceedings for offences against the acts and regulations described in the Instrument.

Internal / External Consultation

Relevant managers and directors have been consulted in the preparation of this report.

Options

Council is required to update the Instrument of Appointment and Authorisation for functions under the *Planning and Environment Act* to ensure officers are appropriately authorised to carry out their roles.

Conclusion

Personnel changes within the Planning department requires Council to update the Instrument of Appointment and Authorisation for functions under *Planning and Environment Act* for the 1987. Adoption of the Instrument of Appointment and Authorisation fulfils Council's requirement to ensure its officers are appropriately authorised.

RECOMMENDATION

That:

1. **In exercise of the powers conferred by Section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Appointment and Authorisation, Council resolves that the members of Council staff:**
 - a) **Andrew John Mason**
 - b) **Ian William Gibb**
 - c) **Gregory James Hayes**
 - d) **Stephanie Alexandra Durant**
 - e) **Sophia Emogene MacRae**
 - f) **Darren Stanley Frost**
 - g) **Lyall Robert Bond**
 - h) **Mark Robert Handby**
 - i) **Emily Kate Lanman**
 - j) **William Albert Fidler**

as referred to in the Instrument, be appointed and authorised as set out in the Instrument.

2. The Instrument comes into force immediately the common seal of the Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it.
3. The Instrument of Appointment and Authorisation (Planning and Environment Act 1987) dated 2 September 2016 be revoked.
4. The common seal of Council be affixed to the Instrument.

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Trotter

That the recommendation be adopted.

CARRIED

Attachments

1. S11A Instrument of Appointment & Authorisation (Planning & Environment Act 1987 only) October 2017 - Under Separate Cover

11.2 Child Safe Policy

Author: Matthew Dawson, Manager Community Services

File No: D17/726

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 - Matthew Dawson

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

Summary

This report recommends that Council adopt a Child Safe Policy.

The policy applies to all Councillors, employees, volunteers, students, contractors and specialists working in Council programs and services.

Introduction

In April 2012, the Victorian government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The inquiry's final report, *Betrayal of Trust*, made a number of recommendations that have been acted on by the Victorian government. These included:

- Criminal law reform – offences relating to grooming, failure to protect and failure to disclose.
- Mandatory Child Safe Standards and a reportable conduct scheme. The Standards are compulsory for all organisations working with children.

The *Child Wellbeing & Safety Act 2005* and Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 requires that organisations that provide services to children, including Local Government, implement the compulsory Child Safe Standards from January 2017. The Child Safe Standards apply to the public, private and not-for-profit sectors and includes organisations such as schools, sporting clubs and child care centres.

Standard 2 of the Child Safe Standards states that organisations must have a Child Safe Policy or Statement of Commitment to Child Safety.

Councillors are within the scope of the draft policy because they are a 'person of authority' in the organisation. The definition of a 'person of authority' is dependent on the degree of supervision, power or responsibility to remove or reduce substantial risk posed by an adult associated with the organisation. For example, CEOs, board, council and committee members, principals, residential house supervisors, religious leaders.

Issues

Background to the standards

The Betrayal of Trust report was tabled in the Victorian Parliament in November 2013. It found that while the majority of children are safe in organisations, there are inadequate and inconsistent approaches to child safety in organisations across Victoria. It provided 15 recommendations, including the introduction of Child Safe Standards in Victoria to ensure child safe environments in organisations that work with children.

The Victorian Government has committed to implementing all of the recommendations of the Betrayal of Trust Inquiry. The Department of Health and Human Services is leading the development and implementation of the Child Safe Standards, and has held consultations with organisations in Victoria likely to be subject to the new standards.

The Standards

To create and maintain a child safe organisation, an entity to which the Standards apply must implement the following:

- **Standard 1:** Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
- **Standard 2:** A child safe policy or statement of commitment to child safety.
- **Standard 3:** A code of conduct that establishes clear expectations for appropriate behaviour with children.
- **Standard 4:** Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- **Standard 5:** Processes for responding to and reporting suspected child abuse.
- **Standard 6:** Strategies to identify and reduce or remove risks of child abuse.
- **Standard 7:** Strategies to promote the participation and empowerment of children.

Councils are in the first phase (being 'Category 1' organisations) as they are regulated and funded by Government. The Standards do not specify any processes for approval or endorsement of documents or policies as that will be an individual council decision. From 1 January 2016 councils are required to work towards compliance, and ultimately be able to demonstrate compliance. Working towards compliance commences with assessing current policies and practices to identify what is done well and areas for improvement.

Compliance with the Child Safe Standards will be initially monitored through existing arrangements. It is intended that any future oversight and compliance functions for the Child Safe Standards would not duplicate or replace existing regulatory or reporting mechanisms. The introduction of the Child Safe Standards will not alter any existing requirements to hold a Working with Children Check or replacement mandatory reporting.

In complying with the Child Safe Standards, an entity to which the standards apply must include the following principles as part of each standard:

- Promoting the cultural safety of Aboriginal children.
- Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds.
- Promoting the safety of children with a disability.

In addition, where an organisation engages contractors to provide services to children, the contractors must be compliant with Child Safe Standards.

Implications for Council

Council is required to develop and implement clear policies and procedures to ensure:

- A supportive environment for children, personnel or families who report allegations of abuse or child safety concerns.

- Staff, volunteers, families and children know how to report abuse allegations, and feel comfortable doing so.
- Clear policies and procedures for notifying authorities, including the police, of suspected child abuse that comply with all legal requirements.

A policy has been developed to provide an organisational approach to preventing and responding to child abuse and to ensure compliance with the Victorian Child Safe Standards, which aim to keep children safe from child abuse when they access services or activities provided by organisations.

The policy applies to all Councillors, employees, volunteers, students, contractors and specialists working in Council programs and services.

The policy includes a statement of commitment that confirms Council's commitment to the safety and wellbeing of all children and young people and the Council has zero tolerance for child abuse. The policy also includes definitions and key terminology, guidance for responding to allegations of child abuse and roles and responsibilities of Councillors and staff.

Staff training to support the implementation of the Child Safe Standards will be delivered through a combination of face-to-face and online learning. New staff will be required to complete the training as part of their induction.

Policy and Legislative Context

Council's responsibilities to comply with Child Safe Standards fall under the *Child Wellbeing & Safety Act 2005* ('The Act') and Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015. Council will be audited on Child Safety Standards. Failure to meet standards may leave Council vulnerable to legal action.

The Child Safe Policy has been developed in accordance with the following 2017-2021 Council Plan themes:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

We value our employees, their contribution and are committed to providing a safe workplace. We will ensure our organisation delivers a high level of customer service and our employees act with integrity at all times.

Internal / External Consultation

Councillors were informed about the Child Safe Standards legislation at briefings on 26 April 2016 and 14 November 2017. The Child Safe Policy has been developed in consultation with relevant Council staff and the Senior Officers Group.

Council officers have attended Municipal Association of Victoria briefings and Commission for Children and Young People training on the Child Safe Standards and Reportable Conduct Scheme. The Senior Officer Group has been briefed on the Child Safe Standards and the likely implications for the organisation. Further consultation and training with relevant staff will occur during 2018.

Financial and Resource Implications

Development and implementation of the Policy and been funded through budget allocation.

Options

Options available to Council are:

1. Adopt the Child Safe Policy without amendment (preferred option).
2. Adopt the Child Safe Policy with an amendment.
3. Do not adopt the Child Safe Policy.

Conclusion

The Child Safe Policy provides an organisational approach to preventing and responding to child abuse and to ensure compliance with the Victorian Child Safe Standards, which aim to keep children safe from child abuse when they access services or activities provided by organisations.

RECOMMENDATION

That Council adopts the Child Safe Policy 2017.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Illingworth

That the recommendation be adopted.

CARRIED

Attachments

1. Child Safe Policy 2017



**CORANGAMITE
SHIRE**

Child Safe Policy

Corangamite Shire

September 2017

Council Policy



CORANGAMITE
SHIRE

Child Safe Policy

Introduction (Statement of Commitment)

Corangamite Shire Council is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse.

Corangamite Shire Council is committed to providing an environment where children and young people feel safe, protected and valued and their voices are heard about decisions that affect their lives. We recognise that the wellbeing and cultural safety of all children is paramount and that everyone is treated with dignity and respect regardless of gender identity, ethnicity, abilities, cultural and socio-economic background.

Every person has a responsibility to understand the important and specific role they play, individually and collectively, to promote the wellbeing and safety of all children and young people participating in, or in contact with Corangamite Shire Council programs and activities. We are committed to providing child safe education and training within the organisation, as well as robust policies and procedures for responding to all forms of abuse and neglect.

Purpose

This policy provides an organisational approach to preventing and responding to child abuse and to ensure compliance with the Victorian Child Safe Standards, which aim to keep children safe from child abuse when they access services or activities provided by organisations.

Scope

This policy applies to all Councillors, employees, volunteers, students, contractors and specialists working in Council programs and services.

Definitions and Key Terminology

Key Terminology

Physical abuse	Physical abuse occurs when a child suffers, or is likely to suffer, significant harm from an injury inflicted by a child's parent or caregiver. This may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child.
Sexual abuse	Sexual abuse occurs when a person uses power or authority over a child to involve the child in sexual activity and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography or voyeurism. All forms of sexual abuse, including grooming (see definition below) must be reported.

Emotional and psychological abuse	Emotional abuse occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.
Neglect	Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.
Grooming	<p>Grooming describes predatory conduct where a person develops a relationship with a child/family of a child in order to gain their trust and establish an emotional connection with the purpose of preparing the child for sexual activity at a later stage. Grooming behaviour may look like normal 'caring' behaviour.</p> <p>Online grooming occurs when an adult uses electronic communication to try and lower a child's inhibitions and increase their curiosity about sex. This may lead to online child exploitation where an adult uses the internet or mobile phone to communicate sexual images with, or of, a child. All forms of sexual abuse, including grooming, must be reported.</p>
<u>Definitions</u>	
Child	A person under the age of 18 years.
Aboriginal and Torres Strait Islander Child	A person under the age of 18 years who identifies as Aboriginal and/or Torres Strait Islander.
Children from a culturally and/or linguistically diverse background	A person under the age of 18 years who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents identification on a similar basis.
Children with a disability	A person under the age of 18 years who has any physical, sensory, cognitive, neurological disability, acquired brain injury or developmental delay that affects their ability to undertake everyday activities.
Child Safety	In the context of the Child Safe Standards, child safety refers to measures to protect a child from abuse.
Child Safe Organisation	An organisation that meets the Child Safe Standards by proactively taking measures to protect children from abuse.
Cultural safety	Refers to the positive recognition and celebration of cultures. In the context of the Child Safe Standards, cultural safety encompasses the child being provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture, their spiritual and belief systems, and they are supported by the adults in their lives. This relates particularly (but not exclusively) to Aboriginal and Torres Strait Islander children and children from Culturally and Linguistically Diverse backgrounds.
Child abuse	Any act committed against a child involving: Physical violence, sexual offences, serious emotional or psychological abuse and/or serious neglect

Reasonable belief	<p>If an adult forms a reasonable belief that an incident has occurred they must report the incident.</p> <p>The test is to ask yourself: would a reasonable person in the same position form the same belief on the same grounds? You don't require proof, but you must form your belief on something more than rumour or speculation.</p> <p>Factors contributing to reasonable belief may be:</p> <ul style="list-style-type: none">• A child states they or someone they know has been abused• Physical indicators or behaviour consistent with that of an abuse victim is observed• Someone else has raised a suspicion of abuse• Observing suspicious behaviour• Knowledge or suspicion of family violence, mental illness, substance misuse, or intellectual disability that is impacting on the child's safety stability or development
Risk Management:	<p>Processes to identify, assess, and take steps to eradicate or minimise risks, which include risks posed by physical environments and online environments.</p>

References

Child Wellbeing and Safety Act 2005 (Vic)

Child Safe Standards, Victorian Government Gazette G52, 31 December 2015.

Creating child safe organisations, viewed 3 August 2017, <http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations>.

An overview of the Victorian Child Safe Standards, viewed 3 August 2017, http://www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/An-overview-of-the-Victorian-child-safe-standards_20170324.doc.

What is child abuse? viewed 3 August 2017, <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/about-child-abuse/what-is-child-abuse>.

Policy Detail

Corangamite Shire Council aims to prevent child abuse through training and education, rigorous recruitment processes, and effective risk management procedures. We take all allegations seriously and have practices in place to respond quickly and thoroughly.

Instances where a response is required include:

- Witnessing an incident
- Forming a suspicion
- Receiving a disclosure.

Anyone (including employee, contractor, or volunteer) can respond, after forming a reasonable belief on reasonable grounds that a child has been abused or is at risk of being abused.

Where an employee, volunteer or contractor is involved in alleged child abuse, the CEO must be notified immediately. The CEO will make a report to the Commission for Children and Young People, liaise with relevant authorities and notify those involved of any investigation outcomes.

The organisation will conduct any necessary investigations once the Victoria Police investigation is concluded.

The 'failure to disclose' offence introduced as part of the *Crimes Amendment (Protection of Children) Act 2014* requires that any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child must disclose that information to police.

The criminal offence for 'failing to protect' a child imposes penalties for a person in authority within an organisation if they know of the risk of abuse, and have the power or responsibility to reduce or remove the risk, but failed to do so.

Diversity and cultural difference

Corangamite Shire Council respects cultural differences and variations in child rearing practices due to a family's personal, cultural or religious beliefs. We acknowledge that some children are more vulnerable to abuse namely;

- Aboriginal children
- Children from culturally and linguistically diverse backgrounds
- Children with a disability.

Corangamite Shire Council will promote culturally safe environments for all children.

Roles and responsibilities

Every person employed with or acting on behalf of Corangamite Shire Council has a responsibility to ensure the wellbeing and safety of all children.

<p>All Employees</p>	<ul style="list-style-type: none"> • Where a child is in immediate danger call 000. • Report all concerns regarding child safety or harm to the Manager HR & Risk or Manager Community Services. • If the source of suspected abuse is from within the organisation notify Victoria Police • Participate in child safe training and education programs. • Conduct work according to the requirements of the Corangamite Shire Child Safe Policy and Staff Code of Conduct. • Ensure all relevant Police Checks, Working With Children Checks and details of professional development and training are maintained and available to the organisation. • Ensure any indictments/convictions that impact on employment are disclosed.
<p>Councillors</p>	<ul style="list-style-type: none"> • Oversee the development of strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
<p>Chief Executive Officer</p>	<ul style="list-style-type: none"> • Ensure that the safety of children and young people is a focus in the organisation by demonstrating strong leadership in child safe practices. • Ensure the creation of a culturally safe environment.

Senior Officer Group	<ul style="list-style-type: none"> • Ensure child safe policies and procedures are implemented and reviewed regularly.
Department Managers	<ul style="list-style-type: none"> • Ensure child safe policies and procedures are circulated and understood. • Ensure a workplace culture of respect in relation to child safety and cultural safety.
Human Resources	<ul style="list-style-type: none"> • Ensure all employees have child safe training. • Ensure induction processes include clear guidelines for compliance with organisational child safe policies and Staff Code of Conduct. • Maintain robust recruitment practices in line with child safe policies and related policies such as Police Checks and Working With Children Checks. • Ensure all inductees understand their responsibilities in relation to the child safe standards. • Ensure that all job descriptions contain statements about Council's commitment to child safe standards, and make explicit reference to legislative checks. • Ensure that Staff Code of Conduct includes expected behaviours in relation to working with children and is signed by all employees, volunteers, and students. • Outline explicit guidelines for reporting and dealing with breaches of the Staff Code of Conduct. • Provide advice and support to all employees who need to make a report regarding child abuse. • Offer support to the child, the parents, staff members, volunteers involved in an incident. • Ensure all enquiries and reports are made to the relevant authorities, and act as liaison between the organisation and the authorities. • Maintain records in accordance with organisational privacy policy. • Support any investigation of child abuse and notify child, parents, staff or volunteers involved of any investigative outcomes. • Maintain and review child safe policies, risk management plans, and allied processes.
Manager Community Services and Community Services Coordinators	<ul style="list-style-type: none"> • Maintain networks with relevant support agencies and specialist staff.
Family Day Care Coordinator	<ul style="list-style-type: none"> • Maintain robust contractor recruitment practices in line with child safe policies and related policies such as Police Checks and Working With Children Checks. • Ensure all contracted Family Day Care educators participate in child safe training and education programs. • Ensure all contracted Family Day Care educators conduct their work according to the requirements of the Corangamite Shire Council Child Safe Policy and Staff Code of Conduct.
Employees and contractors who work directly with children	<ul style="list-style-type: none"> • Ensure curriculum development is based on the principles of empowering children to participate fully in their environment.

	<ul style="list-style-type: none"> • Create a culturally safe environment by creating opportunities for the voices of Aboriginal and Torres Strait Islander children and children from culturally/linguistically diverse backgrounds to be heard. • Ensuring a safe environment and strong inclusive practices for children of all abilities, and specialist support for children with disabilities. • Ensure all staff understand and comply with the child safe policy. • Engage with relevant cultural and educational networks and support services. • Ensure all staff practice strong supervision of children at all times. • Ensure that visitors to the service are never alone with a child. This includes students, volunteers, members of Parent Advisory Groups and contractors.
Contractors	<ul style="list-style-type: none"> • Must comply with the Child Safe Standards.

Reference to linked Procedure or Guidelines

- Child Safe Procedure
- Staff Code of Conduct
- Kindergarten Policy Manual
- Family Day Care Policy Manual
- Mobile Child Care Policy Manual
- Ed Gym Manual
- Aged & Disability Services Manual
- HR Recruitment Policy Manual
- Working With Children Check Policy

Review Date

September 2020.

This policy will be reviewed every three years in line with current organisational procedures, or following changes in the relevant legislative processes, or if an incident has taken place.

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

11.3 E-waste Landfill Ban

Author: Belinda Bennett, Environment Coordinator

File No: D17/684

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 - Belinda Bennett

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

Summary

The purpose of this report is for Council to consider its submission on the Victorian Government’s proposed policy package for managing e-waste in Victoria, including the ban on e-waste to landfill.

Introduction

E-waste is electrical or electronic equipment at the end of its useful life. Basically it is any item with an electrical cord or battery. Examples of e-waste are provided in Table 1 below.

Large appliances	Small appliances	IT, telecommunications, & TV equipment	Lighting equipment
<ul style="list-style-type: none"> • Refrigerators • Washing machines • Cookers • Microwaves • Electric fans • Air conditioners 	<ul style="list-style-type: none"> • Irons • Toasters • Coffee machines • Hair dryers • Watches 	<ul style="list-style-type: none"> • Computers • Laptops • Printers • Mobile phones • Televisions • Remotes 	<ul style="list-style-type: none"> • Fluorescent lamps • High intensity discharge lamps • Compact florescent lamps • LEDs
Electrical and electronic tools	Toy, leisure and sports equipment	Other e-waste	
<ul style="list-style-type: none"> • Drills • Saws • Sewing machines • Lawn mowers • Batteries 	<ul style="list-style-type: none"> • Electric trains and racing cars • Hand-held video game • Consoles • Amplifiers • Musical instruments • Radios 	<ul style="list-style-type: none"> • Medical devices • Monitoring and control equipment (smoke detector, thermostats) • Automatic dispensers • Photovoltaic (solar) panels 	

Table 1: Examples of e-waste

E-waste is growing three times faster than municipal waste in Australia. This is due to the rapid innovation in electronics leading to increased consumerism, a decrease in the lifespan of electronics, more affordable electronics, and more complex product design making repair

difficult. It is expected that e-waste generated in Victoria will increase from 109,000 tonnes in 2015 to approximately 256,000 tonnes in 2035.

E-waste can contain hazardous materials which can harm the environment and human health. It can also contain valuable materials which are scarce and worth recovering. It is for these reasons that the Victorian Government has committed to banning e-waste from landfill.

The Victorian Government is currently seeking comment on a preferred policy package for the management of e-waste in Victoria, including implementation of the e-waste ban. To facilitate consultation, a policy impact assessment has been prepared to assess the likely environmental, social and economic impacts of the proposed package.

Submissions on the proposed e-waste policy package are being sought until 25 January 2018.

Issues

Proposed E-waste Policy Package

The Victorian Government's proposed policy package for managing e-waste includes both regulatory and non-regulatory measures.

The regulatory measures include:

- An amendment to the *Waste Management Policy (Siting, Design and Management of Landfills)* to include e-waste as a material banned from landfill; and
- A new waste management policy that specifies how e-waste should be managed, including requirements for the storage of e-waste at transfer stations.

These regulatory measures will come into effect on 1 July 2018.

Non-regulatory measures include an e-waste infrastructure support program and e-waste education and awareness campaign.

The e-waste infrastructure support program is a \$15 million package to upgrade Victoria's e-waste collection network, increase community access to e-waste disposal points and expand capacity to receive and safely manage increasing volumes of e-waste. The funding package will include upgrades to selected transfer stations to comply with the requirements of the new waste management policy for e-waste. Residents will be able to drop off their e-waste at these collection sites for recycling.

The e-waste education and awareness campaign is a three-year, \$1.5 million program that seeks to build knowledge about what e-waste is, provides information on what Victorians can do with e-waste, and highlights the environmental benefits of reusing, donating, repairing or recycling e-waste. The campaign will include the development of marketing materials for councils to use to promote e-waste recycling behaviours.

Summary of Council's submission

A submission on the proposed policy package has been prepared and is provided in Attachment 1.

The submission is generally supportive of banning e-waste from landfill due to the reduced risk of harm to the environment and increased recovery of valuable materials. The submission does however raise a number of serious concerns regarding the proposed package for implementation of the ban.

Council already provides free e-waste recycling services at each of its six transfer stations, with 45 tonnes of e-waste collected for recycling last year. This e-waste is collected and processed by Western District Employment Access (WDEA) who are a disability employment provider.

Table 2 below provides a summary of the issues raised in the submission.

Theme	Summary of Issues
Cost shifting to Local Government	<ul style="list-style-type: none"> • While the proposed package includes funding support for infrastructure upgrades, all ongoing costs associated with the collection, transport and processing e-waste and maintenance and replacement of infrastructure will be borne by local government. • Local government will also need liable for costs associated with the delivery of e-waste education campaigns to the community. • There is limited opportunity to recover these costs from users as any user fees will be a disincentive for participation in the program. This could lead to illegal dumping and disposal of e-waste to landfill, increasing Council’s clean-up and regulatory costs. Ultimately costs will need to be passed onto the community through user fees or through collection of the property rates. • Rural councils will feel these financial impacts the most due to high transport distances and low volumes. • As a landfill operator, Council will be liable for additional costs to comply with the e-waste ban, such as additional monitoring and removal of e-waste identified at the tipping face and updating the site’s environmental monitoring program. These costs will need to be recovered through user fees, which will increase waste disposal costs to the community.
Access to e-waste collection sites	<ul style="list-style-type: none"> • The proposed collection model significantly disadvantages rural communities, as access to e-waste services in rural areas will be much lower compared to regional and metropolitan areas. • It is estimated that only 45% of Corangamite residents would have ‘reasonable access’ to an e-waste service under the proposed approach. This is compared to the Victorian Government’s target to provide ‘reasonable access’ to 88% of regional and rural Victorians and 99% of metropolitan Victorians. • The proposed approach provides less access to e-waste services compared to Council’s existing e-waste service. • While it is unclear how the e-waste infrastructure support program funding will be allocated, it is unlikely that all of Council’s transfer stations will be eligible for funding. Therefore if Council wants to continue e-waste collection at all sites, it will need to fund upgrades at some sites to comply with the new regulatory requirements. All except one of Council’s transfer stations require significant investment to comply with the new requirements, including construction of undercover, impervious e-waste storage areas. Due to these costs, Council may decide to withdraw e-waste services from some sites, leading to a decrease in e-waste recovery.
Regulatory compliance	<ul style="list-style-type: none"> • A minimum 12 month transition period is needed for landfill operators to comply with the new e-waste ban.

Theme	Summary of Issues
	<ul style="list-style-type: none"> Achieving compliance with the e-waste ban will be difficult, particularly as small e-waste items can be readily disposed through kerbside waste bins. While it is acknowledged that small volumes of e-waste are likely to filter through to landfill, further guidance is needed to permit small e-waste items to be retained in the landfill where removal from the tipping face is impracticable.
Market availability	<ul style="list-style-type: none"> The proposed policy package does not adequately consider if there is sufficient market availability for the anticipated e-waste volumes nor does it consider any interventions that may be required to address market failures or gaps. Low market prices could lead to stockpiling of e-waste, increased collection costs and discontinuation of collection services in some areas. Rural councils will be most vulnerable to these impacts due to the longer transport distances to e-waste re-processors and relatively low e-waste volumes. There is a risk that reprocessors could withdraw services from rural areas due to the higher costs, leaving councils with stockpiles of e-waste material.
Education and Awareness	<ul style="list-style-type: none"> The proposed level of investment in the education and awareness campaign is not sufficient to achieve effective, long-term behaviour change across the state. There is an over-reliance on local government to deliver the campaign, particularly beyond the three year term of the campaign. This is effectively shifting the cost of education and awareness onto local government.
Support for social enterprise processors	<ul style="list-style-type: none"> The policy package does not explicitly outline how it will support social enterprises that undertake e-waste processing (such as disability employment groups). These arrangements provide multiple social and community benefits and need to be supported.

Table 2: Summary of issues raised in Council's submission on the proposed e-waste policy package

In the submission, Council advocates for the State Government to work with the Federal Government on a product stewardship approach for all e-waste. Under this approach, the costs associated with implementing an e-waste ban would be borne by manufacturers and consumers, rather than by local government and the community.

There is currently a product stewardship scheme for Televisions and Computers (National Television and Computer Recycling Scheme), however this scheme fails to cover all costs associated with the collection of these items, particularly in rural areas.

The DrumMuster program for the collection of agricultural chemical drums provides a better model for product stewardship as councils are fully funded for the collection of chemical containers at transfer stations through contributions from agricultural chemical manufacturers and importers. This is the preferred product stewardship model for e-waste.

As product stewardship is a responsibility of the Federal Government under the *Product Stewardship Act 2011*, Council advocates that the State Government work with the Federal Government to develop a product stewardship program for all e-waste, before a ban on e-waste is introduced.

Policy and Legislative Context

Making a submission on the proposed policy package for managing e-waste is consistent with the following objective in the Council Plan 2017-2021:

Council will advocate strongly in relation to roads, cost shifting and other Council and community priorities.

Internal / External Consultation

Consultation has been undertaken with relevant Council officers and WDEA, Council's e-waste service provider, to prepare the submission on the proposed policy package. Council officers have also liaised with the Department of Environment, Land, Water and Planning (DELWP), Sustainability Victoria and Environment Protection Authority (EPA) on the proposed package, including participation in a stakeholder consultation group established by DELWP.

The Barwon South West Waste and Resource Recovery Group Forum have indicated that they will be preparing a submission on the proposed e-waste package. Council will contribute to this regional submission.

MAV will also prepare a submission of the proposed ban, to which Council will contribute.

Financial and Resource Implications

The proposed policy package for managing e-waste will have financial implications for Council. These costs will be passed onto the community through increased waste disposal fees or through the collection of rates. Alternatively Council may decide to reduce e-waste collection services to the community to reduce costs.

All ongoing costs associated with the collection, transport and processing of e-waste will fall to local government. It is estimated that the collection and transport of e-waste will cost Council at least \$8,500 per annum. Council does however already provide an e-waste collection service at each of its transfer stations. The cost of this existing service is \$6,000 per annum.

While the proposed package does include funding for upgrades to e-waste collection infrastructure, it is unlikely that this funding will extend to all existing sites. Council may therefore need to fund upgrades at some transfer stations to continue e-waste collection at these sites. Council will also be responsible for the ongoing maintenance of e-waste collection infrastructure at these sites.

As a landfill operator, Council will be liable for additional costs associated with administering the e-waste ban at the Landfill. Council will also be liable for other costs such as delivering an e-waste education and awareness program to residents, enforcing the e-waste ban at transfer stations and kerbside collections, and the clean-up of illegal dumping. These potential costs are difficult to quantify.

It is important that further consideration is given to *The Victorian State-Local Government Agreement 2014* to ensure that the reforms are consistent with the principles contained in the agreement, namely that there no cost shifting to local government.

Options

Council may choose to provide the submission on the *Proposed Policy Package for Managing E-waste* in its current form or with alteration. Alternatively, Council may decide not to provide a submission on the policy package.

Conclusion

The Victorian Government is currently seeking comment on the proposed policy package for managing e-waste. This policy package includes regulatory and non-regulatory controls, including a ban on e-waste to landfill. Council's submission raises a number of concerns with the policy package including costs to local government, access to collection services in rural areas and achieving regulatory compliance at landfills.

RECOMMENDATION

That Council:

- 1. Authorises the CEO to finalise a submission on the proposed policy package for managing e-waste.**
- 2. Provides a copy of Council's final submission to the MAV, Rural Councils Victoria, the Barwon South West Waste and Resource Recovery Group, the Minister for Local Government, Minister for Energy, Environment and Climate Change and local members of Parliament.**

COUNCIL RESOLUTION

MOVED: *Cr Trotter*
SECONDED: *Cr Gstrein*

That the recommendation be adopted.

CARRIED

Attachments

1. Submission DELWP E-waste Ban Preferred Policy Package October 2017 - Under Separate Cover

11.4 Quick Response Grants - November 2017 Allocation

Author: David Rae, Director Corporate and Community Services

File No: D17/700

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 - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

Summary

The purpose of this report is to approve the November 2017 allocation of funds under the Quick Response Grants Program.

Introduction

The Quick Response Grants Program is beneficial in supporting instances of community needs that are not readily able to be considered under the Community and Facilities Grants Program or Environmental Grants Program. Applications for Quick Response Grants are considered by Council as they are received.

Issues

The Quick Response Grants Program is a fixed budget that Council provides annually for the distribution of funds to Shire community groups. The Quick Response Grants Program has a rolling intake and this flexible approach allows Council to allocate small amounts to various community groups which results in positive outcomes.

Applications received for this allocation are attached under separate cover. Each application has been assessed against the following criteria as detailed in the Quick Response Grants Policy:

- a. Eligible recipient
- b. Council Plan alignment
- c. Community benefit
- d. Eligible expenditure.

The assessment has also been provided as a separate attachment to this report.

Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2017-2021 Council Plan commitments:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission. Applicants may also contact Council's Director Corporate and Community Services for further information. Applicants will be advised of the outcome of their application following the Council meeting. Successful applicants will also be requested to provide a grant acquittal following completion of the event or project, including return on unexpended amounts.

Financial and Resource Implications

The 2017-2018 Quick Response Grants Program budget allocation is \$14,000. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is as follows:

Ward	Annual Allocation	Previous Allocations	This Allocation	Remaining Allocation
Coastal	\$2,000.00	\$1,500.00	\$0.00	\$500.00
North	\$2,000.00	\$200.00	\$325.00	\$1,475.00
South Central	\$2,000.00	\$495.00	\$0.00	\$1,505.00
South West	\$2,000.00	\$500.00	\$0.00	\$1,500.00
Central	\$6,000.00	\$1,798.00	\$740.00	\$3,462.00
	\$14,000.00	\$4,493.00	\$1,065.00	\$8,442.00

Options

Council can consider:

1. Allocating the funds as requested by the applicants.
2. Allocating the funds for a reduced amount.
3. Not allocating funds as requested by the applicants.

Conclusion

The Quick Response Grants Program provides financial assistance to community groups to undertake beneficial projects and activities. The applications recommended for funding in this allocation are in accordance with Quick Response Grants Policy and will result in positive outcomes for the community.

RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for November 2017:

Applicant	Purpose	Ward	Amount
Noorat and District Residents Association	Assistance with advertising costs for promoting Noorat Community Garage Sale to be held February 2018.	Central	\$500.00
Tuniversal	Hire of bus to assist in providing Christmas concerts at venues across the Shire on Saturday 9th December 2017. Venues include Sunnyside, Merindah Lodge, May Noonan Hostel and Cobden Health Service.	Central	\$240.00
Lismore Progress Association	Hire of supervised jumping castle for the annual Lismore Christmas Street Party. The event is open to community members to attend at no cost.	North	\$325.00

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Durant

That the recommendation be adopted.

CARRIED

Attachments

1. Quick Response Grants Assessment - November 2017 Allocation - Under Separate Cover
2. Application - Noorat and District Residents Association (Part A) - Under Separate Cover
3. Application - Noorat and District Residents Association (Part B) - Under Separate Cover
4. Application - Noorat and District Residents Association (Part C) - Under Separate Cover
5. Application - Tuniversal - Under Separate Cover
6. Application - Lismore Progress Association - Under Separate Cover

11.5 Councillor Appointments to Committees 2018

Author: Penny MacDonald, Executive Services and Governance Coordinator

File No: D17/676

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 determine the appointment of Councillors to various internal and external committees for 2018.

Introduction

Council is required to appoint Councillor representatives to a number of internal and external committees. Appointments are revised each year, providing Councillors with an opportunity to gain experience working with a diverse range of committees. Councillors appointed to committees are representing Council and not themselves when working with the committees.

Issues

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

Types of Committees

Special Committees

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

Advisory Committees

Advisory committees are established by Council to provide advice on particular matters involving Council activities. Advisory committees have no delegated powers to make decisions on Council's behalf. Examples of advisory committees include the Audit Committee and Corangamite Youth Council.

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

External Committees

External committees have various roles and responsibilities depending upon their purpose. The Corangamite Regional Library Corporation Board is an example of an external committee which has been formed to manage a regional library under Section 196 of the *Local Government Act 1989*.

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.

Committees Requiring Councillor Representation

The following committees require the appointment of one or more Councillors for 2018.

Section 86 Special Committees

1. Cobden Aerodrome Committee of Management

Council membership: One Councillor (previously Councillor Beard).
Purpose of committee: To manage the Cobden Airstrip.
Recommended membership: One Councillor and one substitute.

Advisory Committees

1. Audit Committee

Council membership: Two Councillors (previously Councillors McArthur and Trotter).
Purpose of committee: Oversight and review of Council's financial operations and internal systems.
Recommended membership: Two Councillors.

2. Central Pools Committee

Council membership: One Councillor (previously Councillor Brown).
Purpose of committee: The development of policies and procedures for Corangamite's swimming pools.
Recommended membership: One Councillor.

3. Cobden Racecourse Reserve Reference Group

Council membership: One Councillor (previously Councillor Trotter).
Purpose of committee: To provide advice on the management of Cobden Racecourse Reserve.
Recommended membership: One Councillor.

4. Elm Tree Reference Group

Council membership: One Councillor (previously Councillor Gstrein).
Purpose of committee: To provide advice on the management of Camperdown's Finlay Avenue Elm trees.
Recommended membership: One Councillor.

5. Environmental Monitoring Committee (Corangamite Regional Landfill)

Council membership: One Councillor (previously Councillor Gstrein).
Purpose of committee: To monitor the environmental implications of the Corangamite Landfill.
Recommended membership: One Councillor.

6. Saleyards Advisory Committee

Council membership: Two Councillors (previously Councillors Illingworth and McArthur).
Purpose of committee: To provide advice on the management of the Camperdown Regional Livestock Selling Centre.
Recommended membership: Two Councillors.

Internal Advisory Committees

1. Emergency Management Planning Committee

Councillor membership: One Councillor (previously Councillor Beard).
Purpose of committee: To plan for emergencies in Corangamite Shire.
Recommended membership: The Mayor.

2. Corangamite Youth Council

Councillor membership: Two Councillors (previously Councillors Brown and Durant)
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 Councillors.

3. Chief Executive Officer Performance Review Committee

Councillor membership: Two Councillors and the Mayor (previously Councillors Gstrein, McArthur and Beard).
Purpose of committee: To conduct regular performance reviews of the Chief Executive Officer.
Recommended membership: Two Councillors and the Mayor.

Project Committee

1. Robert Burns Scottish Festival Committee

Council Membership: One Councillor (previously Councillor Gstrein)
Purpose of the Committee: To plan the annual Robert Burns Scottish Festival.
Recommended Membership: One Councillor.

External Committees

1. Barwon South West Waste and Resource Recovery Group

Council membership: One Councillor and one substitute (previously Councillor Trotter and Councillor Brown as substitute).
Purpose of committee: For the development of a Regional Waste Management Plan and other Regional Waste Management responsibilities.
Recommended membership: One Councillor and one substitute.

2. Beach Energy (Lattice Energy/Origin Gas) Environmental Reference Group

Council membership: One Councillor (previously Councillor Illingworth).
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

3. BHP Environmental Review Committee

Council membership: One Councillor (previously Councillor Illingworth).
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

4. Corangamite Regional Library Corporation Board

Council membership: One Councillor (previously Councillor Gstrein).
Purpose of committee: For the management of the Corangamite Regional Library Service.
Recommended membership: One Councillor and one substitute.

5. Great South Coast Group Board

Council membership: The Mayor (previously Councillor Beard).
Purpose of committee: To provide input into Great South Coast Regional initiatives and advocacy.
Recommended membership: The Mayor.

6. Lochard Energy Environmental Review Committee

Council membership: One Councillor (previously Councillor Trotter).
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

7. Municipal Association of Victoria

Council membership: One Councillor and one substitute (previously Councillor Gstrein and Councillor McArthur as substitute).
Purpose of committee: For representation to the Municipal Association of Victoria.
Recommended membership: One Councillor and one substitute.

Committees No Longer Requiring Councillor Representatives

The following committees had a Councillor representative appointed last year, however formal Council representation is not required, with Councillors able to attend on an informal basis. Therefore, it is recommended that Council no longer formally appoint a Councillor representative to the committees.

1. Timboon Sporting Centre Committee of Management (Special Committee)

Council Membership: One Councillor (previously Councillor Trotter).
Purpose of Committee: To manage the Timboon Sporting Centre.
Recommended Membership: No formal appointment.

2. Camperdown Stadium Advisory Committee

Council membership: One Councillor (previously Councillor Gstrein).
Purpose of committee: To provide advice on the management of the Camperdown Stadium.
Recommended membership: No formal appointment.

3. Beyond the Bell (External Committee)

Council membership: Two Councillors (previously Councillors Brown and Durant).
Purpose of committee: For the development of a Regional Waste Management Plan and other Regional Waste Management responsibilities.
Recommended membership: No formal appointment.

Policy and Legislative Context

Councillor appointment to committees is consistent with the following objectives in the 2017-2021 Council Plan:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

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

Council will build strong and effective partnerships with key stakeholders including peak organisations and the State and Federal Governments.

Financial and Resource Implications

Councillors may claim travel expenses under the Councillor Expenses Policy for travelling to attend committee meetings.

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

Council is required to appoint Councillors as representatives to a number of internal and external committees, with the positions reviewed annually. Councillors have been consulted regarding their preferences for appointment to the committees, which is reflected in the recommendation.

RECOMMENDATION

That Council:

1. Elects the designated Councillors to the following committees:

Committee	Committee Type	Councillor Representative Nominations
Cobden Aerodrome Committee of Management	Special	Cr Beard Cr Trotter (as substitute)
Audit Committee	Advisory	1. Cr McArthur 2. Cr Durant
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 Trotter

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	Mayor
Youth Council	Internal	1. Cr Durant 2. Cr Brown
Robert Burns Scottish Festival Committee	Project	Cr McArthur
Barwon South West Waste and Resource Recovery Group	External	Cr Trotter Cr Brown (as substitute)
BHP Environmental Review Committee	External	Cr Illingworth
Corangamite Regional Library Corporation	External	Cr Gstrein Cr Durant (as substitute)
Great South Coast Group Board	External	Mayor
Lochard Energy Environmental Review Committee	External	Cr Illingworth Cr Trotter (as substitute)
Municipal Association of Victoria	External	Cr Gstrein Cr McArthur (as substitute)
Beach Energy (Lattice Energy/Origin Gas) Environmental Reference Group	External	Cr Illingworth

2. Resolves to no longer appoint a Councillor Representative to the following committees:

Committee	Committee Type
Timboon Sporting Centre	Special
Camperdown Stadium Advisory Committee	Advisory
Beyond the Bell	External

COUNCIL RESOLUTION

MOVED: *Cr Gstrein*
SECONDED: *Cr McArthur*

That the recommendation be adopted subject to the amendment to the Schedule, appointing Cr R. Gstrein to the Robert Burns Scottish Festival Committee, instead of Cr B. McArthur.

CARRIED

11.6 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No: D17/677

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 24 October 2017.

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 be 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 classed as 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 2017-2021 objective that "Council will demonstrate high levels of ethical behaviour and governance standards".

Conclusion

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 24 October 2017
- Councillor Briefing 14 November 2017.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

COUNCIL RESOLUTION

MOVED: Cr Trotter

SECONDED: Cr Durant

That the recommendation be adopted.

CARRIED

Attachments

1. Record of an Assembly of Councillors 24 October 2017
2. Record of an Assembly of Councillors 14 November 2017

Council

Record of an Assembly of Councillors



Councillor Assembly

Date: 24 October 2017

Time: 2.45 pm

Place: Killara Centre

Present:

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

Officers:

- Ian Gibb Brooke Love Andrew Mason David Rae

Ian Gibb was an apology

Lyle Tune, Mick Lodge (Item 2)

Guests:

Dr Geoff Taylor, Jessie McMaster (Item 1)

Issues Discussed:

Item	Discussion Topic
1	Regional Flood Strategies
2	Urban Street Tree Asset Management Plan
3	Hot Topics <i>Resource Recovery & Waste Management Strategy Project Steering Committee, Regional Partnership, SW Games, Booringa Road Planning, Vagg Park, GOR Taskforce, Social Enterprise Workshop, Beyond the Bell AGM, Roads Advocacy Videos, Parliamentary Inquiry into the Sustainability of Rural Councils.</i>
4	Councillor Items <i>Youth Council Awards, CorEx, Terang Maintenance Issues, Social Media on Stray Dogs, \$5m for Shipwreck Coast, \$50m for Great Ocean Road, Rock the Clock, Glenormiston, Positive Ageing Project, PA System & Recording Meetings, Puppy Farm Legislation, e-Waste, Spring Festival, Canberra Advocacy, Foxhow Road, Council Events Stall.</i>

Conflicts of Interest declared: Nil.

Councillors left the meeting at: NA

Councillor Conflict of Interest Forms Completed: NA

Meeting close: 6.00 pm

Note taker: Andrew Mason

Council

Record of an Assembly of Councillors

**Councillor Assembly****Date:** 14 November 2017**Time:** 10.00 am**Place:** Old Chambers**Present:**

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

*Cr Gstrein arrived at 10.50 am.**Cr Brown left the meeting at 1.30 pm.**Cr McArthur left the meeting at 1.30 pm.***Officers:**

Ian Gibb Brooke Love Andrew Mason David Rae

Rory Neeson (Item 2)

Penny MacDonald (Item 3)

John Kelly (Item 4)

Matthew Dawson and Jon Sedgley (Item 6)

Guests:**Issues Discussed:**

Item	Discussion Topic
1	Annual Review of Procurement Policy
2	Australia Day Awards
3	Mayor Election and Councillor Appointments to Committees 2018
4	Corangamite Shire Footpath network Strategy
5	Proposed Leasing of Camperdown Saleyard - Confidential
6	Child Safe Policy
7	Hot Topics <i>Port Campbell Urban Design, Parliamentary Inquiry into Sustainability Challenges for Rural and Regional Councils, Booringa Road, Eastern Marr Land Use Agreement, Roadsafe, GORRT, Roads Congress, Meeting with Dan Tehan, Roads Videos, Newfield Land Sale, Meals on Wheels, Timboon Streetscape Opening, Urches Road Accident.</i>
8	Councillor Items <i>Unightly Land Issues, Facebook Questions, NDIS, Montazuma Pine, Victoria Street Cobden Asphalt Issues, Fire Extinguisher Inspections, Hospital Road Timboon Pot Holes, Community Bus for Timboon, Worksafe Compliance, Barwon South West Waste Group, New Residents Welcome Events.</i>
9	Councillor Only Discussion

Conflicts of Interest declared: Cr Brown declared an indirect conflict of interest by close association for Item 2.

Councillors left the meeting at: Cr Brown left the meeting at 10.50 am and returned at 11.00 am.

Councillor Conflict of Interest Forms Completed: Yes

Meeting close: 3.30 pm

Note taker: Andrew Mason

12. OTHER BUSINESS

The Mayor, Cr J. Beard, invited Councillors to raise items of other business.

The following item was submitted:

- Cr McArthur discussed her concerns about the proposed puppy farm legislation being deficient, with likely adverse consequences for breeders and prospective pet owners.

13. OPEN FORUM

The Mayor, Cr J. Beard, invited members of the public to ask a question or make a statement.

The following items were submitted:

- Mr Duncan Morris, on behalf of the Cobden Aero Club and hangar owners, congratulated Cr J. Beard and Cr N. Trotter on their elections. He also congratulated Council on the Façade Improvement Scheme. Mr Morris then spoke about the proposed Naroghid Windfarm. He stated that aviators believe the windfarm will have an adverse impact on the airfield. He noted concerns raised by CASA on the implications for pilots. He commented that the proposed increase in the height of the towers would likely impact on the air ambulance as well as commercial operators, and that six of the 12 turbines are within the corridor used for landing. Mr Andrew Mason responded with an update of the current status of the permit and Council's role. Cr McArthur also responded.
- Mr Peter Hay asked if Council were aware of the difficulty people in the gallery have been having hearing Council proceedings, noting particular issues at Noorat and Derrinallum. He asked Council to consider the need for amplification of proceedings.
- Mr Peter Harkin, past Councillor, discussed a number of issues, including air-conditioning affecting the ability to hear Council; the positive response to leasing the Camperdown Saleyards; information for new Councillors; Port Campbell Streetscape; the cost of being a Councillor; and then wished Councillors a Merry Christmas. Cr Illingworth responded.

COUNCIL RESOLUTION

MOVED: Cr Trotter
SECONDED: Cr McArthur

That standing orders be suspended.

CARRIED

Standing Orders were suspended at 8.29 pm for supper.

COUNCIL RESOLUTION

MOVED: Cr Durant
SECONDED: Cr Gstrein

That standing orders be resumed.

CARRIED

Standing Orders were resumed at 8.46 pm. All Councillors were present. Mr Lyle Tune arrived at the meeting. Mr Matthew Dawson, Ms Belinda Bennett and members of the public left the meeting.

14. 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 a matter which the Council considers would prejudice the Council or any person and contractual matters.

COUNCIL RESOLUTION

MOVED: Cr Brown
SECONDED: Cr Trotter

That the recommendation be adopted.

CARRIED

The meeting moved into confidential items at 8.47 pm.

14.1 2018 Australia Day Awards

Mr Rory Neeson left the meeting at 8.49 pm.

14.2 Consideration of Expressions of Interest to Lease and Operate Camperdown Saleyards

14.3 Contract 2018009 - Supply and Delivery of One Motor Grader

14.4 Contract 2018007 - Supply and Delivery of One Truck, Body & Trailer

COUNCIL RESOLUTION

MOVED: Cr Illingworth
SECONDED: Cr Trotter

That the meeting move out of confidential items.

CARRIED

The meeting moved out of confidential items at 9.07 pm.

Meeting Closed: 9.07 pm.

I hereby certify that these minutes have been confirmed and are a true and correct record.

CONFIRMED:

(Chairperson)

DATE:
