



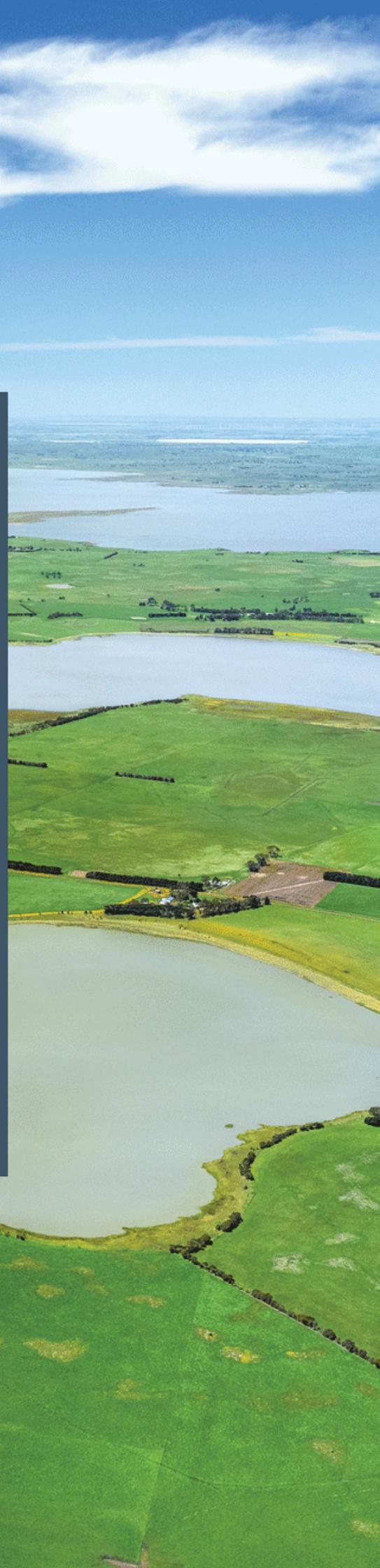
CORANGAMITE
SHIRE

Agenda

Council Meeting

**Tuesday 17 December
2024**

To be held in the Killara Centre
At the Camperdown Community
Centre
Commencing at 7:00 pm



Vision

We strive for a connected and thriving community.

Mission

We will foster opportunities, celebrate our identity and lifestyle, and provide high quality and responsive services.

Values

Teamwork

Integrity

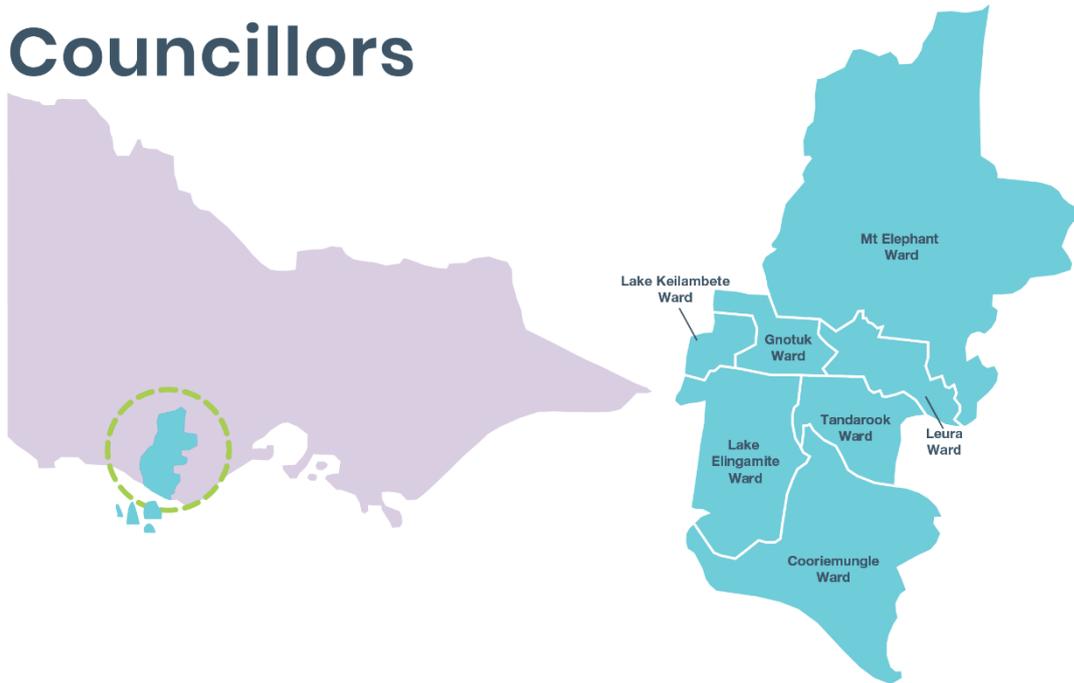
Respect

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 meetings are livestreamed on the Internet to provide members of the community greater access to Council decisions and debate. A recording of the meeting will be available on Council's website after the meeting (usually within 48 hours). Visitors in the public gallery may be filmed and/or recorded during the meeting. By attending the meeting, it is assumed consent is given in the event that this occurs.

Councillors



Cr Jo Beard
Tandarook Ward



Cr Geraldine Conheady
Lake Keilambete Ward



Cr Nick Cole
Mount Elephant Ward



Cr Ruth Gstrein
Gnotuk Ward



Cr Laurie Hickey (Deputy Mayor)
Leura Ward



Cr Kate Makin (Mayor)
Lake Elingamite Ward



Cr Jamie Vogels
Cooriemungle Ward



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Order of Business

1 Prayer

We ask for guidance and blessing on this Council. May the true needs and wellbeing of our communities be our concern. Help us, who serve as leaders, to remember that all our decisions are made in the best interests of the people, culture and the environment of the Corangamite Shire.

Amen.

2 Acknowledgment of Country

We acknowledge the traditional custodians of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

We pay our respects to all Aboriginal Elders and peoples past, present and emerging.

3 Apologies

4 Declarations of Conflict of Interest

In accordance with section 130 (1)(a) of the Local Government Act 2020 Councillors are required to disclose any “conflict of interest” in respect of a matter to be considered at a Council Meeting. Disclosure must occur immediately before the matter is considered or discussed.

5 Confirmation of Minutes

RECOMMENDATION

That the minutes of the Corangamite Shire Council meeting held on 26 November 2024 be confirmed as correct.

6 Deputations and Presentations

Members of the public may address Council under this section of the agenda during a meeting of Council if:

- 1) The person is addressing the Council in respect to a submission on an issue under Section 223 of the Local Government Act 1989; or
- 2) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.

Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.

Presentations made to Council in this section of the agenda may not exceed five minutes in length, although Councillors may ask questions following each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

7 Committee Reports

Nil

8 Planning Reports

8.1 Planning Permit Application PP2024/053 - Use and development of land for a single dwelling and outbuilding - 135 Loves Road Curdies River

Directorate: Sustainable Development
Author: Matthew Berry, Manager Planning and Building Services
Attachments: 1. Under Separate Cover - Planning Permit Application PP2024/053 [8.1.1 - 68 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Katherine Shurvell

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

Summary

Council must consider a planning permit application seeking approval for the use and development of a single dwelling and outbuilding at 135 Loves Road, Curdies River.

The application has been assessed against the Corangamite Planning Scheme. It is considered that the proposed development, which creates an isolated rural residential lot within the Farming Zone, does not provide an acceptable response to the relevant planning policy, direction and controls of the planning scheme.

It is recommended that Council issue a Notice of Decision to Refuse to Grant a Permit.

Introduction

Planning Permit Application PP2024/053 was received 4 June 2024 for the use and development of the subject lot for a dwelling and associated outbuilding.

History

The site has no history of planning or building permits being granted for any use and development.

Subject Land

The subject site has a total area of approximately 2023.29 square metres (0.2 ha) and is currently undeveloped vacant land.

Surrounding Area

The main land use characteristics within the surrounding area include:

- The subject site and surrounding land are in the Farming Zone – Schedule 1, with surrounding land being mainly used for agriculture.
- The topography of the subject site and surrounding land is undulating, with the subject site sloping towards a tributary of Curdies River approximately 130 metres to the south of the site.
- The site is located approximately 4.8 kilometres northwest of the township of Timboon.
- Access to the site is via a driveway from Loves Road (local access road – unsealed).
- Surrounding land uses are predominantly associated with agriculture – grazing animal production, including dairy and beef. The subject site is bordered by one agricultural property to the north, and by Loves Road to the south.
- The nearest neighbouring dwelling is located approximately 65 metres from the proposed dwelling.

Figures 1 and 2 include a planning zone map and aerial images of the site and surrounds.



Figure 1: Planning Zone Map

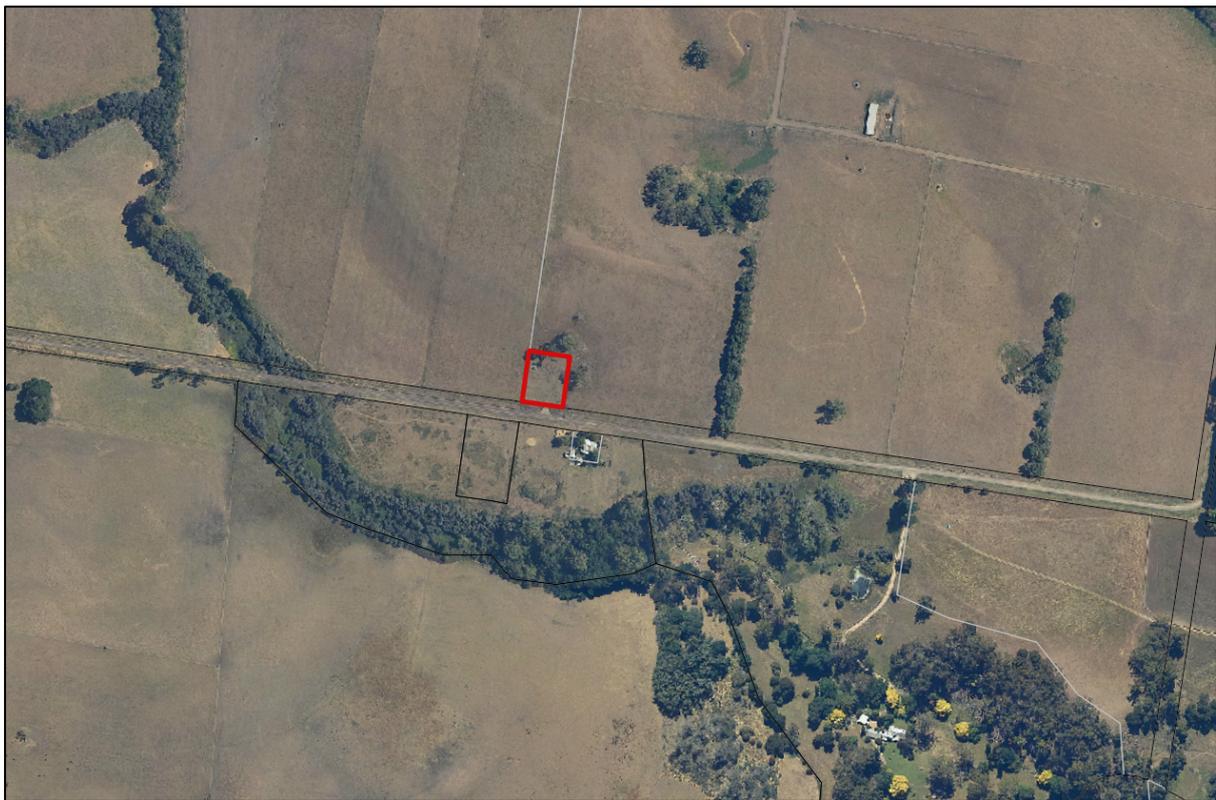


Figure 2: Aerial showing subject site and surrounds (Source: Spectrum 2024)

Proposal

The application seeks approval for the use and development of a dwelling and outbuilding on a lot less than 40 hectares in the Farming Zone.

The application seeks approval for the use and development of the land for a single dwelling and outbuilding. Application documents and plans are attached.

Siting

The proposed dwelling will be sited 3 metres from the northern and western boundaries, 5.9 metres from the eastern boundary and 29.6 from the southern boundary with Loves Road. The proposed outbuilding will be sited to the south-east of the dwelling, three metres from the southern boundary with Loves Road and directly on the eastern boundary.

Design

The proposed dwelling will be a three-bedroom, two-bathroom home with an open plan kitchen dining room, separate lounge area and double attached garage. It will have an alfresco area to the north and a covered area over the entrance porch. The dwelling will be a contemporary design, with a high pitched, open gable roof. The walls of the dwelling will be clad in a combination of timber and corrugated Zinalume. The building footprint will be approximately 300 square metres. The dwelling would require retaining walls to account for the slope of the site. The dwelling height will be 6.3 metres.

The proposed double-bay outbuilding will also have a steeply pitched roof, retaining wall and be clad in corrugated Zinalume. It will be 10 by 10 metres and have a height of 7.95 metres and located less than 3 metres from the front boundary with Loves Road.

Services

The dwelling has the option of reticulated electricity supply, or a photovoltaic solar system incorporated into the building design.

The dwelling will be provided with water by a 100,000 litre rainwater tank. This also includes a dedicated fire supply.

A secondary on-site wastewater management system will be required. The effluent disposal field is proposed to be located southwest of the dwelling.

Policy and Legislative Context

Zoning

The subject land is in the Farming Zone – Schedule 1 (FZ1).

The purpose of the Farming Zone is to provide land for agriculture uses and ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture. A permit is required for the use and development of land for a dwelling on a lot less than 40 hectares.

The purpose and decision guidelines of the Farming Zone will be considered in the assessment of this application.

Overlays

There are no planning overlays applying directly to the site.

Municipal Planning Strategy and the Planning Policy Framework

The following clauses are considered relevant to this permit application:

Clause 02 Municipal Planning Strategy

- Clause 02.01 Context; The Shire is a renowned farming region, producing dairy, wool, beef, prime lamb, crops and grain. Agricultural production and processing, along with their ancillary services, are the largest economic drivers for the municipality.
- Clause 02.02 Vision
- Clause 02.03-3 Environmental risks and amenity (Bushfire, flooding, erosion and land slip)
- Clause 02.03-4 Natural resource management (agriculture); Natural resource management (agriculture); seeks to avoid the development of land for dwellings where it has the ability to impact on the 'right to farm' existing rural properties and to avoid land use conflict between agricultural and sensitive land uses.
- Clause 02.03-6 Housing (Rural Living); supports rural-residential use and development adjacent to existing townships to sustain population levels and communities and seeks to avoid rural-residential development in farming areas which can lead to the inefficient use of land.

Clause 13 Environmental Risks and Amenity

- Clause 13.07-1S Land Use Compatibility; seeks to protect amenity and ensure that use and development is compatible with adjoining uses and avoid locating incompatible uses in areas that may be affected by off-site impacts.
- Clause 13.02-1S Bushfire - Bushfire planning; applies to all planning and decision making relating to land that is within a designated bushfire prone area.

Clause 14 Natural Resource Management

- Clause 14.01-1S Agriculture – Protection of agricultural land; seeks to avoid the permanent removal of productive agricultural land from the State's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors and to prevent inappropriately dispersed urban activities in rural areas.

- Clause 14.01-1L Agriculture – Protection of agricultural land; key strategies involve minimising conflict between agricultural and non-agricultural land uses in rural areas, avoiding non-agricultural land use that prejudices the productive use of agricultural land, discouraging dwellings not associated with or required for the agricultural use of the land and the location and siting of dwellings so that they do not compromise surrounding farming activities.

Clause 15 Built Environment and Heritage

- Clause 15.01-2S Building design – has the objective to achieve siting and design outcomes that contribute positively to the local context.

Clause 16 Housing

- Clause 16.01-1S Housing supply – seeks to facilitate well-located, integrated and diverse housing that meets community needs.
- Clause 16.01-2S Housing affordability – has objective to deliver more affordable housing closer to jobs, transport and services.
- Clause 16.01-3S Residential Development – Rural residential development; seeks to manage development in rural areas to protect agriculture and avoid inappropriate rural residential development.

Particular Provisions

Not applicable.

Clause 65 Decision Guidelines

Council must decide whether the proposal will provide an acceptable outcome in terms of the purpose and decision guidelines of the zone, and the direction outlined in the MPS and PPF which contains strong policy which seeks to protect agricultural land.

Aboriginal Heritage Act 2006

Under section 46 of the *Aboriginal Heritage Act 2006*, a mandatory cultural heritage management plan is required for a proposed activity if the regulations require the preparation of the plan for that activity.

If required, an approved cultural heritage management plan (CHMP) must be submitted to Council before deciding on a planning permit application.

The *Aboriginal Heritage Regulations 2018* stipulate that unless an activity is specified as being an exempt activity, a cultural heritage management plan is required if:

- a) all or part of the activity area for the activity is an area of cultural heritage sensitivity; and
- b) all or part of the activity is a high impact activity.

The subject land is not in an area of cultural heritage sensitivity and construction of one dwelling on a lot is not specified as a high impact activity in the regulations. Therefore, a mandatory CHMP is not required for the proposed development.

Internal / External Consultation

Referrals

There are no statutory referrals for this application.

Advice of the application was sought from the following Council Departments

Internal Department	Response
Assets Planning	<p>The site is accessed by an unsealed road (4C – Access Road) with table drains. The existing crossover is acceptable.</p> <p>Proposed a conditioning any permit to ensure stormwater is directed towards the road reserve and is directed away from the proposed effluent system.</p> <p>Legal Point of Discharge would be the table drain alongside Loves Road.</p>
Environmental Health	<p>No objections with standard comments for a rural dwelling in relation to wastewater management for the small dwelling lot.</p>

Advertising

Notice of the application was given in accordance with Section 52 of the *Planning and Environment Act 1987*, including:

- Sending notices to the owners and occupiers of adjoining land.
- Notice of Council’s website.

Council has received no objections to the application.

Consultation

- 28 June 2024: The applicant was requested to provide further information, a written statement explaining how the proposed dwelling responded to the decision guidelines of the Farming Zone, further justification for the use and development of the land with a dwelling, and a Land Capability Assessment. This is provided under separate cover.
- 19 September 2024: The applicant provided further information responding to the decision guidelines. Officers advised the applicant that there were still concerns with the justification for the proposed use and development.
- 3 December 2024: A planning site inspection was held and attended by Councillors, Council Officers, the applicant, and landowner. Details of the

application were discussed, including planning officers' preliminary assessment that there was insufficient grounds to support the approval of the application under the Corangamite Planning Scheme.

Assessment

The assessment of the permit application will consider how the proposal responds to the purpose and decision guidelines of the Farming Zone and the strategic and policy direction outlined within Municipal Planning Strategy and the Planning Policy Framework.

The Corangamite Planning Scheme discourages the creation of small rural-residential lots in productive agricultural areas which have the potential to impact on the continuation of agriculture. The application raises key issues for Council to consider, including the need to protect agricultural land, avoid fragmentation of agricultural land and use and development which may impact on the 'right to farm' due to land use conflict.

Municipal Planning Strategy and Planning Policy Framework

The objectives and strategies of the Planning Policy Framework (PPF) recognise the importance of agriculture and the need to protect productive land from inappropriate rural lifestyle residential development which can be incompatible with adjoining farming operations and growth, lead to land use conflict and creating demand to service lifestyle developments.

These objectives are further supported through the Municipal Planning Strategy (MPS) and local planning policy. The agricultural sector is identified as the largest and most important industry in the Corangamite Shire, employing approximately one third of the Shire's workforce. A key issue for the Council, is the need to manage conflict between agricultural and sensitive land uses such as accommodation.

The MPS also recognises the need to provide housing to attract new residents, and accommodate the current demand with diverse and affordable housing.

The proposal seeks the use and development of the land for a dwelling and associated outbuilding on a lot of 2023 square metres (0.2 ha); the small lot was created as part of an historical subdivision. The application does not propose any agricultural use of the land or any agricultural justification for the use of the land for a dwelling. The site would serve as a home in a rural farming environment with no association with agriculture.

The proposed use and development, creating a rural-residential use, fails to provide an appropriate response to local planning policy for the following reasons:

- The use and development will create an isolated rural-residential use within a productive agricultural area.

- The proposal doesn't minimise conflict between agricultural and non-agricultural land uses in rural areas. The small size of the lot does not allow for substantial setbacks from the boundary with the adjoining land; the outbuilding is proposed to be on the boundary and the dwelling would be approximately 3 metres. The limited setback distances mean that there is likelihood of the dwelling being adversely impacted by activities on adjacent and nearby land due to dust, noise, odour, and the use of chemicals and farm machinery.
- The site itself does not have the capacity to sustain agricultural use.
- The dwelling may adversely impact or restrict the ability to use the surrounding land for agriculture and future intensification of agricultural use on surrounding land.

Overall, the application does not provide an appropriate response to the strategic direction and policy objectives of the Planning Scheme. These seek to prioritise the protection of productive agricultural land from incompatible land uses and prevent inappropriate urban activities in rural areas which may prejudice the ongoing operation of agriculture.

Local strategic direction in the MPS, more specifically, discourages rural residential uses of small lots where they have the ability to impact on the 'right to farm' and create land use conflict.

Farming Zone

The purpose of the Farming Zone is to provide land for agricultural uses, retain productive agricultural land and ensure that non-agricultural uses such as dwellings do not adversely affect farming activities.

The application must be considered against the purpose and decision guidelines of the zone. The following comments are made with regard to the decision guidelines:

- The application does not adequately justify how the proposed use and development will enhance the agricultural productivity of the subject land by creating an isolated lot with a rural-residential use and with risk of land use conflict and incompatibility between land uses.
- Future residents can be adversely affected by agricultural activities on adjacent and nearby land, by way of noise, smell and the impact of ongoing farming operations.
- Rural-residential lots must be located in areas which don't have the potential to restrict the continuation of agriculture and are compatible with the current and future use of surrounding land.
- The proposal contributes to the proliferation of dwellings in the area.

Options

Council has the following options in determining the application:

1. Issue a Notice of Decision to Refuse to Grant a Permit based on the grounds set out within the recommendation. **(Recommended option)**
2. Grant a Permit subject to conditions.

Conclusion

The application for the use and development of a dwelling and outbuilding at 135 Loves Road, Curdies River is not supported.

The proposal for the use and development of the land which creates a rural-residential lot on 2023 square metres (0.2 ha) is inconsistent with local and state planning policy. The proposal will result in the creation of a rural home in an established farming which raised conflict with the purpose of the Farming Zone and the strategic direction and policy objectives of the Corangamite Planning Scheme.

On the basis of this assessment, it is recommended that Council issue a Notice of Decision to Refuse to Grant a Permit.

RECOMMENDATION – 8.1

That Council, having caused notice of Planning Application No. PP2023/118 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all matters required under Section 60 of the *Planning and Environment Act 1987*, decides to issue a Notice Decision to Refuse to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as TP568071T, 135 Loves Road, Curdies River, for the use and development of the land for a single dwelling and associated outbuilding, based on the following grounds:

1. **The proposal does not provide an acceptable response to the Municipal Planning Strategy Clause 02.03-4 in relation to avoiding the use and development of land for dwellings where it has the ability to impact on the ‘right to farm’ of existing rural properties and create land use conflict.**
2. **The use and development is inconsistent with the Planning Policy Framework Clause 14.01-1S Protection of agricultural land.**
3. **The use and development is inconsistent the Planning Policy Framework Clause 14.01-1L Protection of agricultural land.**
4. **The use and development does not meet the purpose and decision guidelines of the Farming Zone.**

- 5. The use and development has the potential to lead to land use conflict between the rural-residential land use and the ongoing surrounding agricultural use.**

- 6. The use and development of a dwelling and associated outbuilding will not result in the proper and orderly planning of the area.**

9 Officer's Reports

9.1 Re-administration of Oath of Office

Directorate: Governance and Civic Support
Author: Kathryn Anderson, Manager Governance and Civic Support
Attachments: 1. Kate Makin Oath 2 26 Nov 2024 [9.1.1 - 1 page]
2. Laurie Hickey Oath 2 26 Nov 2024 [9.1.2 - 1 page]

Declaration

Chief Executive Officer – David Rae

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

Author – Kathryn Anderson

In providing this advice to Council as the Manager Governance and Civic Support, I have no interests to disclose in this report.

Summary

The purpose of this report is to receive and document the Oath of Office of two Councillors.

Introduction

Council's Chief Executive Officer (CEO) is obligated to verify all Councillors have undertaken the Oath or Affirmation of Office in strict compliance with Section 30 of the *Local Government Act 2020*, and Regulation 5 of the *Local Government (Governance and Integrity) Regulations 2020*.

On review of the livestream recording of 12 November it was determined two Councillors had inadvertently and without malicious intent misread or omitted part of the Oath of Office when read.

To ensure compliance with requirements of the *Local Government Act 2020* the Councillors subsequently retook the Oath of Office administered by the CEO and witnessed by Manager Governance and Civic Support.

Issues

The Oath or Affirmation of Office must be administered by the Chief Executive Officer, dated and signed before the Chief Executive Officer and recorded in the Minutes of the Council. The minutes must also reflect of if the Oath or Affirmation was taken recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a Council meeting.

All Councillors initially took their Oath or Affirmation of Office at a meeting of Council held 12 November.

Prior to the 26 November Council Council's Manager Governance and Civic Support reviewed the recording of the swearing in ceremony of 12 November 2024 and identified two Councillors with minor deviations from the required wording. A conversation with the Local Government Inspectorate confirmed corrective action was required.

Two Councillors retook their Oath of Office as administered by the CEO. This took place in the CEO's office, with Manager Governance and Civic Support present as witness. The Oath of Office was administered immediately before the commencement of the Council meeting on the 26 November.

Subsequent to the Council meeting, Director Corporate and Community Services and Manager Governance and Civic Support and, sought legal advice to ensure adherence to all legislative requirements. Advice received confirm all obligations pertaining to the Oaths and Affirmations of Office have been fulfilled by all Councillors.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:
Theme Five - Community Leadership
Having strong governance practices

Section 30(1) of the Local Government Act (Act) states that a person elected to be a councillor is not capable of acting as a councillor until they have taken the oath or affirmation of office in the manner prescribed by Regulation 5(c) of the Local Government (Governance & Integrity Regulations) 2020.

Section 30(2) The oath or affirmation of office must be:

- (a) administered by the Chief Executive Officer; and
- (b) dated and signed before the Chief Executive Officer; and
- (c) recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a council meeting.

Internal / External Consultation

External Consultation with the Local Government Inspectorate confirmed the need for two Councillors to take their Oath of Office again, in the presence of a witness and for the action to be documented in the Council meeting minutes.

Advice was also sought from Council's legal representative to confirm all statutory requirements had been complied with.

Financial and Resource Implications

The financial and resource implications of re-administering the Oath of Office for two Councillors was accommodated within Council's recurrent budget.

Options

Council must receive for recording into the Minutes of Council the Oaths of Office retaken.

Conclusions

Persons elected to Council must take the Oaths or Affirmation of Office strictly in accordance with the *Local Government Act 2020*. Two Councillors have retaken the Oath of Office following a review. Council is asked to receive, by resolution, the signed documents for incorporation into the Minutes.

RECOMMENDATION - 9.1

That Council receives the signed Oaths of Office of Councillors Hickey and Makin administered by the Chief Executive Officer prior to the Council meeting of 26 November 2024, for recording in the Minutes of Council.

Oath of Office

Section 30, *Local Government Act 2020*

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model Councillor Code of Conduct

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.

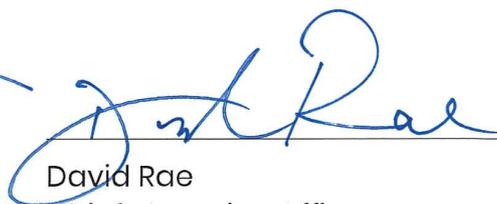
Witnessed by:



Kathryn Makin
Councillor



Date



David Rae
Chief Executive Officer
Corangamite Shire



Oath of Office

Section 30, *Local Government Act 2020*

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

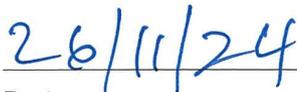
I will abide by the Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model Councillor Code of Conduct

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.

Witnessed by:



Laurence Hickey
Councillor



Date



David Rae
Chief Executive Officer
Corangamite Shire



9.2 Council Expenses Policy Review

- Directorate: Governance and Civic Support
- Author: Kathryn Anderson, Manager Governance and Civic Support
- Attachments:
 1. Council Expenses Policy December 2024 [9.2.1 - 7 pages]
 2. Under Separate Cover - Council Expenses Policy December 2024 - Tracked Changes [9.2.2 - 8 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Kathryn Anderson

In providing this advice to Council as the Manager Governance and Civic Support, I have no interests to disclose in this report.

Summary

The purpose of this report is for Council to adopt a revised Council Expenses Policy.

Introduction

Councillors and members of delegated committees are entitled to the reimbursement of any necessary out-of-pocket expenses reasonably incurred while performing their duties, in accordance with section 41 of the *Local Government Act 2020*.

Out of pocket expenses are defined as expenses that are bona fide, have been reasonably incurred in the performance of the relevant role, and are reasonably necessary to perform that role. Out-of-pocket expenses particularly related to travel are limited to vehicle parking, road tolls, public transport costs, taxi charges and vehicle hire.

Other expenses that can be re-imbursed within this policy include childcare costs where the provision of childcare is reasonably required for a Councillor or member of a delegated committee to perform their role and Councillors who are carers in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012.

Issues

The review of the Policy has found it generally remains current and relevant in its current form.

Based on the review, there are some changes proposed to the Council Expenses Policy. Policy amendments are:

- Clearer defining of who is entitled to re-imbusement of expenses under this policy;
- Inclusion of Mayoral vehicle;
- Improved alignment with the *Local Government Act 2020*;
- Updates to contemporary references which detail expense amounts;
- The use of more contemporary language; and
- Minor changes to grammar

The revised Policy is attached to the report.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership
Having strong governance practices

Internal / External Consultation

Councillors have been consulted during the review of this Council Expenses Policy.

Financial and Resource Implications

Nil outside of the current budget.

Options

Council may choose to adopt or not adopt the Council Expenses Policy dated December 2024.

Conclusions

The Council Expenses Policy for is due for review. Minor amendments are proposed as described above.

RECOMMENDATION - 9.2

- 1. That Council revoke the Current Council Expenses Policy 25 August 2020**
- 2. Adopt the Council Expenses Policy December 2024**

Council Expenses Policy

Corangamite Shire
December 2024



**CORANGAMITE
SHIRE**

Council Policy



Council Expenses Policy

Introduction

Councillors and members of delegated committees are entitled to the reimbursement of any necessary out-of-pocket expenses reasonably incurred while performing their duties, in accordance with section 41 of the *Local Government Act 2020*.

Purpose

The purpose of this policy is to provide guidance on the reimbursement of Councillor expenses associated with the conduct of their role as Councillors, as well as reimbursement of expenses for independent Audit and Risk Committee members, and members of delegated committees.

Scope

This policy applies to all Councillors representing Corangamite Shire Council and independent members of the Audit and Risk Committee appointed by Council, in addition to members of delegated committees (if established). The policy applies from the date adopted.

Definitions

In this policy:

Councillor means a person elected to Corangamite Shire Council and capable of acting as a Councillor in accordance with the *Local Government Act*.

Audit and Risk Committee member means an independent member of the Audit and Risk Committee appointed by Council.

Delegated Committee member means a Council appointed member of a delegated committee established by Council, and not a Community Asset Committee.

Out-of-pocket expenses means expenses that are bona fide, have been reasonably incurred in the performance of the relevant role, and are reasonably necessary to perform that role. Out-of-pocket expenses particularly related to travel is limited to vehicle parking, road tolls, public transport costs, taxi charges and vehicle hire.

References

Local Government Act 2020

Income Tax Assessment (1997) Regulations (2021) (Cth)

Local Government (Planning and Reporting) Regulations 2020

Adopted at Council on: Insert date
Agenda Item:
Responsibility: Insert title
Document Number:

Department: Governance & Civic Support
To be reviewed by: December 2028
Policy Number:
Page Number: 2

Victorian Independent Remuneration Tribunal - Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination 2024
Councillor Professional Development Policy
Organisational Light Vehicle Fleet Policy
Organisational Electronic Communications Policy
Organisational Council Owned Smartphone Tablet Usage Policy

Policy Detail

Valid Expenses Criteria

Council will reimburse out-of-pocket expenses including those specified in this policy where the expenses are bona fide, have been reasonably incurred in the performance of the relevant role, and are reasonably necessary to perform that role.

Types of Expenses

Travel Expenses for Councillors

Travel expenses will be paid to a Councillor for out-of-pocket expenses related to:

- Council meetings, special Council meetings, briefings, meetings of committees of Council and Council business related to Council meetings.
- Council functions.
- Inspections and meetings with planning applicants.
- Road inspections or other property inspections within Corangamite Shire relating to the role and responsibilities of a Councillor.
- Meetings as a result of a Councillor being appointed by the Council to an external body¹ or internal committee.
- Meetings or occasions in accordance with the *Support for Councillor Professional Development Policy*.
- Any other meeting, event or function attended in the capacity as a Councillor.

Road Travel

The following parameters are to be applied to road travel:

- Council will provide the Mayor with a vehicle to be used in a manner consistent with the Organisational Light Vehicle Fleet Policy.
- Where possible, Councillors are to seek to use a Council pool car for travel involved in performing their duties.

Rates for reimbursement of motor vehicle expenses shall be reimbursed on a per kilometre basis as prescribed in accordance with the prevailing Income Tax Assessment (Cents per Kilometre Deduction Rate for Car Expenses) Determination.

Remote Area Travel Allowance for Councillors

Councillors, are entitled to receive a remote area travel allowance as prescribed by the prevailing Victorian Independent Remuneration Tribunal - Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Annual Adjustment Determination

¹ Expenses will not be paid in the event that these expenses are reimbursed directly to the Councillor by the relevant external body.

The remote area travel allowance for is payable to Councillors travelling more than 50 km from home to attend official meetings or functions.

Other Forms of Travel

- When travelling interstate, the mode of transport is to be the most cost-effective mode of transport.
- When travel is by air, the standard form of travel is to be economy class.

Travel Expenses for Independent Audit and Risk Committee Members

Travelling expenses will be paid to an independent member of the Audit and Risk Committee for out-of-pocket expenses related to:

- Audit and Risk Committee meetings.
- Meetings related to Audit and Risk Committee business.
- Any other meeting, event or function attended in the capacity as an Audit and Risk Committee member.

Rates for reimbursement of motor vehicle expenses shall be reimbursed on a per kilometre basis as prescribed in accordance with the prevailing Income Tax Assessment (Cents per Kilometre Deduction Rate for Car Expenses) Determination.

Travel Expenses for Delegated Committee Members

Travelling expenses will be paid to members of Delegated Committees for out-of-pocket expenses related to:

- Attending formal meetings of the Delegated Committee.
- Attending any other special event or function, that has been organised by Council, in the capacity as a Delegated Committee member.

Rates for reimbursement of motor vehicle expenses shall be reimbursed on a per kilometre basis as prescribed in accordance with the Income Tax Assessment (Cents per Kilometre Deduction Rate for Car Expenses) Determination 2024

Carer Expenses

Council acknowledges that Councillors, independent Audit and Risk Committee members and members of Delegated Committees may at times require childcare services, or respite or care services if they are a carer, in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

Reimbursements for care expenses that is reasonably required for a Councillor, independent Audit and Risk Committee member or Delegated Committee member will be made to:

- A recognised care provider; or
- A person who does not:
 - Reside either permanently or temporarily with the Councillor or the relative for whom care is being provided.

- Have a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Reimbursements for care expenses will not be made where services attract alternative reimbursements, and this is being utilised.

Reimbursements for care expenses will be paid to a maximum of \$2500 (including GST) per year.

Accommodation and Professional Development

Councillors and independent Audit and Risk Committee members will be reimbursed for accommodation and other expenses (including meals, but not alcohol) associated with accessing training and development opportunities. Councillors and independent Audit and Risk Committee members should apply best value principles when accessing services including accommodation. Further direction for Councillors is outlined in Council's *Support for Councillor Professional Development Policy*. Please refer to this policy for more detail. Accommodation and meals limits should not exceed limits in within table 3 of the prevailing Taxation Determination for reasonable travel and overtime meal allowance expense amounts. Where accommodation cannot not be obtained within the prescribed limits three quotations should be obtained. The Municipal Association of Victoria's accommodation provider is preferable when staying overnight in Melbourne.

Communication Expenses for Councillors

All use of Council provided electronic equipment is governed by the Organisational Electronic Communications Policy.

Mobile Phone

Council will provide Councillors with a smartphone for which Council will be billed. Reasonable personal use for use of the phone will apply².

Councillors who choose to use their own phone may submit an itemised bill for reimbursement. Alternatively, Councillors using their own phone may choose to be reimbursed each month an amount not more than 50% of the phone plan capped at \$50 per month, with evidence of the plan to be provided prior to payments commencing.

Stationery

Council will, upon request, provide Councillors and independent Audit and Risk Committee members with standard stationery items, including paper, business cards, writing implements, diaries, writing pads/books and covers for smartphones and tablets.

² International Roaming not included, unless approved by the CEO before travel.

Tablet or Equivalent

Council will provide all Councillors with the use of an electronic tablet (or equivalent). These are for use for Council business purposes. Reasonable personal use is permissible however use for private business purposes is not.

Internet Connection/Data

Council issued smartphones and tablets (or equivalent) will have an internet connection/data plan. Reasonable personal use of data will apply.

Incidental (General) Reimbursement

Claims by Councillors and members of a delegated committee for incidental out-of-pocket expenses will be assessed against the valid expenses criteria within this policy.

Legal Costs for Councillors

Council will only meet legal expenses incurred as a result of a Councillor executing their official duties and in accordance with *Local Government Act 2020*.

A Councillor is entitled to be indemnified for costs not exceeding \$10,000 incurred by the Councillor to obtain representation considered necessary under section 141(2)(c) or 163(2)(b) of the Local Government Act. Amounts in excess of \$10,000 require a resolution of Council.

A Councillor is not able to be indemnified for legal costs described in section 43A of the *Local Government Act 2020*.

Payment of Expenses Procedure

Councillors, independent Audit and Risk Committee members, and members of Delegated Committees wishing to claim expenses related to their duties should complete the relevant Reimbursement Request Form and submit it to the Governance office with receipts for any expenses incurred. Receipts for fuel purchases are not required, however mileage travelled for each applicable journey must be noted on the claim form and will be cross referenced with the Civic Calendar.

The expenses, unless authorised by the Chief Executive Officer or the Director Corporate and Community Services, will be paid in arrears.

Claims for reimbursement are to be submitted monthly.

Reporting

Details of all reimbursements will be reported to the Audit and Risk Committee in accordance with the *Local Government Act 2020*.

Councillors will be provided with a copy of the report provided to the Audit and Risk Committee.

Gender Impact Assessment

It is considered that this Policy does not adversely impact community members or employees of different genders and has been developed in accordance with the Gender Equality Act 2020.

Charter of Human Rights Compliance

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

Review Date

December 2028

9.3 Chief Executive Officer Annual Report on the Performance and Activities of Community Asset Committees

- Directorate: Works and Services
- Author: Shaun Broadbent, Director Works and Services
- Attachments:
1. Under Separate Cover - Community Asset Committee Reports 23-24 [9.3.1 - 49 pages]
 2. Under Separate Cover - Community Asset Committees Annual Statement Cobden Aerodrome 23-24 [9.3.2 - 4 pages]
 3. Under Separate Cover - Community Asset Committees Annual Statement Mt Leura 23 24 V2 [9.3.3 - 3 pages]
 4. Under Separate Cover - Community Asset Committees Annual Statement Mt Noorat 23 24 V2 [9.3.4 - 2 pages]

Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). In particular the attachment contains details regarding financial and banking related information.

Chief Executive Officer – David Rae

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

Author – Shaun Broadbent

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

Summary

Under section 47 of the *Local Government Act 2020* (the Act), the Chief Executive Officer is required to submit an annual report to the Council on the activities and performance of any Community Asset Committee that has been delegated authority under this section of the Act.

Council currently has nineteen Community Asset Committees of which the members have been given a delegation under section 47 of the Act. This report to Council is the annual report required under that section and covers the period of 1 July 2023 to the end of financial year 2023-2024.

Introduction

Community Asset Committees are groups that manage and oversee specific community facilities such as public halls, swimming pools, and recreation reserves within the municipality. The Committees play a key role in managing and maintaining assets within Shire through the input of volunteer time and effort. Assets include recreation reserves, public open spaces, and pools all of which are valued by local communities. Over the course of the 2023-2024 financial year, volunteers worked diligently to enhance and preserve these assets, ensuring they continue to serve the needs of the broader community. The ongoing maintenance of these facilities depends heavily on volunteer involvement. Without their support, the Council would be unable to provide the full range of services and amenities currently available.

Issues

At the meeting held on 25 August 2020, Council appointed nineteen Community Asset Committees:

- Berrybank Hall Committee of Management
- Camperdown Swimming Pool Committee of Management
- Cobden Aerodrome Committee of Management
- Cobden Civic Hall Committee of Management
- Cobden Swimming Pool Committee of Management
- Ecklin Hall Committee of Management
- Kilnoorat Cemetery Committee of Management
- Lake Tooliorook Recreation Reserve Committee of Management
- Lismore Swimming Pool Committee of Management
- Mt Leura & Mt Sugarloaf Committee of Management
- Port Campbell Public Purpose Reserve Committee of Management
- Simpson and District Public Hall Committee of Management
- Skipton Swimming Pool Committee of Management
- Terang Civic Hall Committee of Management
- Terang Swimming Pool Committee of Management
- Timboon and District Public Hall Committee of Management
- Timboon Swimming Pool Committee of Management
- Timboon Sporting Centre Committee of Management
- Mount Noorat Committee of Management.

The Chief Executive Officer has granted the members of each Community Asset Committee the necessary powers, functions, and responsibilities to manage their respective facilities, in accordance with section 47 of the Act.

The Chief Executive Officer provides this report and attachments in accordance with legislated obligations.

Policy and Legislative Context

This report is prepared in accordance with the *Local Government Act 2020*. It focuses on the sections that enable the establishment of Community Asset Committees, grant the Chief Executive Officer the authority to delegate powers to committee members and require the Chief Executive Officer to report annually their activities.

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Access to infrastructure that supports a healthy and active lifestyle for our community

Theme Two - A Thriving Community

Engaging with young people and encouraging opportunities that retain young people in our Shire

Theme Three - A Healthy, Active and Resilient Community

Improving the health and wellbeing of our residents

Corangamite residents have access to a range of sport and recreation opportunities

Our community groups and clubs are engaged and supported and facilities are fit for purpose

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

Theme Five - Community Leadership

Having strong governance practices

We listen to and engage with our community

Internal / External Consultation

The members of Community Asset Committees are required to prepare an annual statement for the Chief Executive Officer in a prescribed format by 31 August each year, reporting on the Committee's highlights, challenges, future opportunities and key activities or projects undertaken during the financial year.

Council has received annual statements from all nineteen Community Asset Committees, which can be found attached under separate cover to this report.

Financial and Resource Implications

There are no financial or resource implications for the Council arising from the matters contained in this report.

Conclusions

The Chief Executive Officer is required to submit an annual report to Council on the activities and performance of Community Asset Committees to which delegation has been granted. This report to Council is the Chief Executive Officer's annual report to Council in relation to the activities and performance Council's Community Asset Committees for the period 1 July 2023 to 30 June 2024.

RECOMMENDATION - 9.3

That Council notes this report as the Chief Executive Officer's annual report on the activities and performance of the Community Asset Committees, to which members have been delegated authority under section 47 of the *Local Government Act 2020*.

9.4 Disability Access & Inclusion Plan 2021-2025 - Update 2024

Directorate: Corporate and Community Services
Author: Keri James, Coordinator Community Programs
Attachments: 1. Disability Access and Inclusion Plan Scorecard December 2024 [9.4.1 - 13 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Keri James

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

Summary

In late 2020 Council endorsed its first five-year Disability Access and Inclusion Plan. This report provides Council with progress made on Plan implementation as we near the close of 2024.

Introduction

The following report provides a progress summary of the Disability Access Inclusion Plan 2020–2025 (the Plan) for Corangamite Shire. The focus of the Plan includes the provision of equitable and dignified access to services, facilities, planning, communications and employment processes for people with a disability. The Rural Access Officer is now embedded into the Positive Ageing and Inclusion Team to broaden the reach of the program.

Issues

As we work towards eliminating discrimination and create positive attitudes to access and inclusion, continued education and collaboration is required. In considering people with disability, in all we do as an organisation and in community life, we can continue to work towards embedding inclusion and equity of access. The five-year plan spans six key priority areas with this year's progress as follows:

1. Access to Services & Programs

- Staff training for hearing loop was completed for Civic Centre staff.
- Awareness sessions conducted on the Positive Ageing and Inclusion teams work and its importance for staff, management and Executive Leadership team.
- Held 16 events with 670 participants across the Shire as part of our Active Seniors Program in collaboration with the Positive Ageing team, with particular emphasis on genuine accessibility for all townships.

2. Access to the Built Environment

- Reviewed Timboon Precinct Plan and provided feedback and advice on accessibility.
- Reviewed Lake Bullen-Merri toilet blocks from an accessibility lens.
- Disability, Access and Inclusion Reference Group provided advice on accessibility issues for the Cobden Civic Main Hall.
- Provided funding to Coinda to expand their commercial kitchen at Little Acorn Cafe in Terang and provide additional seating, employing clients of Coinda.
- Council increased sealed footpaths by 2.7 kilometres, with an additional 450 metre accessible gravel path completed in Noorat.
- Improved ramp installed at Shenfield Street, Cobden and a ramp installed in the accessible car park in Terang-Mortlake road, Noorat.

3. Accessible transport

- New Mobility Scooter Charge Points installed at Apex Park Camperdown, Terang Community Park, Ritchies Cobden and Skipton Community Shop.
- New Scooter recharge stickers installed at all Mobility Scooter Charge Points in the Shire.
- Three additional accessible carparks have been installed and updated in Camperdown, two in Terang and one in Noorat.

4. Access to Information and Communication

- Morning tea held at Little Acorn Cafe to promote a “No Limits” message for International Day of Persons with a Disability.
- Produced waste and recycling video with students from Hampden P-12 College.
- Produced artwork display and event posters in collaboration with Hampden P-12 College for International Day of Persons with a Disability events.

- Audited Council webpage and Chester and provided feedback on accessibility.
- 48 Drop-in information sessions held at libraries across the Shire on access to support services.

5. Access to Leisure and Recreation

- Provided universal access signs to community groups.
- New mixed-use signage was installed at Apex Park, Camperdown, Apex Park, Terang.
- Accessible Beach Day scheduled for 8th December 2024 in conjunction with Port Campbell Surf Lifesaving Club.
- Accessible footpath to Camperdown Pool completed.

6. Access to Employment and Education

- Three reference group meetings will have been held by end of 2024 for those with lived experience to provide advice and guidance on plan implementation.
- Training conducted with staff on Legislation and Built environment and Building Design.
- One staff member is undertaking a Diploma in Access Consulting to increase capacity at Council.
- One staff member is undertaking training on conducting a building audit to increase capacity at Council.

A summary of Plan progress can be found in the attached scorecard. The Plan has 32 actions over a 4-year period and below is the progress towards achieving this:

	Completed	16
	In Progress	16
	Not Completed/pending	0

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Three - A Healthy, Active and Resilient Community
 Improving the health and wellbeing of our residents
 Access and inclusion is improved

The Corangamite Shire Disability Access Inclusion Plan 2021 - 2025 is a legislative Disability Action Plan which is required under the Victorian Disability Act 2006. Under

Section 38, a public-sector body must ensure that a Disability Action Plan is prepared for the purpose of:

- a. Reducing barriers to persons with a disability accessing goods, services and facilities.
- b. Reducing barrier as to persons with a disability obtaining and maintaining employment.
- c. Promoting inclusion and participation in the community of persons with a disability.
- d. Achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

This Plan also commits to the principles of the following legislation:

- Disability Discrimination Act 1992
- Local Government Act 2020
- Access to Premises Standards 2010
- Victorian Equal Opportunity Act 2010
- Victorian Charter of Human Rights and Responsibilities Act 2006;
- Charter of Aged Care Rights
- The United Nations Convention on the Rights of Persons with Disabilities.

Internal / External Consultation

Council established a Reference Group, which includes Cr Beard, to provide guidance on Plan implementation and includes community and staff members with lived experience. The group meets three times per year and now includes students from the Hampden Specialist School who bring a fresh approach.

Financial and Resource Implications

Council has committed \$20,000 for the Plan implementation in 2024-2025. Activities undertaken to date have been achieved within the budget.

Conclusions

The Disability Access & Inclusion Plan 2021-2025 continues to deliver on Plan actions with a continued emphasis on education, reducing stigma, equity of access and improving accessibility. The work will continue during 2025 as we continue to build on access and inclusion awareness and capability for our region.

RECOMMENDATION - 9.4

That Council receives and notes the Disability Access & Inclusion Plan 2021-2025 Update December 2024.

Please note that this is an active document, with ongoing changes as we pursue each action.

Priority 1:

Access to services and programs

Corangamite Shire understands the impact barriers to participation have in our community, especially for people with disability. Inclusive communities benefit everyone and provide a sense of belonging.

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

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Access and inclusion in our community encourages positive community attitudes towards people with disability	Explore how Council’s Retail Facade Program can include supporting businesses to improve accessibility	Improved identification of accessible businesses	Year 2	Manager Growth & Engagement Program Lead Access & Shire	Increase in number of businesses that are more accessible in the Shire	●○
People with disability have a positive experience in all aspects of Council’s service	Council staff participate in disability confidence training Customer complaints and feedback are captured and recorded to ensure systemic issues are addressed and resolved	Increased access to local businesses for people with disability Increased satisfaction in customerservice experience Improvement in accessibility of Council services is embedded as a continuous quality improvement action	Year 1	Manager Human Resources Manager Growth and Engagement Customer Facing Staff Records Management Leadership Group	Increased satisfaction reported in Council Community Satisfaction Survey Number of issues resolved	●○○ * Completed, but ongoing

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Collaborate with stakeholders to ensure events and programs meet accessibility requirements	Review, update and promote the Accessible Event Toolkit to ensure Council and community events are accessible	Increased participation by people with disability at Council and community events	Year 2	Rural Access Recreation Team	Completed update of Accessible Event Toolkit	●○○
	Ensure all grant funded events/ activities supported by Council are provided with the Accessible Event Toolkit	Council programs have a focus on access requirements for participants		Growth & Engagement Team	Number of Council sponsored events and activities that have been provided with Toolkit	
	Update access and inclusion guidelines for community grant opportunities	Increased community awareness		Community Services Team		
	Promote the community grants program to disability groups and organisations					

Priority 2:

Access to the built environment

People with disability may face complex barriers with limited or no access to the physical and built environment. This has a significant flow-on effect creating social isolation and exclusion, as well as barriers to economic participation due to restricted access to employment.

We are committed to improving the livability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Accessible and inclusive design practices are embedded in all infrastructure policies and processes	Consider the Universal Design Framework in all new infrastructure builds, retrofits and maintenance of Council owned facilities, amenities and playgrounds wherever possible to support equity of access	Increased community access and participation for people with disability	Year 3	Manager Planning & Building Services	Improved access to Council owned facilities	○●○
	Provide training and awareness to Council staff on Universal Design and Access Standards across all relevant departments or consult specialist advice to ensure proposed works comply with relevant accessibility codes	Increased understanding of access and inclusion to enable improved built environment outcomes for people with disability		Manager Facilities & Recreation Rural Access	Number of building and infrastructure works completed annually that improve accessibility	

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Accessible toilet facilities provide fair and equal access for everyone in the community	Review previous accessible toilet Audit across the municipality and develop a plan for future action Include consideration of an additional adult change table and hoist in the municipality	Improved equity of access to community life for people with disability	Year 3	Manager Facilities & Recreation Rural Access Community Services Team	Increase in the number accessible facilities (including adult change table and hoist) across the municipality	●○○
Continuous pathways of travel provide equitable access for people with disability	Review and implement Footpath Strategy Implement existing Street scape Plans and pedestrian facilities with consideration of accessibility including accessible Parking and TGSIs	Improved equity of access to community life for people with disability	Year 1-5	Manager Assets Planning Rural Access	Total increase in length of improved footpath Increase in number of Accessible Parking Bays in the municipality	●○○
The design of our parks and open spaces considers accessibility for all	Incorporate accessible, connected paths of travel wherever possible in parks and reserves Support opportunities for accessible and sensory play equipment for children with disability in alignment with Council's Playground Management Policy	Increased social interaction and civic outcomes for the community as a whole	Year 3	Manager Assets Planning Rural Access Manager Facilities & Recreation	Annual Community Satisfaction Survey Improved rating Additional all accessible play equipment	●○○

Priority 3:

Accessible Transport

As a widespread rural area, Corangamite Shire faces many challenges regarding transport, and this is an issue for many of our residents, workers and visitors. People with disability encounter greater barriers to transport and also need safe, reliable and accessible options.

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

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Access to reliable and safe transport options promote inclusion for people with disability	Complete Corangamite Shire Community Transport Audit and consider recommendations and gaps in future community planning	Increased transport options decrease social isolation and improve economic participation for people with disability	Year 2-3	Program Lead Access & Inclusion Community Development Officer Manager Community Services	Transport Audit completed Increase in accessible public transport services	●○○
	Support economic development initiatives that improve community transport options for people with disability		Years 1-5	Manager Growth & Engagement		●○○
	Advocate to Government for accessible public transport					○○●

Priority 4:

Access to information and communication

People with disability use many alternative formats for communication and information. Corangamite Shire is committed to providing access to information in accessible formats that is appropriate and delivered in a timely manner.

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

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
People with disability have a voice in our community	Establish an Access & Inclusion Reference Group that includes staff and community representatives with lived experience to support Plan implementation to meet twice yearly	Plan implementation is the responsibility of all departments and advice is enhanced by people with lived experience	Year 2-5	Program Lead Access & Inclusion All staff	Committee is established by Year 2 and meets twice yearly	●○○
	Ensure all community consultations are accessible and promoted to disability groups	People with disability are included in Council processes Equity of access to Council engagement activities	Year 1-5 Year 2	Community Development Officer Manager Community Services Manager Growth & Engagement Coordinator Development Officer Program Lead Access & Inclusion	Checklist completed and endorsed by Access & Inclusion Reference Group for application	●○○ *Ongoing
		Engagement checklist is developed to support equity of access for people with a disability				●○○

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Attachment 9.4 - Disability Access and Inclusion Plan Scorecard December 2024	Audit the Council website to ensure it is compliant with Web Content Accessibility Guidelines (WCAG) Level AA	People with disability are included and have access to the information they need	Year 1	Manager Growth & Engagement	Councils website meets AA WCAG Compliance	●○○
	Ensure access requirements for Hearing Loops are in working order and have clear and concise instructions of use in Council Civic Centre and Kilara Centre	Council meetings are broadcast online to promote equity of access to council decision making		Manager Information Services	Hearing Loops are installed and operating	*Ongoing
	Maintain live web streaming for Council Meetings to include people with disability	People with disability are included and have access to the information they need		Executive Services and Governance Coordinator	Accessible Live Web streaming is available and communicated to community members	●○○
	Ensure all Council meeting agendas and documents are provided in accessible and alternative formats where practicable				Increased access to Council meetings from people with disability	●○○
						*Ongoing

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
People with disability in our community have access to the information they need	Review the Disability Access section on Council's website to improve quality and range of relevant information for people with disability	People with disability feel included and have access to the information they need	Year 1-5	Manager Growth & Engagement Communications Coordinator Rural Access	Council's website includes relevant information for people with disability	●○○
Improve format of written communications to enhance accessibility	Communications Team works towards applying seven Universal Design principles in all of Council's communications	Council's communications improve equity of access for all.	Years 1-5	Manager Growth & Engagement Senior Officers Group Rural Access	Annual internal review of Council website for accessibility	●○○
	Communications Team are trained in accessible web copy and document creation	Communications Team are equipped to create universally accessible publications and copy	Year 1			●○○
	Update and improve our corporate font to be accessible e.g. Arial 12 point					●○○

Priority 5:

Access to leisure and recreation

Corangamite Shire is committed to increase community participation and work towards making our leisure and recreational facilities and services inclusive of people with disability.

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

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
All members of the community can enjoy leisure and recreation options	The beach is accessible for everyone	Improved community satisfaction and participation for people with disability	Year 1-5	Chief Executive Officer	Number of advocacy actions completed over the life of the plan	●○○
	Advocate to the State Government to improve access to the swimming beach to include accessible beach matting across the sand and beach wheelchairs			Senior Officers Group		●○○
	Advocate to the State Government to ensure all coastal management plans include provisions for access and inclusion, including Universal Design					○○●

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
	Work in partnership with community organisations to support sport and leisure for people with disability	Improved equity of access to participation in sport and leisure for people with disability	Year 2-4	Facilities and Recreation Manager	Partnerships with community organisations are established and educational campaigns are developed and implemented	○●○
Accessible options for visiting and traveling around the Shire are available	Promote the accessible tourist features of the Shire and create community awareness	Improved access to Corangamite Shire tourism features for people with disability Corangamite Shire accessibility features are well known and promoted	Year 1-5	Manager Growth & Engagement Program Lead Access & Inclusion Access & Inclusion Advisory Committee	Web page content is reviewed and grown half yearly to build awareness of accessibility facilities and services	●○○

Priority 6:

Access to employment and education

People with disability tend to face greater barriers and challenges to education and unemployment. Council will continue to support programs to improve the employment and education outcomes for people with disability.

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."

● Completed ● In progress ● Not completed/pending

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Council leads by example in the employment of people with disability	Develop and implement a Workplace Adjustment Policy and Process	Council staff have increased knowledge of disability in the workplace	Year 2-3	Manager Human Resources & Risk	Annual training offered to all staff in access & inclusion	●○○
	Promote a culture of inclusion and accessibility, including providing staff with disability awareness training	Increased employment of people with disability		Program Lead Access & Inclusion	Increased employment rates of staff with disability	●○○
	Improve the Shire's Careers' page to enhance diversity and showcase employment of people with disability	Diversity and access is a visible part of Corangamite Shire's workplace culture	Year 1	Manager Engagement & Growth		●○○
		Council is active in the employment and provision of training opportunities for people with disability	Year 1	Leadership Group		●○○
				Manager Community Services		●○○

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
	Professional development, work experience, traineeship and internship opportunities through Council	Council is an active employer of people with a disability	Year 3			●○○
The broader community recognises the contribution of people with disability to businesses and workplaces	Council will host an annual event to encourage local service providers and businesses to build on employment opportunities and economic participation for people with disability	Improved awareness of the benefits of employment of people with a disability	Year 2-3	Manager Engagement & Growth	Council will deliver one annual event per year to increase economic participation of people with disability	●○○
				Manager Community Services Rural Access		
Ensure all Council managed children's services are inclusive of children with additional needs	Develop and distribute information that promotes the Shire's child and family services as inclusive of all children	Increased community access and participation for children with disability	Year 2-5	Manager Community Services	Documented annually in quality improvement plans	●○○
				Family & Children's Services Team Coordinator Compliance & Operations Team Leader Education & Care	Kinder Inclusion Support applications are made as required	

Objectives	Action	Outcomes	Timeline	Lead & Collaborator	Success Measure	Status
Social procurement creates social change for good and improves equity of access for people with disability to employment and economic development opportunities in our Shire	Explore opportunities for social procurement across Council purchasing and services	Improved access to employment opportunities for people with disability	Years 2-5	Leadership group Manager Finance Contract Administration Coordinator	Social procurement policies are developed and implemented	○●○
	At 2021 Procurement Policy Review, strengthen policy setting beyond when applicable to encourage greater consideration of social procurement when purchasing	At 2021 Procurement Policy Review, strengthen policy setting beyond when applicable to encourage greater consideration of social procurement when purchasing		Manager Community Services Rural Access Manager Finance Leadership Group		

9.5 Bookaar Cricket Club - Grant

Directorate: Works and Services
Author: Shaun Broadbent, Director Works and Services
Attachments: Nil

Declaration

Chief Executive Officer – David Rae

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

Author – Shaun Broadbent

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

Summary

The Bookaar Cricket Club is seeking the release of the \$50,000 (ex GST) allocated in the 2024–2025 Council budget to support the installation of changeroom facilities. This funding was initially intended as part of a co-contribution for a grant application with Sport and Recreation Victoria (SRV). However, the scope of the project has been revised, significantly reducing overall costs and eliminating the need for SRV grant funding.

Introduction

In June 2023, the Bookaar Cricket Club received \$3,975 through Council's Facility Design Grants Program for the design of new changeroom facilities to be located at Camperdown College on Department of Education land. The project was identified as a Council priority during budget preparations in February 2024, leading to the allocation of \$50,000 (ex GST) in the 2024–2025 Council budget as part of the co-funding requirement for a \$500,000 project under the Regional Community Sports Infrastructure Fund (RCSIF).

The proposed funding breakdown was:

Funding Source	Contribution
Council	\$50,000
SRV Grant	\$400,000
Community Contribution	\$50,000
Total	\$500,000

The club has since requested the immediate release of the \$50,000 allocation to enable the project to proceed without awaiting SRV grant approval. The club will independently manage the remaining project funding.

The delivery of this project for the Bookaar Cricket Club will result in a multipurpose sporting venue in Camperdown, serving various sporting clubs, community groups, schools and regional sporting events.

Issues

The original project scope for the Bookaar Cricket Club changeroom facilities relied on a \$500,000 budget, including \$50,000 from the Council, \$400,000 from Sport and Recreation Victoria (SRV), and \$50,000 in community contributions. Following the completion of initial designs, the project scope was revised to repurpose portable classroom buildings, significantly reducing costs. This adjustment eliminates the need for SRV grant funding and simplifies the project, though it shifts the responsibility for securing the remaining costs to the club through fundraising and in-kind contributions.

The club has requested the immediate release of the \$50,000 allocation from the 2024–2025 Council budget to progress the project without delay. Timely funding will allow the club to address critical infrastructure needs and ensure the changerooms are completed within the revised timeline. Delaying the release of funds could hinder project delivery, increase costs, and create additional financial strain on the club. Despite the change in scope, the project will deliver substantial community benefits, including a multipurpose facility for local sports clubs, schools, and regional events.

While the original Council contribution was tied to co-funding for an SRV grant application, the revised scope preserves the project’s intended benefits while reducing reliance on external funding sources. Furthermore, as the facilities are located on Department of Education land, the Council will not incur ongoing maintenance or operational costs, ensuring its contribution represents a cost-effective investment in community infrastructure.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:
Theme One - A Connected Community

Access to infrastructure that supports a healthy and active lifestyle for our community

Theme Three - A Healthy, Active and Resilient Community

Improving the health and wellbeing of our residents

Access and inclusion is improved

Corangamite residents have access to a range of sport and recreation opportunities

Our community groups and clubs are engaged and supported and facilities are fit for purpose

Internal / External Consultation

Representatives of the Bookaar Cricket Club presented to Council on December 10, 2024, outlining the revised project scope, financial plan, and benefits of the changeroom project.

Financial and Resource Implications

The \$50,000 (ex GST) allocation for the project exists within the adopted 2024–2025 budget.

Options

Council may elect to grant the \$50,000 ex GST to the Bookaar Cricket Club or to retain the allocated funding to be used as the co contribution to the SRV grant application (if successful).

Conclusions

The Bookaar Cricket Club's changeroom project remains a priority, and the revised scope significantly reduces costs while maintaining its benefits as a multipurpose venue for various community and sporting activities. Immediate approval of the \$50,000 allocation will facilitate timely project delivery, with no additional financial burden on Council. The club has informed the Council that no future maintenance or ongoing costs will be incurred by the Council, as the land is owned by the Department of Education.

RECOMMENDATION - 9.5

That Council approve a contribution of \$55,000 (including GST) from the current budget to the Bookaar Cricket Club for the installation of changeroom facilities.

9.6 Skipton Community Collective Funding Request

Directorate: Corporate and Community Services
Author: David Harrington, Director Corporate and Community Services
Attachments: 1. Under Separate Cover - SCC council funding request - feasibility study [9.6.1 - 22 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – David Harrington

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 for Council to consider providing a financial contribution of \$25,000 to Skipton Community Collection Ltd towards the development of a comprehensive feasibility study for the establishment of a new Early and Community Learning Centre in Skipton.

Introduction

Skipton Community Collective Ltd (SCC) formed in 2023 arising from Council's commencement and project meetings held in preparation of the Skipton Structure Plan. The group is comprised of various community members who have different local interest but each who wish to see a prosperous and revitalised future for Skipton.

SCC has been working to address critical inhibitors to Skiptons and district sustainability and prosperity. One significant issue identified is the need to expand Early Years services.

SCC proposes to conduct a three-phase project comprising:

- A professionally developed feasibility study to evaluate demand and viability.
- Indicative design of a purpose-built facility.
- A community engagement program to inform and gather feedback from the Skipton district community.

The total project cost is \$50,000, and SCC seeks a \$25,000 contribution from Corangamite Shire Council, with the remaining funding to be sourced from corporate and community stakeholders. Upon approval, the project is scheduled to commence in February 2025 and conclude by May 2025.

Proposed Outcomes

The feasibility study is aiming to deliver the following outcomes:

- Evaluate service demands
- Identify workforce needs
- Recommend an appropriate organisational structures
- Evaluate the financial viability of establishing a new facility

It will also include an indicative design and a community engagement program. It is expected that the SCC will collaborate with Council during the preparation of the feasibility study and the final study will be presented to a Council briefing.

Council has commissioned a 10-year strategic Early Years Plan, with the Plan currently in a draft stage. The draft plan does not currently indicate there is significant demand for additional services in Skipton, it does however note that there may be some future conflict with the Best Start Best Life reforms which will increase Kindergarten hours.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure and services that deliver population growth and new housing

Theme Two - A Thriving Community

Our young people are encouraged and supported to engage in learning

We retain and we grow our population

Theme Five - Community Leadership

Having strong governance practices

Internal / External Consultation

SCC has conducted initial consultations with families, educators, local organisations, and potential funders. Feedback has highlighted the importance of addressing Early Years service gaps to support community development. SCC also plans to involve a multidisciplinary team, including local and external experts, to ensure a robust and community-focused outcome.

The SCC have submitted a funding request for consideration by Council.

Representatives of the SCC provided a briefing and presentation to Councillors on 27 August 2024. Numerous conversations and meetings have been held with the

Executive Director of the SCC, Gordon Fyfe over the past 18 months with the Mayor, CEO and Executive Team.

Financial and Resource Implications

SCC is seeking a financial contribution of \$25,000 which represents 50% of the total project cost.

Options

Council may:

- Approve the funding request
- Reject the funding request
- Defer the funding request to the 2025-2026 budget process – Officer preferred.

Conclusions

The feasibility study is a foundational step toward addressing current and future Early Years service needs in Skipton and its surrounding areas.

RECOMMENDATION - 9.6

That Council determine the funding request of \$25,000 from Skipton Community Collective Ltd.

9.7 S11A Planning and Environment Act 1987 Appointment and Authorisation of Officers

Directorate: Sustainable Development
Author: Justine Linley, Director Sustainable Development
Attachments: 1. Report S 11 A Instrument of Appointment & Authorisation 17 December 2024 [9.7.1 - 2 pages]

Declaration

Chief Executive Officer – David Rae

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

Author – Justine Linley

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

Summary

The purpose of this report is to seek Council's endorsement for appointment of authorised officers under the Planning and Environment Act 1987 through the updated Instrument of Authorisation and Appointment ('the instrument').

This request results from recent staff changes. By authorising the relevant officers to perform their duties under the Planning and Environment Act 1987, Council will ensure these officers have the required authority to carry out their roles within legislated requirements.

Issues

Officers authorised to act under the Planning and Environment Act 1987 have authorisation to enter sites, gather evidence or serve legal notices, etc. if required, as appropriate to their level of experience and qualifications.

The specific authorisations provided through this instrument include: 1. under section 147(4) of the Planning and Environment Act 1987 (Vic) – appointment as an authorised officer for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act; and 2. under section 313 of the Local Government Act 2020 (Vic) authorisation generally to institute proceedings for offences against the Act and/or any regulations. If officers are not appropriately

authorised, they will not have the legal authority to perform key aspects of their role which would result in a lack of enforcement across the Shire. If officers act without the correct authority, actions can also be challenged and invalidated on that basis, and the officers may be personally liable. The attached instrument has been reviewed and updated to reflect recent staff changes and authorises the following officers:

- Belinda Anne Bennett
- Bryce Morden
- Darren Stanley Frost
- David Martin Rae
- Gisele De Souza Couto
- Jarrod Leigh Bell
- Jason Hoffmann
- Justine Ruth Linley
- Kate Shurvell
- Matthew Berry
- Melanie Osborne
- Pavit Ramesh
- Shwetha Amaranarayana
- Simon Glenister
- Stefan Martin Alber

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:
Theme Five - Community Leadership
Having strong governance practices

Internal / External Consultation

This is a legislative requirement and no consultation is required.

Financial and Resource Implications

There are no financial implications.

Options

Option 1 – Endorse the updated instrument This option is recommended by officers as it will ensure the selected officers are appropriately authorised under the Planning and Environment Act 1987.

Option 2 – Not endorse the updated instrument This option is not recommended by officers as it will limit the authorisations and authority of nominated officers.

Conclusions

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure these officers have the required authority to carry out their roles within legislated requirements

RECOMMENDATION - 9.7

Council resolves that:

1. The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument;
2. The instrument comes into force immediately the common seal of 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 only) dated 25 July 2023 be revoked; and
4. The common seal of Council be affixed to the Instrument.

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)



**CORANGAMITE
SHIRE**

Corangamite Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

**Belinda Anne Bennett
Bryce Morden
Darren Stanley Frost
David Martin Rae
Gisele De Souza Couto
Jarrod Leigh Bell
Jason Hoffman
Justine Ruth Linley
Kate Shurvell
Matthew Berry
Melanie Osborne
Pavit Ramesh
Shwetha Amaranarayana
Simon Glenister
Stefan Martin Alber**

By this instrument of appointment and authorisation Corangamite Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and [PO, EHO]
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Corangamite Shire Council on 17 December 2024

The Common Seal of
CORANGAMITE SHIRE COUNCIL
was affixed in the presence of:

.....
Chief Executive Officer

.....
Date

9.8 Register of Interactions with Developers

- Directorate: Sustainable Development
- Author: Justine Linley, Director Sustainable Development
- Attachments:
1. Council Interaction with Developers September 2023 Adopted [9.8.1 - 8 pages]
 2. Under Separate Cover - Declaration of Contact with Developer - Gareth Bellchambers [9.8.2 - 1 page]
 3. Under Separate Cover - Declaration of Contact with Developer Form - John Lyons [9.8.3 - 1 page]

Declaration

Chief Executive Officer – David Rae

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

Author – Justine Linley

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

Summary

In September 2023, Council approved an Interactions with Developers Policy (the Policy). One of the Policy's requirements is the maintenance of a register of contacts with developers and lobbyists, which is to be presented annually to Council's Audit and Risk Committee, followed by a report to Council.

Introduction

In August 2022, the Local Government Inspectorate (LGI) issued advice to the sector recommending that councils create a policy to guide Councillor interactions with developers. This advice was in advance of any recommendations to come from Operation Sandon, the Independent Broad-based Anti-corruption Commission (IBAC) operation held into allegations of serious corrupt conduct in relation to planning and property development decisions at the City of Casey.

Following the release of findings from Operation Sandon an Interaction with Developers Policy was approved to cover interactions with developers, both for Councillors and officers.

Issues

Operation Sandon exposed how decisions at the local and state levels of government were improperly influenced or were at risk of undue influence through manipulation of council governance processes, donations and lobbying. IBAC

recommended that extensive reforms were necessary to minimise the risk of this behaviour occurring again and promote integrity in decision-making processes. As a result of Operation Sandon, IBAC recommended a suite of reforms to address corruption risks to:

- promote transparency in planning decisions
- enhance donation and lobbying regulation
- improve the accountability of ministerial advisors and electorate officers
- strengthen council governance

In August 2022, the Local Government Inspectorate (LGI) issued the following advice and commentary:

1. Councillors should avoid comment before a decision
2. Councillors should avoid meeting developers one-on-one
3. Councillors should avoid accepting gifts and hospitality from developers
4. Councils should create a policy to guide Councillor interactions with developers
5. Councils should keep a register of Councillor interactions with developers

The Interactions with Developer Policy picks up the points outlined in the LGI advice and incorporates definitions and a policy overview. The Policy requires a contact register to be maintained and made available for public viewing, with a report being presented annually to Council's Audit and Risk Committee and to Council.

It should be noted that the details and requirements of the Policy only seeks to build upon the framework within existing statutory and Model Councillor Code of Conduct and Staff Code of Conduct requirements and does not introduce new requirements.

The Policy does not limit or prevent any routine discussions that Councillors and officers may have with community members regarding planning information and process. Rather, it places a framework around how meetings or interactions are had regarding a live or proposed planning matter that falls within scope of the Policy.

A Register has been maintained since October 2023. A copy of the Register is attached.

For the purposes of the Policy, only two interactions have been recorded in the twelve month period October 2023 to November 2024. All other known interactions are regarded as operational and part of normal development application or advocacy processes and subject to accepted Code of Conduct and Conflict of Interest reporting provisions.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

- Theme Five - Community Leadership
- Having strong governance practices

Applicable Council Policy – Interactions with Developers Policy 2023.

Internal / External Consultation

Consultation with community, Councillors, staff, IBAC and the Local Government Inspectorate was undertaken during the preparation of the Policy. The Register has been submitted to the Audit and Risk Committee at the 12 December 2024 meeting.

Financial and Resource Implications

There are no financial or resource implications.

Options

Council may accept the report and note the Register of contact or it may request further information.

Conclusions

The Interactions with Developers Policy was prepared to provide a framework around the interactions of Councillors and Council officers with developers, submitters and lobbyists, that is open, transparent and accountable.

The Policy is intended to manage community interests and maintain integrity in the planning decision making process, whilst improving transparency and minimising risks. The Policy seeks to establish a high standard of transparency in land use planning and development decision making, along with planning scheme amendments.

The Register is a record of those interactions which are over and above daily operational matters. Over the past twelve months, since the introduction of the Policy, two contacts have been recorded on the Register.

RECOMMENDATION - 9.8

That Council note the Register of Contact with Developers and Lobbyists for the period October 2023 to November 2024.

Interactions with Developers Policy

Corangamite Shire

September 2023



**CORANGAMITE
SHIRE**

Attachment: 9.8.1 Council Interaction with Developers
September 2023 Adopted

Council Policy



Interaction With Developers Policy

Introduction

This policy sets out how Councillors and Council Officers should interact with developers and lobbyists and creates a framework for these interactions, helping to provide transparency and manage community expectations.

The *Local Government Act 2020* requires Councillors and Council Officers to declare direct or indirect conflicts of interest on matters that come before them for consideration. Corangamite Shire Council seeks to go beyond the minimum requirements set out in legislation and commits itself to a higher standard of transparency in the highly important function of proposed and actual land use planning and development decision making.

By going beyond the minimum requirements set out in legislation and registering contact in accordance with this policy, Councillors and Council Officers are benefitted by being protected from allegations or perceptions of inappropriate assistance or endorsement on matters in which they might ultimately have a role in seeing progressing through a planning decision making process.

Purpose

Council must represent the interests of the community when making planning decisions. Engagement with community members and other stakeholders is an essential component of democratic process and Council services.

Both Councillors and Council Officers, are required to make decision about planning and developments in the municipality and, as part of seeking information or discussing proposals, may interact with developers and lobbyists regarding forthcoming projects.

This policy serves to preserve the integrity of Council, Councillors and Council Officers when engaging with developers, submitters and lobbyists by ensuring that interaction is conducted in accordance with the highest standards of transparency, integrity and honesty, and is open to public scrutiny.

Adopted at Council on: 26 September 2023
Agenda Item: 9.3
Responsibility: Manager Planning and Building
Services

Document Number: 3233520

Attachment: 9.8.1 Council Interaction with Developers
September 2023 Adopted

Department: Planning and Building
To be reviewed by: September 2027

Page Number: 2

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The objective of this policy is to:

- Ensure that interactions of Councillors and Council Officers with developers, submitters and lobbyists are open, transparent and accountable;
- Avoid actual or perceived conflicts of interest; and
- Mitigate lobbying-related risk to minimise opportunities for misconduct or corrupt behaviour.

Scope

This policy applies to all contact between Councillors, Council Officers, developers, submitters and lobbyists in Corangamite Shire Council, with regard to planning related matters outside of a Council Briefing or Council Meeting.

Definitions

Contact	Any communication or information exchange between Councillor/s and Council Officers and a developer, lobbyist or submitter in relation to planning related matters, irrespective of whether it was expected, planned, solicited or reciprocated, and includes all methods of communication.
Councillor	A Councillor or Councillors of Corangamite Shire Council which includes the Mayor and Deputy Mayor.
Council Officer	Any member of Council staff who has a delegated function in planning decision making, including the CEO and Directors.
Developer	An applicant, or proposed applicant, for a land use and/or development planning permit application, planning scheme amendment or similar, that is intended to be undertaken at scale, a major project, or for a 'for-profit' purpose. This includes any consultants, advisors, agents or representatives closely associated with the developer.
Submitter	A person or entity that makes, or proposes to make, a submission to a planning application, planning scheme amendment or similar. Such submission could be either in support of, or in opposition to, a planning related matter.

Lobbyist

A person, company or organisation who conducts lobbying activities on behalf of a third-party client, but does not include:

- Charitable, religious and other organisations endorsed as deductible gift recipients
- Non-profit organisations or associations that represent the interests of their members
- Individuals making representations on behalf of family and friends regarding their personal affairs
- Members of trade delegations visiting Australia
- Members of professions whose activities are regulated by an Australian Government scheme dealing with government representatives as part of their day-to-day work
- Members of professions who occasionally make representations to a level of government on behalf of others as a incidental part of their professional services, such as doctors, lawyers and accountants
- Representatives of other Government agencies and authorities

Lobbying activity Any contact with a Councillor/s or Council Officer to influence Council decision making. For the purposes of this policy, lobbying activity only relates to planning-related matters.

References

- *Local Government Act 2020*
- *Victorian Government Professional Lobbyist Code of Conduct*
- *Corangamite Shire Council Councillor Code of Conduct*
- *Corangamite Shire Council Gift Policy*
- *Corangamite Shire Council Governance Rules*
- *Interactions with Developers – Local Government Inspectorate Guide*
- *Operation Sandon, IBAC report and recommendations 2023*

Policy Detail

The following conditions of engagement apply as outlined:

1. *Developers, submitters and lobbyists*

Developers, submitters and lobbyists shall observe the following conditions when engaging with Councillors and Council Officers:

- They must advise that they are a developer, submitter or lobbyist or employee, contactor or person otherwise engaged by these.
- If a lobbyist, they must also advise:
 - That they are making contact on behalf of a party or parties.
 - The name of the third party or parties and the nature of the third party's issue.
 - Whether they also act for any other third party currently involved in a planning related matter.
- They should not approach Councillors directly, approaches should be made via Council's normal contact methods by email or phone.
- They must not offer gifts or hospitality to Council representatives.
- They must not engage in any conduct that is corrupt, dishonest or illegal, or cause or threaten any detriment.
- They must use all reasonable endeavours to satisfy themselves of the truth and accuracy of all statements and information provided to parties whom they represent, Council and the wider public.

2. *Councillors and Council Officers*

When interacting with developers, submitters and lobbyists, the following supports Councillors and Council Officers in managing the requirements of this policy.

Councillors and Council Officers must:

- Prior to meeting, ensure that parties from outside Council are aware of the requirements applying to them under this policy.
- Disclose any conflicts of interest, whether general or material, in accordance with Part 6, Division 2 of the *Local Government Act 2020* and the Corangamite Shire Council Councillor Code of Conduct and Staff Code of Conduct.
- Neither solicit nor accept any gift, in accordance with the Corangamite Shire Council Gift Policy.
- Within 10 days of the meeting, provide a *Declaration of Contact with Developer Form* (see Appendix 1) or details to the Governance Office.
- Immediately report to the Coordinator Governance if it is known or suspected that a developer or lobbyists has breached any of the above conditions.

The following should be avoided:

- Meeting with developers one on one.
- Making public comments in relation to a planning application or planning process that is being assessed by Council Officers before a decision has been made.

3. *Activities exempt from this policy*

This policy is not intended to apply to interactions:

- That are in the nature of an enquiry or seeking information.
- With individuals, or those representing family or friends, regarding personal affairs.
- With representatives of community groups and non-profit organisations or associations regarding the interests of their members.

4. *Register of Contact with Developers and Lobbyists*

Council will maintain a *Register of Contact with Developers and Lobbyists* that contains the following information:

- The date, time, duration and venue of the contact.
- The name of the Councillor/s or Council Officer/s in attendance.
- The name and role/organisation of the developer or lobbyist.
- The name of the client represented, if applicable.
- The name of any other parties present.
- The mode of contact.
- Matters discussed, and
- Whether or not a conflict of interest has been declared to exist.

The register will be available for public viewing and updated on a quarterly basis, with a report providing details of any meetings between Council representative/s and developers or lobbyists in the previous 12 months presented to Council's Audit and Risk Committee annually, to be then followed by a report to Council.

5. Responsibilities

The following responsibilities apply:

Parties	Roles and Responsibilities	Timelines
Councillors and Council Officers	Ensure that any interaction with developers or lobbyists is conducted in accordance with the policy and is reported to the Governance Department.	Within 10 days of contact.
Developers and Lobbyists	Conduct any interaction with Councillors and Council Officers with the <i>Principles of Engagement</i> contained in this policy.	Ongoing
Governance Office	Ensure that: <ul style="list-style-type: none"> • Details of interactions are recorded in Council's <i>Register of Contact with Developers and Lobbyists</i> within 7 days of receipt • The register is provided for public viewing and updated on a quarterly basis • An annual report detailing interactions over the previous 12 months is provided to the Audit and Risk Committee. 	Ongoing

Review Date

September 2027

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

The *Gender Equality Act 2020* requires Council to undertake gender impact assessments when developing or reviewing any policy, program or service which has a direct and significant impact on the public. This policy **will not** have a direct and significant public impact and a Gender Impact Assessment has not been undertaken.

Appendix 1

Declaration of Contact with Developer Form

	Details
Councillor or Council Officer Name	
Name of Developer, Submitter or Lobbyist	
Date, time and place of contact	
Type of method of contact	
Property under discussion	
Nature of issues covered	
Did you advise the developer of the Contact Register?	
How did you advise the developer of the Contact Register?	
Other relevant information or comments	

Signed

Date

Adopted at Council on: 26 September 2023
Agenda Item: 9.3
Responsibility: Manager Planning and Building
Services

Document Number: 3233520
Attachment: 9.8.1 Council Interaction with Developers
September 2023 Adopted

Department: Planning and Building
To be reviewed by: September 2027

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9.9 Geographic Place Names Feedback Poorpa Yanyeen Meerreeng

Directorate: Sustainable Development
Author: Katy McMahon, Manager Economy & Prosperity
Attachments: 1. Fact sheet Trail naming October 2024 [9.9.1 - 2 pages]
2. Under Separate Cover - Attachment 1 Consultation Responses [9.9.2 - 6 pages]

Declaration

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. In particular the attachment contains information regarding personal information within the feedback that may be enable individual identification.

Chief Executive Officer – David Rae

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

Author – Katy McMahon

In providing this advice to Council as the Manager Economy & Prosperity, I have no interests to disclose in this report.

Summary

The trail between Timboon and Port Campbell was completed in December 2023. As required under the *Geographic Place Names Act 1998* to register a formal name Council has sought feedback on the proposed name from adjoining landowners and the broader community. Council worked with Keerray Wooroong language expert Dr Vicki Couzens to provide a name for the trail being Poorpa Yanyeen Meerreeng. The majority of responses (54%) support the proposed name.

Introduction

The trail between Timboon and Port Campbell was completed in December 2023. The working title for the trail is commonly known as the Twelve Apostles Trail however, the Geographic Naming Victoria (GNV) advised that the name *Twelve Apostles Trail* would be non-compliant because the trail does not finish at the Twelve Apostles and creates a false expectation in visitors that they can reach the Twelve Apostles via the trail. Initial discussions for formally naming the trail in 2022

presented an opportunity to involve Traditional Owners via the Eastern Maar Aboriginal Corporation (EMAC). Council worked with Keerray Wooroong language expert Dr Vicki Couzens to provide a name.

Issues

The name proposed is Poorpa Yanyeen Meerreeng meaning “travel through Country” in Keerray Wooroong language. The rationale behind the name is that the trail traverses across differing places, forms, landscapes, shapes and environments. These are places of differing activities, both now (post-European) and then (pre-European). Poorpa Yanyeen Meerreeng is an invitation to travel through Country and connect with a culture and language that spans many thousands of years around Port Campbell and Timboon. The aim is to spark conversations around our shared history and connection to place.

Geographic Names Victoria Naming Process

Council is required under the *Geographic Place Names Act 1998* to register a formal name for any new road, thoroughfare or course navigable by vehicle or foot with Geographic Names Victoria (GNV). Directional or interpretive signage cannot be installed along the trail until the formal name is registered.

Whilst the trail has a common name GNV advised that the name the Twelve Apostles Trail would be non-compliant because the trail does not finish at the Twelve Apostles and creates a false expectation in visitors that they can reach the Twelve Apostles via the trail.

Council, as the naming authority, must consult with adjoining landholders, stakeholders and the wider community, asking for feedback on a proposed name. Feedback is considered by Council and forms part of the post-consultation submission to GNV.

Geographic Naming Consultation

Adjoining landowners and the broader community have been provided an opportunity to provide feedback on the proposed name. Letters were sent to landowners adjoining the trail and key stakeholders, and the proposal was also widely circulated to the broader community via social media (facebook, Instagram); Council's website; community newsletters; public notice in local newspaper and media release. 128 responses were received (125 via the online submission form and three via email). 69 responses agreed/supported the proposed name (54%) and 58 disagreed / did not support the proposed name (45%) and one response both agreed and disagreed.

Reasons for agreeing or disagreement with the proposed name varied ranging from:

Agree:

- Great name
- Meaning can be explained through signage
- Acknowledgement of First Nations history
- Good to recognise traditional names and use of First Nations language
- Dual names supported
- Support for the name acknowledging some use / reference to Timboon – to Port Campbell trail will remain.
- Shows respect and a shift in community attitudes
- Celebration of indigenous culture

Disagree:

- Length of name and difficulty in pronunciation
- Support for existing 'common' name (12 Apostles Trail or Timboon to Port Campbell Trail)
- Difficult to build brand recognition
- Preference for geographic name
- Preference for name that reflects local identity (“travel through country” is too generic).
- Preference for English language name
- Request for more than one option
- Doesn't reflect the history of the trail

A confidential attachment includes a de-identified copy of all responses and feedback received.

Trail promotion

The Timboon to Port Campbell trail links to the Camperdown to Timboon Rail trail providing a well utilized 19km trail through the southern part of the Shire. Following official naming of the trail Council can progress development of branding collateral for the trail enabling promotion and marketing including directional, locational and interpretive signage. Development of the trail branding can also reference commonly used names and geographic locations in addition to the formal place name. Branding will not be restricted to the use of Poorpa Yanyeen Meerreeng but embrace the shared history, connections and stories of the trail from Timboon, through Paratte to Port Campbell.

Policy and Legislative Context

It is a statutory requirement under the *Geographic Place Names Act 1998* to register a formal name for any new road, thoroughfare or course navigable by vehicle or foot with Geographic Names Victoria (GNV). Any directional or interpretive signage cannot be installed along the trail until the formal name is registered. The renaming

process is outlined in the Naming rules for places in Victoria - Statutory requirement for naming roads, features and localities 2022.

The following naming principles are applicable in this case:

- Principle C - Linking the name to place Names should have a link to place to ensure the preservation of our cultural heritage.
- Principle E - Recognition and use of Traditional Owner languages. The use of Traditional Owner languages enables the wider community to be educated about Traditional Owner history and shared culture.
- Principle K - Language Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words. An exception to this is in the use of Traditional Owner languages, when it is accepted that Traditional Owner names that initially appear complex will, over time, become familiar and easy to use.

The Timboon Port Campbell Trail Geographic Naming proposal is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

A range of public and/or active transport options for Corangamite Shire residents

Access to infrastructure that supports a healthy and active lifestyle for our community

Theme Two - A Thriving Community

A local tourism industry that is valued and recognised for its significant role to the Shire

Theme Five - Community Leadership

Working with First Nations people

Internal / External Consultation

A one-month community consultation process was undertaken from 28 October to 27 November 2024. Adjoining landowners and the broader community were asked to provide feedback on the proposed name. 36 letters were sent to landowners adjoining the trail and key stakeholders. The proposal was also widely circulated to the broader community via social media (facebook, Instagram); Councils website; community newsletters; public notice in local newspaper and media release. People were asked to respond to three questions:

- Do you agree or disagree with the proposal to name the new trail between Timboon and Port Campbell Poorpa Yanyeen Meerreeng
- If you do not support the proposal, please explain why and/or demonstrate why the proposal does not conform to naming rules for places in Victoria - Statutory requirements for naming roads, features and localities – 2022.

- If you would like to make any other comments in support of or objection to the proposed name, please do so.

128 responses were received (125 via the online submission form and three via email). 69 responses agreed/supported the proposed name (54%) and 58 disagreed / did not support the proposed name (45%) and one response both agreed and disagreed.

Financial and Resource Implications

The naming consultation has occurred within existing budget allocations.

Options

If Council chooses to proceed with the naming of the trail the outcomes of this consultation will form part of the post-consultation submission to GNV. Options for Council consideration include:

1. Not proceed with the proposed name of Poorpa Yanyeen Meerreeng.
2. Proceed with the proposed name of Poorpa Yanyeen Meerreeng as the trail name

Conclusions

Council has sought feedback on the proposed name Poorpa Yanyeen Meerreeng for the trail. The community has responded with mixed feedback with the majority of responses agreeing with the proposed name. Following consideration of the feedback received Council can make a submission to GNV on the proposed name.

RECOMMENDATION - 9.9

That Council submit the proposed name Poorpa Yanyeen Meerreeng to Geographic Naming Victoria for the Timboon to Port Campbell Trail.

Formal naming process

Timboon-Port Campbell Trail

October 2024



Background

The 19 kilometre trail between Timboon and Port Campbell (commonly known as the Twelve Apostles Trail) was completed in December 2023.

Initial discussions around formally naming the trail in 2022 presented an opportunity to involve Eastern Maar Aboriginal Corporation (EMAC). Council worked with Keerray Wooroong language expert Dr Vicki Couzens to provide a name.

Poorpa Yanyeen Meerreeng meaning *travel through Country* in Keerray Wooroong language was proposed by Vicki and overwhelmingly supported by EMAC as the name for the trail in early 2024.

The rationale being that the trail traverses across differing places, forms, landscapes, shapes and environments. These are places of differing activities, both now (post-European) and then (pre-European). Poorpa Yanyeen Meerreeng is an invitation to travel through Country and connect with a culture and language that spans many thousands of years around Port Campbell and Timboon. It will spark conversations around our shared history and connection to place.

What is the process?

It is a statutory requirement under the *Geographic Place Names Act 1998* to register a formal name for any new road, thoroughfare or course navigable by vehicle or foot with Geographic Names Victoria (GNV).

Any directional or interpretive signage cannot be installed along the trail until the formal name is registered.

The renaming process is outlined in the [Naming rules for places in Victoria - Statutory requirement for naming roads, features and localities 2022](#)

The following naming principles are applicable in this case:

- **Principle C - Linking the name to place**

Names should have a link to place to ensure the preservation of our cultural heritage

- **Principle E - Recognition and use of Traditional Owner languages**

The use of Traditional Owner languages enables the wider community to be educated about Traditional Owner history and shared culture

- **Principle K - Language**

Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words. An exception to this is in the use of Traditional Owner languages, when it is accepted that Traditional Owner names that initially appear complex will, over time, become familiar and easy to use.

Council, as the naming authority, must consult with adjoining landholders, stakeholders and the wider community, asking for feedback on a proposed name. This feedback is presented to Council with a recommendation. A Council resolution the forms part of the submission to GNV.

Q&As

Why can't we leave it as Twelve Apostles Trail?

The name Twelve Apostles Trail was used to piggy-back off high awareness of the iconic attraction and to advocate for Stage 2: Port Campbell to Twelve Apostles.

GNV has advised that naming the trail Twelve Apostles Trail would be non-compliant because the trail does not finish at the Twelve Apostles. This name creates a false expectation in visitors that they can reach the Twelve Apostles via the trail, an expectation that is currently not delivered.

Isn't there a plan to extend the trail from Port Campbell to the Twelve Apostles?

Corangamite Shire Council will continue to advocate for funding to plan and construct Stage 2: Port Campbell to Twelve Apostles trail. Considering that it took ten years to secure

funding to complete Stage 1: Timboon to Port Campbell, this could take several years, if successful.

What about the Camperdown to Timboon trail?

The Camperdown to Timboon Rail Trail is managed by a committee on behalf of DEECA. This name is already registered with GNV and the committee wishes to retain the registered name for this section. There is an opportunity to use *Poorpa Yanyeen Meerreeng* as an overarching name for both sections for marketing purposes.

Eg. *Poorpa Yanyeen Meerreeng: Camperdown to Timboon Rail Trail.*

Why can't we have a dual name?

Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities. For the purposes of GNV naming rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. The trail is therefore considered a road for naming purposes.



Naming process timeline

28 October 2024

Corangamite Shire Council (as naming authority) informs the community about proposed name and invites feedback over a 30 day period.

27 November 2024

Community consultation period closes.

November - December 2024

Collate feedback and present to Council with recommendation. Council resolution to form part of submission to GNV.

December 2024

Lodge submission with GNV.

January 2025 onwards

Decision by GNV and gazettal of new trail name.

Useful links

[Naming Rules for Places in Victoria - Statutory requirements for naming roads, features and localities - 2022](#)

Provide feedback



Scan the QR code or visit corangamite.vic.gov.au/trailname to provide feedback by Monday 10 June 2024.

9.10 Council Meeting Dates for 2025

Directorate: Governance and Civic Support
Author: Kathryn Anderson, Manager Governance and Civic Support
Attachments: Nil

Declaration

Chief Executive Officer – David Rae

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

Author – Kathryn Anderson

In providing this advice to Council as the Manager Governance and Civic Support, I have no interests to disclose in this report.

Summary

This report provides advice and recommendations for the scheduling of Council meetings for 2025.

Introduction

Council is able to schedule its Council meetings at a date, time and frequency that it determines in accordance with the Local Government Act 2020 and Council's Governance Rules.

Issues

Council meetings for 2025 are proposed to be held in Camperdown on the fourth Tuesday of each month, with the exception of June and December where the meetings will be held a week earlier. Meetings are recommended to commence at 3pm.

Meeting Location

Meetings are proposed to be held at the Killara Centre, Camperdown and livestreamed. This means the previous practice of conducting meetings across townships over the life of the Council term will not occur. It is proposed full day briefings will be held instead which will provide a more accessible opportunity for communities to engage with Councillors and employees.

Meeting Day

For over 19 years Council meetings have been held on the fourth Tuesday of each month. Exceptions to this have been December meetings, which are scheduled one week earlier to allow for the completion of Council Business prior to the closure of the Civic Centre over the Christmas period, or when specific circumstances prevent a meeting occurring on the scheduled date. For instance, when a public holiday falls on a Council meeting day, the meeting is held on the following day (a Wednesday).

The community is accustomed to Council meetings occurring on the fourth Tuesday of each month. Additionally, this also provides an opportunity for the Council employees to commence implementing the decisions of the Council in the days immediately following the meeting.

The exception to the proposed schedule of meetings for the 2025 are:

- Tuesday 17 June 2025, to allow attendance by Councillors at the National General Assembly; and
- Tuesday 16 December 2025, to accommodate the Christmas period.

Meeting Time

Meeting times have previously been held 7.00pm, preceded by a briefing session. For 2025 it is proposed meetings commence at 3.00pm along with a briefing prior. This change acknowledges some people may find travelling to and from meetings at night prohibitive. It also recognises Councils obligation to provide a safe workplace and avoid excessively long work days and avoidable travel at night by Councillors and employees. Furthermore, attendance by members of the community has waned in recent years and it is hoped this new time will encourage attendance.

Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership

We listen to and engage with our community

Section 61 of the *Local Government Act 2020*, governs Council meetings, in addition to Council's Governance Rules. Under the Governance Rules, Council is required to ensure the Council Meetings for the calendar year is published on the Council's website.

Council's Governance Rules also provide for changes to the date, time and place of any Council meeting, or the cancellation of a Council meeting. Such changes require a resolution of Council, or may be made by the Chief Executive Officer in consultation with the Mayor. Public notice of changes must be provided at least seven (7) days before the meeting.

Internal / External Consultation

Councillors have been consulted on the proposed meeting dates and times.

Financial and Resource Implications

The cost of conducting and livestreaming Council meetings is accommodated within the annual budget.

Options

Council may choose to hold its meetings for 2025 as recommended, or vary the day, time and venue.

Conclusions

It is necessary for Council to determine the day, time and venue for Council meetings in order to be compliant with the Governance Rules and ensure ongoing certainty for Councillors, staff and the community.

RECOMMENDATION - 9.10

That Council:

- 1. Holds its meetings during 2025 on the fourth Tuesday of every month at 3.00pm, except for June and December which will be held one week earlier as follows:
 - a. June 2025, to be held on Tuesday 17 June 2025; and**
 - b. December 2025, to be held on 16 December 2025.****
- 2. Hold its meeting in the Killara Centre in Camperdown and be livestreamed; and**
- 3. Publishes on its website the Council meeting dates for 2025.**

10 Other Business

11 Open Forum

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

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

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

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

12 Confidential Items

RECOMMENDATION

That pursuant to the provisions of Section 66(2)(a) of the *Local Government Act 2020* the meeting be closed to the public to enable consideration of the following reports as they relate to Council business information and personal information.

12.1 Citizens of the Year and Community Event of the Year Awards

13 Close Meeting