



# MINUTES

## SPECIAL MEETING OF COUNCIL

**Tuesday, 13 March 2018**

Held at the  
Barrabool Hills Baptist Church  
32 Province Boulevard, Highton  
commencing at 7.00pm

**COUNCIL:**

Cr B Harwood (*Kardinia Ward*)  
Mayor

Cr S Asher (*Bellarine Ward*)  
Cr J Mason (*Bellarine Ward*)  
Cr T Sullivan (*Bellarine Ward*)

Cr E Kontelj (*Brownbill Ward*)  
Cr S Mansfield (*Brownbill Ward*)  
Cr P Murrhly (*Brownbill Ward*)

Cr R Nelson (*Kardinia Ward*)  
Cr P Murnane (*Kardinia Ward*)

Cr A Aitken (*Windermere Ward*)  
Cr K Grzybek (*Windermere Ward*)

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**MINUTES OF THE SPECIAL MEETING  
OF THE GREATER GEELONG CITY COUNCIL  
HELD AT THE BARRABOOL HILLS BAPTIST CHURCH  
32 PROVINCE BOULEVARD, HIGHTON  
TUESDAY, 13 MARCH 2018  
COMMENCING AT 7.00 PM**

**PRESENT:** Cr B Harwood (Mayor), Crs A Aitken, S Asher, K Grzybek, E Kontelj,  
J Mason, P Murrhiy, R Nelson, T Sullivan

**Also present:** K Spiller (Chief Executive Officer), K Walsh (Director Manager Planning  
and Development), B Luxford (Director Investment & Attraction),  
V Shelton (Act/Director City Services), I Hicks (Act/Director Community  
Life), P Anderson (Director Finance & Strategy), S Sodomaco (Manager  
Health and Local Laws), A Keen (Executive Manager People and  
Organisation Development), R Leonard (Executive Manager Legal Services  
& Governance)

**OPENING:** The Chair declared the meeting open at 7.00pm

**ACKNOWLEDGEMENTS:**

Council acknowledged Wadawurrung Traditional Owners of this land and all Aboriginal and Torres Strait Islander People who are part of the Greater Geelong community today.

**APOLOGIES:** Cr Sarah Mansfield (Maternity Leave), Cr Pat Murnane

**DECLARATIONS OF CONFLICTS OF INTEREST:** Nil.

## 1. COUNCILLOR APPOINTMENTS TO PORTFOLIOS

**Source:** Governance and Legal Services  
**Executive Manager:** Rebecca Leonard  
**Index Reference:** Governance

### Purpose

To adopt a number of Council portfolios and appoint a Councillor Chair and Deputy Chair for each portfolio.

### Background

This Council has identified a number of areas of strategic focus for the municipality and the organisation. In order to maintain effective oversight of these strategic focus areas, Council will introduce a suite of portfolios to support the Council in its effective governance of the municipality.

### Key Issues

- The following portfolios will be created to support Council in its effective governance of the municipality:
  - Community health and safety;
  - An inclusive and diverse community;
  - Social and infrastructure planning;
  - Sustainable development;
  - Environment and sustainability;
  - Arts and culture;
  - Transportation and connections;
  - Economic development;
  - Tourism and events;
  - Leadership and governance;
  - Veterans Affairs;
  - Finance;
  - Strategy and communications; and
  - Disability access and inclusion.
- Each portfolio will oversee a number of strategic areas of focus, and a Councillor Chair and Deputy Chair will be appointed to each portfolio. A list of the portfolios, their Councillor Chairs and Deputy Chairs and the portfolio areas of responsibility are included at **Attachment 2**.
- The Mayor retains overall responsibility as spokesperson on behalf of Council as required by the *Local Government 1989* (the Act).
- The portfolio Chair and Deputy Chair, in addition to the responsibilities held as a Councillor under the Act, will:
  - Keep up to date with Council proposals, issues and activities relevant to the portfolio;
  - Act as the Council spokesperson on portfolio relevant matters excluding major announcements and major events;
  - Be a key point of contact and engagement with stakeholders relevant to the portfolio;

- Report to Councillors on portfolio issues to ensure all Councillors have all the information necessary to make informed decisions; and
- Championing Council's key priorities and decisions relevant to their portfolio.
- Portfolio holders have no statutory responsibilities other than being Councillors. Councillor roles, responsibilities and obligations are provided by the Act.
- The Chair and Deputy Chair for each portfolio will be appointed for a term of two years at which time the appointment of Councillor to portfolios will be reviewed.

**Cr Murrhy moved, Cr Nelson seconded -**

**That Council adopts the portfolios and appoints the Councillor Chair and Deputy Chair for each portfolio as set out in Attachment 2 of this report.**

**Carried.**

## **Attachment 1**

### ***Financial Implications***

There are no financial implications associated with the subject of this report.

### ***Community Engagement***

The assignment of a portfolio to Councillors is considered to provide an effective means for Council to be made aware of the community needs. Portfolio Chairs and Deputy Chairs will provide an important link between the community and the Council for matters of strategic focus for their portfolio.

### ***Policy/Legal/Statutory Implications***

The Council's Media and Communications Policy must be reviewed and amended to align with the adopted portfolios.

### ***Alignment to City Plan***

The implementation of Councillor portfolios enhances how we do business by providing a key point of contact and engagement with stakeholders relevant to the portfolio.

### ***Conflict of Interest***

No officer involved in the preparation of this report had a direct or indirect interest.

### ***Risk Assessment***

There are no high or significant risks associated with the implementation of the recommendations contained in this report.

### ***Environmental Implications***

There are no environmental associated with the subject of this report.

**Attachment 2**

**Portfolios**

<b>Portfolio</b>	<b>Portfolio strategic areas of focus</b>	<b>Councillor Chair</b>	<b>Councillor Deputy Chair</b>
Community Health and Safety	Community Safety Health and Local Laws	Cr Kylie Grzybek	Cr Jim Mason
An Inclusive and Diverse Community	Women in Community Life Aboriginal Affairs Family Services Youth Services and Programs Multicultural Affairs Community Investment Support Fund Community Care Healthy and Connected Communities	Cr Sarah Mansfield	Cr Kylie Grzybek
Social and Infrastructure Planning	Infrastructure incl. Roads and Drainage Capital Projects Parks and Gardens Sport and Recreation Social Infrastructure Plan Engineering Emergency Management	Cr Peter Murrihy (Co-Chair) Cr Anthony Aitken (Co-Chair)	
Sustainable Development	Planning Strategy and Urban Growth City Development Coastal and Rural Communities	Cr Jim Mason	Cr Stephanie Asher
Environment & Sustainability	Environment Sustainability Waste Future Proofing Geelong Climate Change	Cr Sarah Mansfield	Cr Jim Mason
Arts and Culture	Arts and Culture Heritage Libraries Cultural Facilities	Cr Jim Mason	Cr Pat Murnane

Transportation and Connections	Transportation Walking and Cycling paths Parking Active Transport Public Transport	Cr Eddy Kontelj	Cr Ron Nelson
Economic Development	Enterprise Geelong ICT and Digital Economy Central Geelong Marketing Place Making Economic policy and strategy Industry development Investment attraction Business Support	Cr Bruce Harwood	Cr Trent Sullivan
Tourism and Events	Tourism Geelong and the Bellarine Geelong Major Events Central Geelong and Waterfront	Cr Ron Nelson	Cr Peter Murrphy
Leadership and Governance	Legal and Governance Council Plan Regional and Intergovernmental Advocacy and Relations Organisational Health and Safety Organisational Culture	Cr Bruce Harwood	Cr Kylie Grzybek
Veterans Affairs	Veterans Affairs	Cr Eddy Kontelj	Cr Trent Sullivan
Finance	Budget Rates Fees and Charges	Cr Pat Murnane	Cr Bruce Harwood
Strategy and Communications	Strategy Framework Communications and Engagement	Cr Stephanie Asher	Cr Bruce Harwood
Disability Access, Inclusion and Volunteering	Disability Access Street Access Inclusion Volunteering	Cr Anthony Aitken	Cr Bruce Harwood

## **2. COUNCILLOR APPOINTMENTS TO COMMITTEES**

**Source:** Governance and Legal Services  
**Executive Manager:** Rebecca Leonard  
**Index Reference:** Governance

### **Purpose**

To appoint Councillors to Council committees and as Council's representatives to external committees, boards, associations and forums.

### **Background**

Council has a number of Special and Advisory Committees established in accordance with the provisions of the Local Government Act (Vic) 1989 (the Act). Council is also entitled to appoint Council representatives to external boards, committees, associations and forums in accordance with the governance requirements of those bodies.

Council must appoint its representatives formally by a decision of Council in accordance with the Act. In addition, the Mayor may appoint Councillors to be the chairperson of Council Special Committees in accordance with section 11E of the City of Greater Geelong Act (Vic) 1993 (COGG Act).

### **Key Issues**

- To support the Council in its effective governance of the municipality, Councillors will be appointed to Special and Advisory Committees of Council as well as being Council representatives of external bodies.
- At an Ordinary Council meeting on 20 September 2017, Council adopted its current Committee Representation Policy (Policy).
- In accordance with this policy, the Act and the COGG Act, Councillors will be appointed to the Special and Advisory Committees of Council and as Council representatives to external bodies as set out in **Attachment 2**.
- The Mayor will exercise his discretion in accordance with section 11E of the COGG Act and appoint the Councillors noted in **Attachment 2** as chairperson of Council Special Committees.
- In alignment with the Policy, Council has recognised the need to have more female representation on the CEO Employment Matters Committee to achieve gender balance and diversity. As a result, Cr Jim Mason will step down as a member of the CEO Employment Matters Committee and Cr Stephanie Asher will become a member of that committee.
- All Councillor appointments to Special or Advisory Committees of Council or as Councillor representatives of external bodies will be for the term set out in **Attachment 2**.

**Cr Murrhly moved, Cr Nelson seconded -**

**That Council:**

- 1) Appoints Councillors to Council Committees and as Council's representatives to external committees, boards, associations and forums as set out in Attachment 2;**
- 2) Revokes the appointment of Cr Jim Mason to the CEO Employment Matters Committee;**
- 3) Appoints Cr Stephanie Asher to the CEO Employment Matters Committee;**
- 4) Notes the Mayor's appointment of Councillors as Chairpersons of Special Committees in accordance with section 11E of the City of Greater Geelong Act (Vic) 1993 as noted in Attachment 2;**
- 5) Notes that all appointments of Councillors to Special or Advisory Committees of Council or external bodies is for the term set out in Attachment 2; and**
- 6) Acknowledges and thanks the various Council committees and their members for their achievements and ongoing contribution to the community.**

**Carried.**

## **Attachment 1**

### ***Financial Implications***

Ensures that Council's resources are managed efficiently and effectively.

### ***Stakeholder Consultation and Communication***

Councillors and the Executive have been consulted in the preparation of this report. Outcomes from this report will be communicated to all committees.

Committee representation provides an opportunity to identify and respond to the social needs of the community.

### ***Policy/Legal/Statutory Implications***

Where there is a legislative requirement to establish a committee, these have been maintained. Special Committees of Council continue to operate in accordance with their delegations and requirements under the *Local Government Act 1989*

### ***Alignment to City Plan***

Committee appointments have been made to best support the implementation of the Council Plan.

### ***Conflict of Interest***

No officer involved in the preparation of this report had a direct or indirect interest.

### ***Risk Assessment***

Councillors and officers are required to consider the risks and regulatory requirements of any appointment to a Council Committee, particularly in respect to:

- Directors and Officers Liability Insurance;
- Conflicts of Interest;
- Confidentiality of Information; and
- Adherence to the required governance proceedings.

### ***Environmental Implications***

Nominations to a number of organisations provide a link to the community to enhance the management of the region's environment.

**Attachment 2**

**Councillor Appointments to Committees**

<b>Committee</b>	<b>Type</b>	<b>Councillor Representative(s)</b>	<b>Appointment Term</b>
Bellarine Multi Arts Facility (Potato Shed)	Section 86 Committee of Council	Cr Jim Mason Cr Trent Sullivan (Delegate)	Two years
Central Geelong Marketing Committee	Section 86 Committee of Council	Cr Peter Murrhiy Cr Trent Sullivan (Delegate)	Two years
Geelong Major Events	Section 86 Committee of Council	Cr Peter Murrhiy Cr Ron Nelson Cr Pat Murnane Cr Trent Sullivan	Two years
Planning Committee	Section 86 Committee of Council	Cr Stephanie Asher (Chairperson) All other Councillors	Two years
Submissions Review Panel	Advisory Committee of Council	Cr Stephanie Asher (Chairperson)	Two years
The Karreenga Aboriginal Advisory Committee	Advisory Committee of Council	Cr Sarah Mansfield	Two years
Regional Capitals Australia	External	Cr Bruce Harwood	Mayoral term
Regional Cities Victoria	External	Cr Bruce Harwood	Mayoral term
Geelong Art Gallery	External	Cr Jim Mason	Two years
Tourism Greater Geelong and The Bellarine Inc.	External	Cr Ron Nelson	One year
Geelong Regional Library Corporation	External	Cr Ron Nelson Cr Jim Mason Cr Stephanie Asher Cr Peter Murrhiy	Two years
Municipal Association of Victoria	External	Cr Kylie Grzybek Cr Stephanie Asher (Substitute)	Two years
Victorian Local Governance Association	External	Cr Anthony Aitken	Two years
G21 Geelong Region Alliance	External	Cr Bruce Harwood	Mayoral term
Barwon South West Waste and Resource Recovery Group Committee Forum	External	Cr Bruce Harwood	Two years
Association of Bayside Municipalities	External	Cr Sarah Mansfield	Two years
G21 Pillar – Sports and Recreation	External	Cr Anthony Aitken Cr Peter Murrhiy	Two years

G21 Pillar - Environment	External	Cr Sarah Mansfield Cr Stephanie Asher	Two years
G21 Pillar - Transport	External	Cr Eddie Kontelj Cr Jim Mason	Two years
G21 Pillar – Health and Wellbeing	External	Cr Sarah Mansfield Cr Kylie Grzybek	Two years
G21 Pillar – Planning and Services	External	Cr Stephanie Asher Cr Jim Mason	Two years
G21 Pillar –Education and Training	External	Cr Jim Mason	Two years
G21 Pillar – Economic Development	External	Cr Bruce Harwood Cr Trent Sullivan	Two years
G21 Pillar – Arts and Culture	External	Cr Jim Mason	Two years

## **CLOSE OF MEETING**

As there was no further business the meeting closed at 7.19pm. Tuesday, 13 March 2018.

**Signed:** \_\_\_\_\_  
**Cr Bruce Harwood (Mayor)**

**Date of Confirmation:** \_\_\_\_\_.