



Council Meeting Minutes

Bannockburn Shire Hall

**Tuesday 22 November 2016
4.00pm – 4.37pm**

Our Vision

Golden Plains Shire offers a lifestyle and opportunities that foster social, economic and environmental wellbeing. In partnership with the community we will provide strong leadership, encourage sustainable development and ensure quality services, to continue to improve the quality of life of residents.

Opening Prayer

*Almighty God,
Help us to undertake our duties impartially and honestly,
in the best interests of the people of the Golden Plains Shire.
We make this prayer through Jesus Christ Our Lord.
Amen.*

Acknowledgement of Traditional Custodians

Council acknowledges the traditional Wadawurrung owners of this land. Council pays its respects to Wadawurrung Elders both past and present and extends that respect to all Aboriginal and Torres Strait Islander People who are part of Golden Plains Shire.

Code of Conduct Principles

WORKING TOGETHER

We Councillors will:

- acknowledge and respect that a diversity of opinion exists among us;
- recognise that each of us has different life experience, knowledge and values, and that all of these contribute collectively to our discussions;
- behave with courtesy towards each other, Council officers and our citizens;
- conform to the policy and precedents that guide the conduct of meetings;
- attend punctually and participate in all relevant meetings, workshops and briefings;
- share reasonably in the representation, ceremonial and hosting tasks of the full Council; and
- honour the majority decisions made by the Council, irrespective of our own position, and explain these decisions frankly to the community, once made.

BEHAVING WITH INTEGRITY

We Councillors will:

- identify our financial and personal interest, or potential interest, in any matter that comes before the Council;
- be honest and truthful;
- comply with laws and the regulations deriving there from;
- respect Council property and be frugal in its use, where allowed;
- avoid using our position for personal gain or to achieve advantage over others or to obtain preferential treatment;
- be sympathetic to the legitimate concerns of our citizens;
- act impartially when making decisions and have due regard to the needs of the community as a whole, rather than that of narrow vested interest; and
- acknowledge the role of Council officers in providing advice to us and in implementing Council decisions.

MAKING COMPETENT DECISIONS

We Councillors will:

- without diminishing the short term focus, approach decisions with due regard to the long term needs of the municipality;
- form policies with regard to the needs of the entire Shire;
- direct our attentions to the strategic and statutory needs of the municipality rather than short term, transient, operational issues;
- seek to fully inform ourselves on the issues before Council before making a decision;
- take all reasonable steps to improve our knowledge of matters relevant to our municipal duties; and
- use and respect the professional knowledge of Council officers and other advisers to Council.

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1. PRESENT

Cr Des Phelan, Mayor
Cr David Evans
Cr Joanne Gilbert
Cr Nathan Hansford
Cr Helena Kirby
Cr Les Rowe
Cr Owen Sharkey

Rod Nicholls
Greg Anders
Jillian Evans
Richard Trigg
Mike Barrow
Louisa White
Helena Charles
Ann Card
Petra Neilson (Minutes)

Chief Executive Officer
Director Assets & Amenity
Director Community Services
Director Corporate Services
Manager Executive Unit
Community Development Manager
Senior Economic Development Officer
Senior Communications & Marketing Officer
Council Support Officer

Gallery

Cameron Steele
David Head
Peter Keays

2. APOLOGIES

Nil

3. DECLARATIONS, MINUTES & ASSEMBLIES

3.1. DECLARATIONS OF INTEREST

Councillors must disclose a conflict of interest in accordance with Section 79 of the *Local Government Act 1989*.

Nil

3.2. CONFIRMATION OF MINUTES

Moved Crs Kirby/Hansford

- 1. That the Minutes of the Ordinary meeting of Council held 18 October 2016, as circulated, be confirmed.*
- 2. That the Minutes of the Special meeting of Council held 8 November 2016, as circulated, be confirmed.*

Carried

3.3. ASSEMBLIES OF COUNCILLORS

File: 02-03-004

3.3.1 Councillor Induction

Meeting type and name	Councillor Induction
Meeting date and time	1.00pm Tuesday 8 November 2016
Matters discussed	1. Briefing on Budget 2. IT training
Councillor information	
Councillors	Cr Des Phelan Cr David Evans Cr Joanne Gilbert Cr Nathan Hansford Cr Helena Kirby Cr Les Rowe Cr Owen Sharkey
Apology	Nil
Staff	Rod Nicholls, CEO Greg Anders, Director Assets & Amenity Jillian Evans, Director Community Services Richard Trigg, Director Corporate Services Mike Barrow, Manager Executive Services Jason Clissold, Finance Manager Carolynne Roberts, IS Administrator Alex Brodie, ICT Training and Support Officer Jan Sugden, Executive Assistant, Corporate Services
Guests	Nil
Declarations of Interest	Nil

Moved Crs Hansford/Evans

That Council notes the record of assemblies of Councillors:

1. Councillor Induction (8 November 2016)

Carried

3.4. ADVISORY COMMITTEES OF COUNCIL

3.4.1 Audit & Risk Committee

Richard Trigg, Director Corporate Services
File: 02-01-001

No meeting held.

3.4.2 Confidential: Chief Executive Officer (CEO) Review Committee

Cr Des Phelan, Chairperson
File: 02-01-002

No meeting held.

4. REPORTS

4.1. KEY RESULT AREA – CITIZEN & CUSTOMER SERVICE

No report.

4.2. **KEY RESULT AREA – CIVIC LEADERSHIP**

4.2.1 **REVIEW OF APPOINTMENTS AND AUTHORISATIONS – Planning and Environment Act 1987**

Department	Corporate Services
Unit	Corporate Services
Senior Manager	Richard Trigg, Director Corporate Services
Responsible Manager	Richard Trigg, Director Corporate Services
Author	Richard Trigg, Director Corporate Services
File References	EDMS file: 02-04-001
Council Plan Link	
Relevant Council Strategies	
Relevant Policies & Legislative Frameworks	Local Government Act 1989
Attachments	1. Appointment and Authorisation – (Planning and Environment Act)

Declarations of Interest:

Richard Trigg: In providing this advice as the senior manager, responsible manager and author, I have no disclosable interests in this report.

Purpose

The purpose of this report is to update the Appointment and Authorisation – (Planning and Environment Act).

Background

Section 188(2)(c) *Planning and Environment Act* provides that councils cannot delegate the power to the CEO to authorise officers for the purposes of enforcing the *Planning and Environment Act*. Council must delegate that power directly to the officers concerned.

Discussion

The following changes need to be made to the Appointment and Authorisations – Planning and Environment Act only, under Section 224 *Local Government Act 1989*:

- Tracey Simmons, Town Planner has been employed at Golden Plains Shire Council and therefore needs to be included in the Authorisation

The Appointment and Authorisations – Planning and Environment Act only, needs to be updated with the above change.

Community Engagement

A formal consultation process is not required.

Financial & Risk Management Implications

It is considered that there are no financial or risk management implications.

Economic, Social and Environmental Implications

It is considered that there are no economic, social or environmental implications.

Communications

It is considered that a communication plan is not required.

Conclusion

As a result of the appointment of a new Town Planner, the Appointment and Authorisations – Planning and Environment Act needs to be updated.

Moved Crs Hansford/Kirby

That Council:

In the exercise of the powers conferred by section 224 of the Local Government Act and the other legislation referred to in the attached instrument of appointment and authorisation, Golden Plains Shire Council RESOLVES THAT -

- 1. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.***
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.***
- 3. The instrument be sealed.***

Carried

4.2.2 Council Delegates 2016-17

Directorate	Chief Executive
Unit	Governance
Senior Manager	Rod Nicholls, Chief Executive Officer
Responsible Manager	Rod Nicholls, Chief Executive Officer
Author	Melinda Mitchell, Executive Assistant
File References	EDMS file: 02-03-004
Council Plan Link	<ul style="list-style-type: none"> ▪ Secure representation on national, state, regional and local Government bodies ▪ Participate in relevant regional and state planning
Relevant Council Strategies	
Relevant Policies & Legislative Frameworks	
Attachments	2. Extract of the Council Induction Kit – Council delegates (with further information included)

Declarations of Interest: Councillors & Officers

Rod Nicholls: In providing this advice as the senior manager and responsible manager, I have no disclosable interests in this report.

Melinda Mitchell: In providing this advice as the author, I have no disclosable interests in this report.

Purpose

The purpose of this report is to inform Council of its delegations and to resolve to appoint Councillors and officers to those external organisations and committees.

Background

Council appoints/ re-appoints delegates to external organisations and committees annually at its Special Meeting.

At its Special Meeting held 8 November 2016, Council did not make a decision on its delegates for 2016-17 and requested further information be provided. The Councillor Induction Kit issued to Councillors on 2 November 2016 contained a comprehensive list of Council's delegates, being external organisations and committees of which Council is a member and actively represents the Golden Plains Shire and its community. Refer to attachment 2 for an extract of this material to which additional information has been included.

Discussion

As elected representatives, the Golden Plains community expects its Council to be represented at relevant external organisations and committees. Councillors have an obligation to represent the community and should be cognisant in being actively engaged in such appointments.

Council's delegates are detailed on the following pages. The delegates have been grouped by the type of appointment – (a) Council appointment or (b) MAV Board appointment. Council is invited to appoint representatives to external organisations in group (a). Nominations for appointments to MAV Board committees will be sought at a later time.

Community Engagement

It is considered that a formal consultation process is not required.

Financial & Risk Management Implications

It is considered that there are no financial or risk management implications.

Economic, Social & Environmental Implications

It is considered there are no economic, social or environmental implications.

Communications

It is considered that a communication plan is not required.

Conclusion

Council is required to determine its representatives for relevant organisations and committees, and formally nominate them. Refer to attachment 2 for descriptions of organisations and committees and their meeting sequence.

(a) Council Appointments

These organisations and committees require Council to nominate its representatives.

(1) Geelong Region Alliance: G21 Board of Directors

File:03-01-008

In accordance with G21's constitution (2012), each participating Council shall nominate two persons as a Council nominated director, comprising one of its Councillors and one of its officers. The 2016-2020 Memorandum of Understanding defined that each member Council shall nominate one Councillor along with its Chief Executive Officer as directors on the G21 Board.

In 2015-16, Council was represented by Rod Nicholls and Cr Des Phelan (former Mayor). Council's practice has been to appoint its Mayor as the G21 Board nominated director; Council is not required to nominate an officer representative given that the Chief Executive Officer is an enduring G21 Board member.

Elaine Carbines, Chief Executive Officer, briefed Council on the organisation and its activities G21 earlier this day.

It was agreed that the Mayor and the Chief Executive Officer continue their representation on the Board.

(2) G21 Arts, Culture & Heritage Pillar

File: 03-01-002

It was agreed that Cr Kirby represent Council.

(3) G21 Economic Development Pillar

File: 03-01-004

It was agreed that Cr Sharkey and Mike Barrow, Manager Economic Development Unit, represent Council.

(4) G21 Education & Training Pillar

File: 03-01-031

It was agreed that Cr Hansford and Jillian Evans (Director Community Services) represent Council.

(5) G21 Environment Pillar

File: 03-01-006

It was agreed that Cr Rowe and Cr Evans represent Council.

(6) G21 Health & Wellbeing Pillar

File: 03-01-012

It was agreed that Cr Evans and his deputy Cr Sharkey represent Council.

(7) G21 Planning Pillar

File: 03-01-017

It was agreed that Cr Evans and his deputy Greg Anders, Director Assets & Amenity, represent Council.

(8) G21 Sport & Recreation Pillar

File: 03-01-014

It was agreed that Cr Hansford and his deputy Louisa White, Community Development Manager, represent Council.

(9) G21 Transportation Pillar

File: 03-01-016

It was agreed that Cr Evans and his deputy Cr Hansford represent Council.

(10) Geelong Heritage Centre Advisory Committee

File: 37-03-001

It was agreed that Jillian Evans (Director Community Services) and Cr Kirby as her deputy represent Council.

(11) Geelong Regional Library Corporation

File: 87-03-002

It was agreed that Cr Hansford and his deputy Jillian Evans (Director Community Services) represent Council.

(12) Golden Plains Disability Access & Inclusion Committee

File: 75-01-001

It was agreed that Cr Kirby will represent Council.

(13) Golden Plains Municipal Fire Management Planning Committee

File: 59-02-012

It was agreed that Cr Rowe represent Council.

(14) *Grampians Central West Waste & Resource Recovery Group – Local Government Forum*

File: 63-02-004

It was agreed that Cr Phelan and Cr Gilbert as deputy represent Council. Greg Anders, Director Assets & Amenity, to act as an advisory representative.

(15) *Highlands Local Learning & Employment Network*

File: 91-05-003

It was agreed that Cr Gilbert represent Council.

(16) *Municipal Association of Victoria (MAV)*

File: 03-05-008

It was agreed that Cr Hansford represent Council.

(17) *Peri Urban Group of Rural Councils*

File: 03-04-006

It was agreed that Cr Phelan and his deputy Cr Evans represent Council.

(18) *Rural Financial Counselling Service Victoria (Wimmera South West) Inc. – Colac Local Reference Group*

File: 84-06-004

It was agreed that Cr Kirby represent Council.

(19) *Ballarat Regional Landfill Monitoring Committee (Smythesdale)*

File: 63-04-011

It was agreed that Cr Phelan and his deputy Cr Evans represent Council.

(20) *Timber Towns Victoria*

File: 54-02-008

It was agreed that Cr Phelan and his deputy Cr Hansford represent Council.

(21) *Tourism Greater Geelong and the Bellarine Board*

File: 06-07-019

It was agreed that Cr Sharkey represent Council.

Moved Crs Hansford/Gilbert

That Council appoints delegates as listed to the organisations for 2016-17.

Carried

(b) *MAV Committees (MAV Board Appointments)*

Appointments to MAV committees are made by the MAV Board. Re-elected Councillors will continue on these MAV committees. New Councillors and re-elected Councillors who wish to change committees will have an opportunity to nominate when the call is issued by the MAV. It is expected that nominations will be called in late 2016 and close in late January with appointments ratified by the MAV Board in February/ March 2017. Council will be advised when the MAV call is received and nominations to MAV committees will be sought at that time. Accordingly, a Council decision is not required at this meeting.

(22) *Municipal Association of Victoria (MAV) Environment Committee*

File: 03-05-013

In 2015-16, Council was represented by Cr Des Phelan. This is an ongoing MAV Board appointment.

(23) *Municipal Association of Victoria (MAV) Emergency Management Committee*

File: 03-05-035

In 2015-16, Council was represented by Cr Des Phelan and Cr Nathan Hansford. These are ongoing MAV Board appointments.

(24) *Municipal Association of Victoria (MAV) Financial Assistance Grants & Rate Capping Taskforce*

File: 03-05-047

In 2015-16, Council was represented by Cr Des Phelan and Cr Nathan Hansford. These are ongoing MAV Board appointments.

(25) *Municipal Association of Victoria (MAV) Human Services Committee*

File: 03-05-036

In 2015-16, Council was represented by Cr Nathan Hansford and Jill Evans (Director Community Services). These are ongoing MAV Board appointments.

(26) *Municipal Association of Victoria (MAV) Transport and Infrastructure Committee*

File: 03-05-038

In 2015-16, Council was represented by Cr Nathan Hansford. This is an ongoing MAV Board appointment.

(27) *Municipal Association of Victoria (MAV) Defined Benefits Taskforce*

File: 03-05-001 & 47-01-002

In 2015-16, Council was represented by Richard Trigg (Director Corporate Services). This is an ongoing MAV Board appointment.

4.3. KEY RESULT AREA – ECONOMIC DEVELOPMENT

No report.

4.4. KEY RESULT AREA – ENVIRONMENT & LAND USE PLANNING

No report.

4.5. KEY RESULT AREA – FINANCIAL MANAGEMENT

No report.

4.6. KEY RESULT AREA – HUMAN SUPPORT SERVICES

No report.

4.7. KEY RESULT AREA – RECREATION & COMMUNITY DEVELOPMENT

4.7.1 Draft Access and Inclusion Plan 2016-2019

Directorate	Community Services
Unit	Recreation and Community Development
Senior Manager	Jill Evans, Community Services Director
Responsible Manager	Louisa White, Community Development Manager
Author	Rebecca Hickey, Health and Wellbeing Team Leader
File References	EDMS file: 52-01-1117 – Access and Inclusion Plan and Action Plan
Council Plan Link	To provide a range of sustainable human support services that maintains or enhances the wellbeing and quality of life of Golden Plains Shire residents.
Relevant Council Strategies	Access and Inclusion Plan 2016-2019
Relevant Policies & Legislative Frameworks	<ul style="list-style-type: none"> ▪ Disability Act 2006 ▪ Disability Discrimination Act 1992 ▪ National Disability Strategy 2010-20 ▪ Victorian State Disability Plan 2013-16 ▪ Creating a more Inclusive Community for People with a Disability – A strategic Framework for Local Government (MAV Framework)
Attachments	<ol style="list-style-type: none"> 3. Background Paper and Consultation Report 4. Draft Access and Inclusion Plan

Declarations of Interest: Councillors & Officers

Jill Evans: In providing this advice as the senior manager, I have no disclosable interests in this report.

Louisa White: In providing this advice as the responsible manager, I have no disclosable interests in this report.

Rebecca Hickey: In providing this advice as the author, I have no disclosable interests in this report.

Purpose

The purpose of this report is to present Council with the Draft Access and Inclusion Plan 2016-2019, recommending that the draft plan be released for public consultation for a period of 4 weeks.

Background

Golden Plains Shire has developed a new Access and Inclusion Plan (AIP). Council's current plan expires in 2016. The AIP will support Council in meeting its obligations under the Commonwealth Disability Discrimination Act 1992 and other relevant legislation.

A key component in the development of the AIP was consultation and engagement with the Golden Plains' community, as well as Council staff, to assist in identifying access barriers, issues, opportunities and potential priorities for improvement. Council's commitment to a thorough consultation process has enabled engagement with a cross-section of stakeholders providing the opportunity for the community to express their views via a range of engagement and feedback options.

A Council workshop was held in July 2016 which informed Council of the key findings and issues identified during the consultation process.

The Access and Inclusion Plan (AAIP) 2016-2019 as a whole comprises four separate documents:

1. AAIP Background Paper
2. AAIP Consultation Report
3. AAIP Part A – Introduction and Overview
4. AAIP Part B – Key actions for the next three years to address access and inclusion.

The four documents provide a simple approach to understanding the AAIP, how it is going to be implemented and what has contributed to its development.

Discussion

The AAIP provides the framework for Council to address disability and access and inclusion issues across all areas of the organisation's operations. The Plan will assist in removing existing or potential barriers and provide equity of access to premises, services, programs, information, communication and employment processes and systems related to Council.

The draft plan consists of two documents. Part A outlines the following:

- The purpose of the Access and Inclusion Plan
- Who is impacted by access and inclusion in Golden Plains Shire
- Council's requirements specified in the legislation and what is considered best practice
- The potential key areas for action

Part B focuses on the specific actions that are recommended for implementation over the next three financial years of Council. Included are the specific budget requirements so that these can be allocated in the coming financial years, providing confidence that the actions will be prioritised and if funded, will be implemented, coordinated and reported on annually.

The actions have been integrated into the four priority areas as follows:

- Natural and built environment - Getting around;
- Services and programs -Getting involved;
- Information and communication-Getting informed;
- Council operations– Council.

Community Engagement

Community meetings, online surveys and paper surveys were undertaken during April 2016 and were provided to the Disability – Access and Inclusion Advisory Committee, community members, staff and organisations that provide services for Golden Plains Shire residents. Anyone who could not participate in this way was provided the opportunity to provide feedback by phone or email directly with the consultant. Information about the consultation opportunities were available via the Gazette and Council's website, through flyers, emails, phone calls and mail outs to community contacts, Council committees, schools, kindergartens and community centres.

Financial & Risk Management Implications

New legislation requires that a Council that proposes to adopt a plan to provide services or take initiatives must ensure that the resources required for the plan are consistent with the Strategic Resource Plan. The draft AAIP contains a number of recommendations that are listed as either resourced or contingent. Actions listed as resourced are currently included in Council's Strategic Resource Plan. Actions listed as contingent require further funding. The contingent action items will be considered within Council's budget process.

Actions identified in this Plan will assist Council to identify potential risks and plan to manage them proactively.

Economic, Social & Environmental Implications

The economic implications are that organisations and residents with disabilities within Golden Plains Shire will benefit from employment and participation in economic opportunities.

The social implications are that Golden Plains Shire residents who have a disability or access issues will be able to fully participate in community life and be more autonomous in their everyday actions.

It is considered that there are no environmental implications.

Communications

The draft Access and Inclusion Plan 2016-2019 will be released for public consultation for the duration of four weeks.

Conclusion

Feedback from the Council workshop and the Reference Committee has been used to prepare the draft Access and Inclusion Plan. The draft Plan is now ready for public consultation, during which time any amendments will be considered for inclusion in the final Access and Inclusion Plan 2016-2019. The final plan will be presented for adoption at the January 2017 Council meeting.

Moved Crs Kirby/Rowe

That Council releases the Draft Access and Inclusion Plan 2016-2019 for public consultation for a period of four weeks.

Carried

4.8. KEY RESULT AREA – ROADS & STREETS INFRASTRUCTURE

No report.

4.9. KEY RESULT AREA – WASTE MANAGEMENT

No report.

5. NOTICES OF MOTION

File: 02-03-004 &

Nil

6. PETITIONS

Nil

7. OTHER BUSINESS

7.1. MAYOR'S REPORT

Cr Des Phelan, Mayor
File: 02-03-003

The Mayor reported on a range of meetings and activities that he was engaged in over the past month.

Date	Details
10/11/16	Committee for Ballarat breakfast presentation from Western Distributor Authority
10/11/16	G21 AGM
15/11/16	Central Highlands Regional Assembly
17/11/16	G21 Board meeting with Minister Hutchins

7.2. CHIEF EXECUTIVE OFFICER'S REPORT

Rod Nicholls, Chief Executive Officer
File: 02-03-004

No report.

7.3. MUNICIPAL ASSOCIATION OF VICTORIA (MAV) REPORT

MAV Delegate
File: 03-05-001

No report.

7.4. COUNCILLOR REPORTS

Cr David Evans

- Bannockburn Mens Shed – Mr Anders, Director Assets & Amenity to follow up.
- Queried the long grass close to the aged care facility in Bannockburn – Mr Anders, Director Assets & Amenity to follow up.

Cr Joanne Gilbert

- City of Greater Geelong Saleyards Facilitated Workshop

Cr Helena Kirby

- Rural Financial Counselling Service, Colac Regional Advisory Group meeting
- 150th birthday at Shelford Primary School
- Dereel Men's Shed AGM

7.5. IN CAMERA MEETING

Should Council wish to consider any matters in camera, in accordance with Section 89 of the Local Government Act 1989, it may resolve to close the meeting to members of the public if the meeting is discussing:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

8. ATTACHMENTS

Attachment 1	Item 4.2.1	Appointment and Authorisation – (Planning and Environment Act)
Attachment 2	Item 4.2.2	Council delegates
Attachment 3	Item 4.7.1	Background Paper and Consultation Report
Attachment 4A	Item 4.7.1	Draft Access and Inclusion Plan Part A
Attachment 4B	Item 4.67.1	Draft Access and Inclusion Plan – Consultation Report
Attachment 4C	Item 4.7.1	Draft Access and Inclusion Plan – Part B

Attachments are available upon request.

9. CLOSE OF MEETING

The meeting closed at 4.35pm.

10. CERTIFICATION

In accordance with Section 93(5) of the Local Government Act 1989, I hereby certify that the minutes of this Council meeting have been confirmed as a true and correct record.

Confirmed, Mayor, Cr Des Phelan

Date