



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 26 April 2016, at 7.00pm at
Glenelg Shire Municipal Offices – Council Chamber
71 Cliff Street, Portland

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TIME:

7.00 pm

PRESENT:

Cr Max Oberlander (Mayor), Cr John Northcott, Cr Robert Halliday, Cr Anita Rank, Cr Karen Stephens, Cr Geoff White, Cr Gilbert Wilson.

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Group Manager Corporate Services (Ms Karena Prevett), Group Manager Assets and Infrastructure (Mr Paul Healy), Group Manager Planning and Economic Development (Mr Stephen Kerrigan), Group Manager Community and Culture (Ms Edith Farrell), and Council Support Coordinator (Mrs Kylie Walford).

OPENING PRAYER:ABORIGINAL ACKNOWLEDGEMENT:RECEIPT OF APOLOGIES:CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 22 March 2016 as circulated, be confirmed.

MOTION

MOVED Cr Stephens

That the minutes of the Ordinary Council Meeting held on Tuesday 22 March 2016 as circulated, be confirmed.

SECONDED Cr Halliday

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:**CONFLICT OF INTEREST**

'The Local Government Act contains mandatory requirements for both direct and indirect conflict of interest. The objective of the provisions is to enhance good governance in Victorian local government and to improve public confidence in the probity of decision making at Victoria's 79 Councils. Councillors are responsible for ensuring that they comply with the relevant provisions contained in Part 4 – Division 1A of the Act.

An online copy of the Local Government Act is available at www.localgovernment.vic.gov.au select – legislation. Alternatively, a printed copy is available for Councillors upon request'.

Cr Stephens declared a Conflict of Interest in item F4. Community Grants (Round 2) 2015-2016 Program Allocations, as she is the President of the Casterton & District Historical Society.

Cr Rank declared an Indirect Conflict of Interest in Item F4. Community Grants (Round 2) 2015-2016 Program Allocations, as she is the President of the Portland Runners Club.

Cr Rank declared a direct Conflict of Interest in item G5. Council Memberships – Committee for Portland, as she is the Executive Officer of the Committee for Portland.

Cr White declared an indirect Conflict of Interest in item G5. Council Memberships – Committee for Portland, as he is a Rail Alliance Associate Board Member on the Committee for Portland.

Mayor Cr Oberlander declared an indirect Conflict of Interest in item G5. Council Memberships – Committee for Portland, as he is a Board Member on the Committee for Portland.

Chief Executive Officer Mr Burgoyne declared an indirect Conflict of Interest in Item G5. Council Memberships – Committee for Portland, as he is a Board Member on the Committee for Portland.

QUESTION TIME:

Nil.

QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:

Nil.

QUESTIONS FROM THE GALLERY:

Nil.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. RECOMMENDATION FROM HERITAGE ADVISORY COMMITTEE MEETING 21 MARCH 2016**

(Separate circulation to Councillors, CEO and Group Managers)

(DocSetID: 2076444)

Group Manager: Stephen Kerrigan, Group Manager Planning and Economic Development

Author: Matt Berry, Planning Manager

Executive Summary

The purpose of this report is to brief Council on the recommendation contained in the Heritage Advisory Committee meeting record 21 March 2016.

Background

The function of the Advisory Committee is to provide advice to Council on:

1. Development of Council Policy relating to heritage matters;
2. Application for heritage restoration loans and grants made available by Council;
3. Recommendations on applications made by Council for heritage funding;
4. Act as an information resource to Council's Heritage Advisor, Council or Council Officers to assist with local information on specific heritage places and objects; and
5. Council's heritage objectives and the conservation of the heritage assets in the municipality.

Report

One Committee motion on the meeting record is as follows:

1. *Council approves the grant application of \$2,691.50 for roof repairs to 2421 Casterton – Apsley Road, Warrock subject to planning and building permits being granted.*

D1. RECOMMENDATION FROM HERITAGE ADVISORY COMMITTEE MEETING 21 MARCH 2016

(continued)

Item 4.3 considered a grant application of \$2,691.5 for St Catherine's Church, 2421 Casterton – Apsley Road, Warrock. The matter was brought to the committee as the timing was convenient to do so. The motion by the committee seeks to approve the application with standard conditions about obtaining planning and building permits.

a. Council Plan Linkage and Policy Context

Theme 3 – Manage and sustain our natural and built assets.

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

c. Consultation and/or communication processes

The applicant for the grant will be informed of the outcome of the decision.

d. Risk Management

Not applicable to this report.

e. Resource Implications

There are minimal resourcing implications in approving the grant application beyond the officer time to process the request under Motion 1.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

There are no sustainability and environment consideration relevant to this report.

**D1. RECOMMENDATION FROM HERITAGE ADVISORY COMMITTEE MEETING
21 MARCH 2016**

(continued)

h. Budget Implications

There are sufficient funds for the grant application which comes from the heritage grants/loans restoration fund. At present there is \$134,231 in this fund. There is an annual \$10,000 contribution made to this fund. This is the 3rd grant application this financial year. While this will exceed the \$10,000 contribution, based on the interest earned in the fund, it will not diminish below the present amount listed above.

Officer Recommendations

That Council accepts the following amended recommendations from the Heritage Advisory Committee that:

A grant application of \$2,691.50 for roofing repairs and associated maintenance at 2421 Casterton – Apsley Road, Warrock be approved to the joint owners subject to the relevant planning and building permit permission being granted.

MOTION

MOVED Cr Wilson

That Council accepts the following amended recommendations from the Heritage Advisory Committee that:

A grant application of \$2,691.50 for roofing repairs and associated maintenance at 2421 Casterton – Apsley Road, Warrock be approved to the joint owners subject to the relevant planning and building permit permission being granted.

SECONDED Cr Stephens

CARRIED

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS - 8 MARCH 2016 - 12 APRIL 2016 (INCLUSIVE)**

(Separate circulation to Councillors, CEO, Group Managers and available to the Public)

(DocSetID: 2580660, 2073877, 2077300, 2076981, 2076444, 2077299, 2080314, 2085560, 2086173, 2086209, 2086199)

Group Manager: Karena Prevett, Group Manager Corporate Services
Author: Rachael Fellows, Acting Senior Administration Officer
Corporate Services

Executive Summary

In accordance with the *Local Government Act 1989* assembly of Councillors records (including records of those titled as committees) must be reported to the next 'practical' ordinary Council meeting and recorded in the minutes of that meeting. The objective of submitting the assembly of Councillors (including records of those titled as committees) records to Council meetings is to ensure public transparency in Council decision making processes.

Background

The Chief Executive Officer must ensure that a written record is kept of every assembly of Councillors records (including records of those titled as committees).

Department of Community Development and Planning circular L97 advises that assembly of Councillors records "*only needs to be a simple document that records:*

- *the names of all Councillors and staff at the meeting;*
- *a list of the matters considered;*
- *any conflict of interest disclosed by a Councillor; and*
- *whether a Councillor who disclosed a conflict left the room.*

The circular also advises that: "*The record is not required to be in the form of minutes. The recommended approach is to record the "matters" discussed, by listing the headings of the matters. In some cases, meetings may be considering a single matter...*"

E1. ASSEMBLY OF COUNCILLORS RECORDS - 8 MARCH 2016 - 12 APRIL 2016 (INCLUSIVE)

(continued)

The circular further advises that: *"This does not mean that the record cannot be reported to the Council in the form of minutes. In Councils where it is established practice for minutes of advisory committees to be tabled at Council meetings, the minutes will be sufficient for the purpose if they include the required information, including disclosures."*

Report

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Tuesday 8 March 2016 to midnight on Tuesday 12 April 2016. All assembly of Councillors records (including records of those titled as committees) held during this period must be included.

The following assembly of Councillors records (including records of those titled as committees) held during the period specified above have been received from the relevant Departments/Units:

- Meeting Record of the Australia Advisory Committee meeting held Tuesday 8 March 2016 (DocSetID: 2580660);
- Meeting Record Tourism Advisory Committee held on Thursday 10 March (DocSetID: 2073877);
- Meeting with The Hon David Davis, Shadow Minister for Planning, Local Government, Equality and Mrs Roma Britnell, Member for South West Coast held on Wednesday 16 March 2016 (DocSetID: 2077300);
- Meeting Record of the Community Grants Advisory Committee held on Monday 21 March 2016 (DocSetID: 2076981);
- Meeting Record Heritage Advisory Committee held on Monday 21 March 2016 (DocSetID: 2076444);
- Councillors and CEO Meeting record held on Tuesday 22 March 2016 (DocSetID: 2077299);
- Councillor Briefing Session Meeting Record held on Tuesday 22 March 2016 (DocSetID: 2080314);

E1. ASSEMBLY OF COUNCILLORS RECORDS – 8 MARCH 2016 – 12 APRIL 2016 (INCLUSIVE)

(continued)

- Meeting Record Tourism Advisory Committee held on Thursday 7 April 2016 (DocSetID: 2085560);
- Assembly of Councillors Meeting Record Deputation by Lions Club of Portland – Regarding Blades on the Foreshore held on 12 April 2016 (DocSetID: 2086173);
- Meeting Record Councillors and CEO held on 12 April 2016 (DocSetID: 2086209);and
- Meeting Record Councillors Workshop held on Tuesday 12 April 2016 (DocSetID: 2086199).

a. Legislative and legal requirements

The purpose of this report is to ensure compliance with the *Local Government Act 1989*. References include:

- Section 3(1) – Definition of “assembly of Councillors”;
- Section 80A – Requirements for an assembly of Councillors; and
- Section 3(1) – Definition of “advisory committee”

b. Council Plan linkage and policy context

This report links to the Council Plan, particularly key objective: (1) - responsible and responsive governance and decision making.

c. Charter of human rights and responsibilities

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

d. Budget implications

The cost of preparing the monthly reports on assembly of Councillors records (including records of those titled as committees) is another compliance cost imposed by the state government and is an indirect cost within the corporate governance unit salaries and oncost budget.

E1. ASSEMBLY OF COUNCILLORS RECORDS - 8 MARCH 2016 - 12 APRIL 2016 (INCLUSIVE)

(continued)

The cost of preparing assembly of Councillors records (including records of those titled as committees) is an indirect cost within the salaries and oncost budget for each Department/Unit that is responsible for the specified meeting.

Conclusion

This report is a summary of the Assembly of Councillors records for the period Tuesday 8 March to Tuesday 12 April 2016 (both dates inclusive).

Officer Recommendation

That Council receive the report on Assembly of Councillors Records (including records of those titled as committees) for the period Tuesday 8 March 2016 – Tuesday 12 April 2016 (both dates inclusive).

MOTION

MOVED Cr Stephens

- 1. That Council receive the report on Assembly of Councillors Records (including records of those titled as committees) for the period Tuesday 8 March 2016 – Tuesday 12 April 2016 (both dates inclusive).**
- 2. That an amendment be made to the Assembly of Councillors Meeting Record for the Councillors Workshop held on Tuesday 12 April 2016 to include a Conflict of Interest declared by Cr Rank regarding Community Grants (Round 2) 2015-2016 Program Allocations.**

SECONDED Cr Northcott

CARRIED

F. MANAGEMENT REPORTS:

MOTION

MOVED Cr Stephens

In accordance with clause 4.4.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013 that item F11. Artwork options for Portland Foreshore Toilets be included in the Ordinary Council Meeting Agenda, for Council consideration.

SECONDED Wilson

CARRIED

F1. MONTHLY FINANCE REPORT – MARCH 2016

(Separate circulation to Councillors, CEO, Group Managers and available to the Public)

(DocSetID: 2086463)

Group Manager: Karena Prevett, Group Manager Corporate Services
Author: Andrea Gash, Finance Manager

Executive Summary

The Finance Report up to the 31 March 2016 has been prepared and has been separately circulated to Councillors, the CEO and Group Managers with this Council Agenda.

Report

The 2015/2016 Annual Budget was adopted by Council on 23 June 2015.

This report provides information on the current status of Council's financial position and performance and includes:

- Executive Summary (including the Glossary of Terms);
- Income (Operating) Statement;
- Balance Sheet;
- Cash Flow Statement;
- Capital Works Statement;
- Capital Project Expenditure;
- Statement of Changes in Equity;
- Statement of Human Resources; and
- Operating and Capital Grants Analysis.

The report has been prepared on an accrual basis to ensure accurate matching of income and expenditure, both operating and capital items, for the year ending 31 March.

F1. MONTHLY FINANCE REPORT – MARCH 2016

(continued)

The finance report provides a high level of financial reporting.

The monthly finance report provides comment on favourable and unfavourable variations and trends identified to date.

a. Council Plan Linkage and Policy Context

The monthly finance report links to the Council Plan, particularly key objective: (4) – Govern in a responsible and responsive way.

A component of this strategic objective is that Council will provide prudent and responsible stewardship for the community assets and resources within our care.

b. Legislative and Legal Considerations

This report is being presented in accordance with section 138 of the *Local Government Act 1989* and Regulation 5 of the Local Government (Finance and Reporting) Regulations 2014. Although the Regulations require a quarterly reporting cycle, the Glenelg Shire provides a monthly finance report to enable Council and residents to monitor the Glenelg Shire's financial performance on a more frequent basis.

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Risk Management

Not applicable.

e. Resource Implications

Not applicable.

f. Charter of Human Rights and Responsibilities

The monthly finance report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

Not applicable.

F1. MONTHLY FINANCE REPORT – MARCH 2016

(continued)

h. Budget Implication

As outlined in monthly finance report.

Conclusion

The Monthly Finance Report is a key document in assuring responsible and responsive governance and decision making. This high level report is provided monthly to provide council and residents the ability to monitor Glenelg Shire's financial performance on a regular basis.

Officer Recommendation

That the Monthly Finance Report for the period ending 31 March 2016 be received.

MOTION

MOVED Cr Northcott

That the Monthly Finance Report for the period ending 31 March 2016 be received.

SECONDED Cr Halliday

CARRIED

F2. LIBRARY EVENING HOURS PAPER

Group Manager: Edith Farrell, Group Manager Community and Culture
 Author: Yvette Parker, Library and Information Services Manager

Executive Summary

This report outlines the proposal to introduce evening hours at the Portland Library.

Background

In January 2015 the Glenelg Library Service undertook a community survey seeking feedback on the appropriateness of existing hours of operation.

The survey was part of consultation undertaken in line with a six-month trial of Saturday afternoon hours introduced in September 2014.

In relation to the Portland Library branch the survey identified community support for evening hours (33%) and extended hours of operation on Saturdays (60%).

A report to Council on 26 May 2015 resulted in the following motions:

- *The adoption of permanent extended Saturday hours at the Portland Library; and*
- *Officers provide an additional report to Council on options for evening hours for the Portland Library.*

Report

Glenelg Libraries currently offers the following opening hours:

Branch	Opening Hours	Total
Portland	Mon-Thursday 10am-5.30pm Friday 10am-6.00pm Saturday 10am-4.00pm	44 hours
Heywood	Monday- Friday 9.00am – 5.00pm	40 hours
Casterton	Monday – Friday 9.00am-5.00pm **Saturday (6-month trial) 9.00am-12.00pm	43 hours

F2. LIBRARY EVENING HOURS PAPER

(continued)

Saturday morning hours are currently being trialed at the Casterton Library until March. The outcome of the trial will be the subject of a future report to Council in April 2016.

A majority of the State's library services offer opening hours to 8pm or 9pm on one to three evenings a week.

Glenelg Libraries latest opening time is 6pm Fridays at the Portland branch.

Currently Glenelg Libraries is one of nine of the 52 Victorian Library Services which do not have opening hours past 6pm.

The proposal to introduce evening hours offers a range of benefits to the community:

- Increased access for residents who work full-time weekday business hours;
- The opportunity to offer evening programs including technology and computer classes; book group discussions and author events; and
- A quiet study environment for students.

While community feedback favors the introduction of evening hours, no particular day of the week has been identified as a preferred opening evening.

By altering the Library's front desk roster, extra hours can be introduced with no additional salary costs.

To achieve this outcome, the Library service is considering a roster variation where two staff start at 12pm (noon) for an 8-hour shift (including meal break) concluding at 8pm one day per week.

The current extra 30 minute operation on a Friday to 6pm is not well supported based on anecdotal staff feedback.

Bringing Friday opening hours in line with other week day opening hours, i.e. 5.30pm closing would result in a saving of \$950 per annum.

These funds could be used in part to offset any costs associated with adding evening hours one day per week.

F2. LIBRARY EVENING HOURS PAPER

(continued)

a. Council Plan Linkage and Policy Context

Council is committed to an engaged, healthy, connected and proud community. This report is in accordance with current strategies and plans.

Glenelg Shire Health and Wellbeing Plan 2013-2017 goals:

Our Community will feel safe, connected and be able to access and participate in community life.

Lifelong learning is a way of life in Glenelg Shire.

b. Legislative and Legal Considerations

The Library Service complies with all relevant legislation pertaining to its operations.

c. Consultation and/or communication processes implemented or proposed

A direct mail-out to households in the Shire was undertaken in January 2015 with a 6.3% response rate to the survey specifically asking residents their preferences in relation to Library opening hours.

d. Risk Management

A comprehensive communication strategy is required to ensure the community is informed of any changes to Library opening hours.

The initiative would be supported by a range of programs and activities to promote the extension of Library hours into the evening, including author events, workshops and technology training sessions.

e. Resource Implications

The Enterprise Agreement – Library Employees (33.9) provides flexibility to undertake proposed evening hours.

Consultation with staff about variation to their agreed hours for the duration of the trial would need to be undertaken.

F2. LIBRARY EVENING HOURS PAPER

(continued)

Usage data would be collected for the duration of trial to provide comprehensive view of the trial's popularity.

Support from Council's Human Resource's unit would be required to introduce changes to staff hours and conditions as required.

f. Charter of Human Rights and Responsibilities

Has been considered.

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

The Library Service intends to run the designated morning shift with minimum of two staff to subsidise and enable staff to start work at 12pm and work to 8pm including a meal break.

In consultation with staff, agreed alterations to the Library's roster would see the evening shift cover by a rotating shared roster of two staff per week starting at 12pm and finishing at 8pm with a meal break.

Conclusion

It is recommended a 12-month trial be undertaken opening the Portland Library one evening per week until 8pm, with the day of the week to be determined depending on rostering and program considerations.

Officer Recommendation

1. That Council approves a 12-month trial of evening hours one day per week at the Portland Library from July 2016 to June 2017.
2. A future report is presented to Council upon completion of the evening hours' trial.

F2. LIBRARY EVENING HOURS PAPER

(continued)

MOTION

MOVED Cr Wilson

1. That Council approves a 12-month trial of evening hours one day per week at the Portland Library from July 2016 to June 2017.
2. A future report is presented to Council upon completion of the evening hours' trial.

SECONDED Cr Rank

CARRIED

F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL

Group Manager: Edith Farrell, Group Manager Community and Culture
 Author: Yvette Parker, Library and Information Services Manager

Executive Summary

This report provides a summary of the outcomes of the six-month trial of Saturday opening hours at the Casterton Library and provides recommendation for the continuation of the extended library operating hours.

Background

The Council endorsed a recommendation in July 2015 to undertake a trial of Saturday hours at the Casterton Library.

The initiative followed the successful trial and implementation of weekend hours at the Portland Library branch.

The Casterton Library is co-located with Council's Customer Service Centre at the Casterton Town Hall. Library Services are provided by Customer Service staff during the Monday to Friday opening hours.

A recruitment process was undertaken to provide staffing for the trial with a temporary Library officer employed for the duration of the trial period.

The Casterton trial was launched in October 2015 with the Library opening 9am to 12 noon every Saturday until March this year.

The purpose of the trial was to measure the degree of community support for an extension of Library operation hours on the weekend.

Report

The community response to the trial has been positive with a total of 1200 plus people visiting the Library on Saturdays throughout the six month trial period.

<i>Month</i>	<i>Sat Door Count</i>	<i>Comments</i>
October (5 Saturdays)	406	Launch attendance 210 people
November (4 Saturdays)	140	Casterton and Coleraine Shows
December (3 Saturdays)	151	Closed Boxing Day
January (5 Saturdays)	258	
February (4 Saturdays)	199	
March (3 Saturdays)	128	Closed Easter Saturday

F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL

(continued)

On average 50-55 people visited the library every Saturday morning.

In comparison, on a normal weekday, the Library would record a door count of between 80 and 100 people per day.

The Library staff report anecdotal feedback that residents are supportive of the Saturday Library hours and would like to see the initiative continue.

An alteration to the opening time from 9am to opening at 10am is the only modification suggested. This change is due to low visitor activity in the first hour of operation. It is recommended opening changes from 9am to 12 noon to opening at 10am and closing at 1pm.

Staffing for three hours per Saturday costs \$120 per shift and these costs going forward will be covered through the Library operational budget.

Based on the level of community patronage thus far it is recommended that Council consider a further trial period of the Saturday opening hours at the Casterton Library.

a. Council Plan Linkage and Policy Context

Council is committed to an engaged, healthy, connected and proud community. This matter is in accordance with current strategies and plans.

Glenelg Shire Health and Wellbeing Plan 2013-2017 goals:

"Our community will feel safe, connected and be able to access and participate in community life."

Lifelong learning is a way of life in the Glenelg Shire.

Beyond a Quality Service: Strengthening the Social Fabric Standards and Guidelines for Australian Public Libraries 2nd edition 2012;

Objective: *"To open at times which enable members of the community to make the most effective use of the Library service and to ensure that the library's resources and services are as widely available as possible"*

b. Legislative and Legal Considerations

Have been considered.

F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL

(continued)

c. Consultation and/or communication processes implemented or proposed

The Library service has undertaken a community survey in 2015 from which the resulting feedback has been instrumental in trialling extended hours the Casterton Library branch.

In addition, the trial has been supported by a special launch event, and some programs offered through the trial period.

d. Risk Management

A communication strategy would be required to manage public perceptions.

e. Resource Implications

There are no additional resources required for the permanent adoption of the Saturday hours of opening at the Casterton Library.

f. Charter of Human Rights and Responsibilities

Council is committed to the Human Rights Principles and Responsibilities of freedom, respect, equality and dignity. We will take human rights into consideration when setting policies, providing services and to give human rights proper consideration in decision-making.

g. Sustainability and Environmental Considerations

Glenelg Libraries is committed to managing and monitoring resources used through the implementation of best practice procedures, which contribute to the long-term sustainability of the library service.

h. Budget Implication

1 x staff member @ \$39.85 (including on-costs) x 3 hours = \$119.55
Total for 3 month period (13 Saturdays) ending 30 June 2016 = \$1554.15
based on 10am to 1pm opening hours.

This cost can be absorbed within the Library's Services operational budget.

F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL

(continued)

Conclusion

The trial of Saturday opening hours at the Casterton Library has been well received by the community with good visitor numbers. An extended trial period, with an adjustment to the hours of operation, will enable further assessment on usage to determine future operations.

Officer Recommendation

That Council extend the trial period for a further three months, ending 30 June 2016 and adjust the Casterton Library Saturday opening hours from 10am to 1pm for the remainder of the trial period.

MOTION

MOVED Cr Stephens

That Council extend the trial period for a further three months, ending 30 June 2016 and adjust the Casterton Library Saturday opening hours from 10am to 1pm for the remainder of the trial period.

SECONDED Cr Northcott

CARRIED

Cr Stephens redeclared a Conflict of Interest in item F4. Community Grants (Round 2) 2015-2016 Program Allocations, as she is the President of the Casterton & District Historical Society, and left the meeting at 7.16pm.

Cr Rank redeclared an Indirect Conflict of Interest in Item F4. Community Grants (Round 2) 2015-2016 Program Allocations, as she is the President of the Portland Runners Club, and left the meeting at 7.16pm.

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(In Camera separate circulation to Councillors, CEO and Group Managers)
(DocSetID: 2070879)

Group Manager: Edith Farrell, Group Manager Community and Culture
Author: Ian Moody, Community Development Manager

Executive Summary

The second round of the Community Grants Program for 2015-2016 was advertised over a five week period from 25 January 2015 until 24 February 2016. A total of 55 applications were received seeking funding of \$110,120.36.

The Community Grants Evaluation Panel comprising representatives from Community and Culture and Economic Development and Tourism, met to evaluate and score the applications according to the criteria adopted by Council. The recommendations of the Evaluation Panel, including weighted scores and commentary were then presented to the Community Grants Advisory Committee on Monday 21 March 2016. For a variety of reasons, the Advisory Committee adopted a number of changes to the funding allocations proposed by the Evaluation Panel. This report presents the recommendations made by the Advisory Committee.

The Community Grants Advisory Committee was established when Council adopted the revised Community Grants Program Policy at the Ordinary Council Meeting held in July 2013 and this report is prepared in that policy context.

Background

Glenelg Shire Council allocated \$162,000 in the 2015-2016 budget for the purpose of the Community Grants Program. These grants are offered to the community in two rounds which are usually conducted around August and March with half the total budget (\$81,000) notionally available for distribution in each round. Successful Round 1 applications were approved at the Ordinary Council Meeting in September 2015 and an amount of \$81,000.00 was allocated. Funding allocated in Round 1 by Grant Category is indicated in the following table.

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Grant Category	Historical notional allocations for each round (as per policy)	Funds allocated in Round 1	Over/ Under subscribed in Round 1	Notional remaining funds for Round 2. after Round 1. allocations
Recreation	\$20,000.00	\$27,545.00	Over by \$7,545.00	\$12,455.00
Public Halls	\$10,000.00	\$10,000.00	-	\$10,000.00
Tourism	\$20,000.00	\$20,000.00	-	\$20,000.00
Arts, Culture and Heritage	\$5,000.00	\$5,000.00	-	\$5,000.00
Community Plan Support	\$15,000.00	\$7,455.00	Under by \$7,545.00	\$22,545.00
Community Support	\$11,000.00	\$11,000.00	-	\$11,000.00
TOTAL	\$81,000.00	\$81,000.00	-	\$81,000.00

Whilst the annual allocation for Community Grants is fixed at \$162,000 Council has at its discretion the ability to vary the notional category amounts as evidenced in the table above.

An 'out of time' tourism funding request of \$500 was approved in February 2016 and with a further community support allocation of \$500 towards Grant Writing Workshops held in Casterton, Heywood and Portland also that month, the remaining balance for Round 2 is now \$80,00.00.

Report

Round 2 of the Community Grants for the 2015-2016 financial year opened on 25 January 2016 with the closing date for the submission of applications on 24 February 2016.

A total of 55 applications were received for Round 2 of the Community Grants Program, with a total amount of \$110,120.36 requested.

An Evaluation Panel comprising representatives from Community and Culture and Economic Development and Tourism met on Wednesday 2 March 2016 to assess the applications.

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

All Officers on the Evaluation Panel completed Declarations for Conflict of Interest and Confidentiality. The Community Development Manager declared a conflict of interest in relation to two applications and the Economic Development and Tourism Coordinator on one, both officers removed themselves from the meeting when these applications were being assessed and took no part in their evaluation. Initial assessment by officers identified one application as ineligible to be considered for funding. This application failed to comply with one or more specific requirements listed in the Community Grants Program application guidelines.

The reason(s) for excluding this application is in the notes provided in the separate confidential attachment.

The 54 eligible applications received have a combined total request of \$109,170.36 with the amount of funding for this round being \$80,000.00 – an over subscription of \$29,170.36 Details are included in the following table.

Grant Category	No of eligible applications received in Round 2	Total value of eligible applications received	Notional funds remaining for Round 2	Over / Under subscribed
Recreation	20	\$56,492.28	\$12,455.00	Over \$44,037.28
Public Halls	11	\$17,504.85	\$10,000.00	Over \$7,504.85
Tourism	8	\$14,400	\$19,500.00	Under \$5,100
Arts, Culture and Heritage	7	\$8,081.53	\$5,000.00	Over \$3,081.53

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Grant Category	No of eligible applications received in Round 2	Total value of eligible applications received	Notional funds remaining for Round 2	Over / Under subscribed
Community Plan Support	0	\$0	\$22,545.00	Under \$22,545.00
Community Support	9	\$12,691.70	\$10,500.00	Over \$2,191.70
TOTAL	55	\$109,170.36	\$80,000.00	Over \$29,170.36

After determining the eligibility of each application, the Evaluation Panel then weighted submissions on the agreed formula and collated the total weighted score and individual category weighting as per the confidential attachment. The Evaluation Panel then presented this information to the Community Grants Advisory Committee. At this meeting the Advisory Committee resolved to make a number of adjustments which enhances the geographic spread and ensures more applicants in total can be funded. Cr. Rank declared a Conflict of Interest in relation to one applicant group and took no part in that deliberation.

The Community Grants Advisory Committee's recommended allocations to Council are in the table provided at the conclusion of this report and contained in the Officer Recommendation.

Moved: Cr. Wilson
Seconded: Cr. Rank

CARRIED

a. Council Plan Linkage and Policy Context

Council is committed to an engaged, healthy, connected and proud community. This is supported by the strategy 'to empower our community through engagement and work in partnership to change for our shared best interest' (Council Plan 2013-2017).

Management of the Community Grants Program is conducted in accordance with the Community Grants Policy adopted by Council in July 2013.

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

b. Legislative and Legal Considerations

There are no specific legislative or legal considerations associated with the Community Grants Program.

c. Consultation and/or communication processes implemented or proposed

The Community Grants Policy adopted by Council defines how the Grants Program is to be promoted to the community, and what communication processes need to be followed for management of each Round.

d. Risk Management

There are no risk management issues associated with the Community Grants Program. Where relevant, and according to Council Policy, applicants are required to submit a Risk Assessment and Management Plan in conjunction with their application.

e. Resource Implications

Resources are provided in the current budget for the provision of administrative support and oversight of the Community Grants Program.

f. Charter of Human Rights and Responsibilities

All applications to the Community Grants Program are treated fairly and equally, and are assessed in accordance with the adopted Council policy.

g. Sustainability and Environmental Considerations

There are no sustainability and environmental considerations associated with the Community Grants Program, except where such issues may be the focus of a specific grant application.

h. Budget Implications

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000 in the 2015-2016 budget for the purpose of the Community Grants Program.

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Conclusion

The Community Grants Advisory Committee, after assessing the applications have recommended a broad geographical spread of successful funding as presented in the following table.

Officer Recommendation

1. That Council approves the allocation of funds for the Community Grants Program 2015-2016 Round 2, as per the recommendations in the following table, proposed by the Community Grants Advisory Committee.

Applicant	Project Name	Category	Amount Recommended
Merino Public Hall Committee	Foyer Upgrade and Urn	Public Halls	\$1,000
Merino Progress Association	Merino Bore-site Enhancement Project	Arts, Culture and Heritage	\$1,000
Wallacedale Community Hall Committee	Replacement of unsafe access steps	Public Halls	\$550.00
Portland Community Garden Landcare Group Inc.	Recycled Timber Pallet Project	Community Support	\$740.00
Coast Guard Portland AVCGA VF 17	Flotilla Berth and Equipment Upgrade	Community Support	\$1,000
Portland Aero Club	Solar Installation	Recreation	\$2,500
Casterton Sanford Football Netball Club Inc.	Kitchen Equipment Upgrade - Fryer	Recreation	\$2,340
Portland Tourist Association	Production of Official Visitors Guide – New Edition	Tourism	\$3,800
Tyrendarra Rural Fire Brigade	Purchase Digital Radio Scanners	Community Support	\$900
Lions Club of Merino-Digby	Internal lining of Toilet Block	Community Support	\$1,900

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Glenelg District Girl Guides	New Security Door	Public Halls	\$1,000
Nelson Tourist Association	Nelson Tourist Association Information Brochure Reprint	Tourism	\$1,500
Dartmoor Public Hall & Recreation Reserve Committee	Supper Room Blinds	Public Halls	\$1,000
Leukaemia Foundation	Aussie Muscle Car Run Expo (Hire of Civic Hall)	Tourism	\$400
Rotary Club of Casterton	Magic 2016 (Music, Arts, Gardens in Casterton)	Tourism	\$4,000
Tyrendarra Gun Club Inc.	New Shooting Lanes and Power Upgrade	Recreation	\$5,000
Parents and Friends Association, Heywood Consolidated School	Heycon Stadium Revitalisation	Recreation	\$2,900
Portland Basketball Association Inc.	Signboard	Recreation	\$2,000
Portland and Far South West Poultry Club Inc.	Purchase of a Gazebo and Table	Recreation	\$400

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Country Women's Association Inc. – Henty Group	Henty Group Creative Arts Exhibition	Arts, Culture and Heritage	\$810
Sanford Mechanics Institute Inc.	Hall Repairs – Wooden Windows	Public Halls	\$990
Committee of Management Dunrobin Public Hall	Window Replacements	Public Halls	\$2,000
Portland Runners Club	Start Park Run – local free run /walk	Recreation	\$1,700
Portland Runners Club	Winter Solstice Run (June 19 th 2016) - Advertising	Tourism	\$1,250
Portland North Junior Football Club	Purchase uniforms for Junior Football Club	Recreation	\$1,000
Heywood Golf Club	Modernise Female Amenities	Recreation	\$5,000
Henty Memorial Recreation and Sporting Association Inc.	Water Tank and Heating / Cooling Infrastructure Project	Public Halls	\$3,460
Jaycee Parents Committee Inc.	Contribution to 50 Year Celebration	Tourism	\$1,000
Lions Club of Casterton Inc.	Banjo Patterson Show Project	Arts, Culture and Heritage	\$3,700

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Committee of Management Narrawong Camping and Recreational Reserve	Upgrade of Cricket Pitch on Oval	Recreation	\$3,000
Heywood Football Netball Club	Heywood Recreation Reserve Training Lights Project	Recreation	\$5,000
Rotary Club of Portland	Art Show Display Equipment Enhancement	Arts, Culture and Heritage	\$440
Portland Citizens Brass Band	Equipment Upgrade	Arts, Culture and Heritage	\$1,000
Westerns Football Club	Floor Covering Program	Recreation	\$3,000
Country Women's Association of Victoria Inc.- Henty Group	Advertising Creative Arts Exhibition	Tourism	\$1,000
Café Playgroup	Purchase of craft supplies	Community Support	\$900
Portland Heywood Field and Game	Club Relocation Program	Recreation	\$5,000
Heywood Public Gardens Committee Inc.	Picnic Shelter Floor Concreting	Community Support	\$2,500

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Digby Hall & Recreation Reserve	Ceiling Repairs	Public Halls	\$700
Bolwarra Hall and Recreation Reserve Committee of Management	Bolwarra Hall Fire Hazard reduction Program	Public Halls	\$550
Casterton District Historical Society	The History of the Casterton Railway Project	Arts, Culture and Heritage	\$670
Rotary Club of Portland	Purchase of Upright Deep Freezer	Community Support	\$700
Casterton and District Drag Racing Club Inc.	Advertising of Drag Racing Event	Tourism	\$700
Total Allocation			\$80,000

2. That all applicants be contacted to inform them of the outcome of their grant application(s).

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

MOTION

MOVED Cr Wilson

Officer Recommendation

1. That Council approves the allocation of funds for the Community Grants Program 2015-2016 Round 2, as per the recommendations in the following table, proposed by the Community Grants Advisory Committee.

Applicant	Project Name	Category	Amount Recommended
Merino Public Hall Committee	Foyer Upgrade and Urn	Public Halls	\$1,000
Merino Progress Association	Merino Bore-site Enhancement Project	Arts, Culture and Heritage	\$1,000
Wallacedale Community Hall Committee	Replacement of unsafe access steps	Public Halls	\$550.00
Portland Community Garden Landcare Group Inc.	Recycled Timber Pallet Project	Community Support	\$740.00
Coast Guard Portland AVCGA VF 17	Flotilla Berth and Equipment Upgrade	Community Support	\$1,000
Portland Aero Club	Solar Installation	Recreation	\$2,500
Casterton Sanford Football Netball Club Inc.	Kitchen Equipment Upgrade - Fryer	Recreation	\$2,340
Portland Tourist Association	Production of Official Visitors Guide - New Edition	Tourism	\$3,800
Tyrendarra Rural Fire Brigade	Purchase Digital Radio Scanners	Community Support	\$900
Lions Club of Merino-Digby	Internal lining of Toilet Block	Community Support	\$1,900

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Glenelg District Girl Guides	New Security Door	Public Halls	\$1,000
Nelson Tourist Association	Nelson Tourist Association Information Brochure Reprint	Tourism	\$1,500
Dartmoor Public Hall & Recreation Reserve Committee	Supper Room Blinds	Public Halls	\$1,000
Leukaemia Foundation	Aussie Muscle Car Run Expo (Hire of Civic Hall)	Tourism	\$400
Rotary Club of Casterton	Magic 2016 (Music, Arts, Gardens in Casterton)	Tourism	\$4,000
Tyrendarra Gun Club Inc.	New Shooting Lanes and Power Upgrade	Recreation	\$5,000
Parents and Friends Association, Heywood Consolidated School	Heycon Stadium Revitalisation	Recreation	\$2,900
Portland Basketball Association Inc.	Signboard	Recreation	\$2,000
Portland and Far South West Poultry Club Inc.	Purchase of a Gazebo and Table	Recreation	\$400

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Country Women's Association Inc. - Henty Group	Henty Group Creative Arts Exhibition	Arts, Culture and Heritage	\$810
Sanford Mechanics Institute Inc.	Hall Repairs – Wooden Windows	Public Halls	\$990
Committee of Management Dunrobin Public Hall	Window Replacements	Public Halls	\$2,000
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Heywood Golf Club	Modernise Female Amenities	Recreation	\$5,000
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Jaycee Parents Committee Inc.	Contribution to 50 Year Celebration	Tourism	\$1,000
Lions Club of Casterton Inc.	Banjo Patterson Show Project	Arts, Culture and Heritage	\$3,700

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Committee of Management Narrawong Camping and Recreational Reserve	Upgrade of Cricket Pitch on Oval	Recreation	\$3,000
Heywood Football Netball Club	Heywood Recreation Reserve Training Lights Project	Recreation	\$5,000
Rotary Club of Portland	Art Show Display Equipment Enhancement	Arts, Culture and Heritage	\$440
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Westerns Football Club	Floor Covering Program	Recreation	\$3,000
Country Women's Association of Victoria Inc.- Henty Group	Advertising Creative Arts Exhibition	Tourism	\$1,000
Café Playgroup	Purchase of craft supplies	Community Support	\$900
Portland Heywood Field and Game	Club Relocation Program	Recreation	\$5,000
Heywood Public Gardens Committee Inc.	Picnic Shelter Floor Concreting	Community Support	\$2,500

F4. COMMUNITY GRANTS (ROUND 2) 2015-2016 PROGRAM ALLOCATIONS

(continued)

Applicant	Project Name	Category	Amount Recommended
Digby Hall & Recreation Reserve	Ceiling Repairs	Public Halls	\$700
Bolwarra Hall and Recreation Reserve Committee of Management	Bolwarra Hall Fire Hazard reduction Program	Public Halls	\$550
Casterton District Historical Society	The History of the Casterton Railway Project	Arts, Culture and Heritage	\$670
Rotary Club of Portland	Purchase of Upright Deep Freezer	Community Support	\$700
Casterton and District Drag Racing Club Inc.	Advertising of Drag Racing Event	Tourism	\$700
Total Allocation			\$80,000

2. That all applicants be contacted to inform them of the outcome of their grant application(s).

SECONDED Cr Northcott

CARRIED

Cr Stephens returned to the meeting at 7.23pm.

Cr Rank returned to the meeting at 7.23pm.

F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE

Group Manager Stephen Kerrigan, Group Manager Planning and Economic Development
Author: Stephen Kerrigan, Group Manager Planning and Economic Development

Executive Summary

This report is provided to Councillors for consideration of declaring a designated camping area at the Merino Recreation Reserve to allow free camping.

Background

The Merino Progress Association was approached by Camps Australia early in 2014 asking if free camping existed in Merino.

The Association approached Council in 2014 asking to allow camping at the Merino Recreation Reserve. The request was prompted by the Association's desire to capture some of the passing travellers to stay overnight and contribute to the local economy through purchases at the general store, hotel and swimming pool.

The Association was disappointed that their approaches to Council were not successful in obtaining approval for a camp site and wrote to the Mayor and Councillors dated 28 July 2015. (Refer Appendix 2) They decided to pursue this request as they believed there could be a direct and positive potential for the town and its remaining businesses. This letter was followed by an email from the Association to Councillors on 23 November 2015.

Following discussions between staff and the Association secretary, an on-site meeting was arranged with representatives of the Association on 29 January 2016 to discuss their proposal, opportunity to utilise the new toilet facility, the current local laws regarding camping, location of a preferred camping area and the process required for Council to declare a designated camping area.

A further meeting was held with the Merino Progress Association's management committee on 11 February 2016 to discuss and confirm the elements of the proposal they would support for presentation to Council.

F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE

(continued)

Report

The Merino Progress Association has provided positive feedback following discussions with users of the reserve. If camping is approved the Association would like:

1. The location of the camping site to be included in brochures and promotions by Council and visitor information centres;
2. Provision of a simple perspex box attached externally to the toilet facilities for campers to leave feedback/comments;
3. An additional town tourist sign mounted on the toilet facilities incorporating conditions of camping; and
4. Camp signage to include:
 - a. Map of designated camp area and commentary that on occasions community groups use the reserve;
 - b. Septic tank area and emptying of waste canisters/cassettes from caravans/campervans is prohibited; and
 - c. Donation box is located in the general store to support volunteer work by the Merino community.

An outline of the proposal:

- Preferred camping area is near the new toilet facilities at the recreation Reserve. (Refer Appendix);
- No camp fires;
- No emptying of waste canisters/cassettes from caravans/campervans;
- Camping for up to three days; and
- Trial power access for campers.

If approved, there will need to be directional signs pointing to the camp area at the entrance road as well as a sign at the camp site that lists the conditions of camping.

F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE

(continued)

The Association has also requested a sign to be added below the conditions encouraging campers to make a donation to the Merino Progress Association at the general store or hotel to assist with their maintenance works around the town.

The Association have indicated they will collect data on the visitation and use of the camping area so that information on the success or otherwise of this proposal can be provided to Council.

Enforcement and ensuring compliance with local law will be undertaken by Council's Local Laws Unit.

There will be times throughout the year where local events may utilise part of the proposed camping area. The Association wants to be practical and will discuss with campers, the needs and benefits to the town when holding local events. This should eliminate any friction between event organisers and campers.

a. Council Plan Linkage and Policy Context

Theme 1 – Engaged, healthy, connected and proud community

b. Legislative and Legal Considerations

General Local Law 2.10 Camping – Provides for persons requiring a permit unless they camp in a designated camping area in accordance with any conditions pertaining to that camping area.

Residential Tenancies Act provides the conditions applicable for a Caravan Park which includes a camp site.

c. Consultation and/or communication processes

Staff consulted with the Merino Progress Association.

The Association consulted with the users of the Merino Recreation Reserve on 25 February 2016 - Merino Community Festival Committee, Glenelg Pony Club and the Merino Digby Lions Club.

d. Risk Management

Should the site become a popular camping site, Council will need to review the risk management.

F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE

(continued)

e. Resource Implications

Provision of signage will be required and installed. The current toilet cleaning routine may also need extra time if the camp site is popular. There could be an increased demand on the Local Laws Unit to control behaviour of campers and enforce conditions of camping.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

Environment Sustainability has been considered.

h. Budget Implication

Costs will include printing and installation of signs, cleaning of toilet and rubbish collection.

Officer Recommendation

1. That Council declare a designated camping area at the Merino Recreation Reserve as designated in Appendix 1 with the following conditions:
 - a. Camping of up to three (3) days;
 - b. No campfires;
2. That staff review usage and implications of the Merino designated camping area and report to Council, in six months, should any changes be recommended.

F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE
(continued)

MOTION

MOVED Cr Northcott

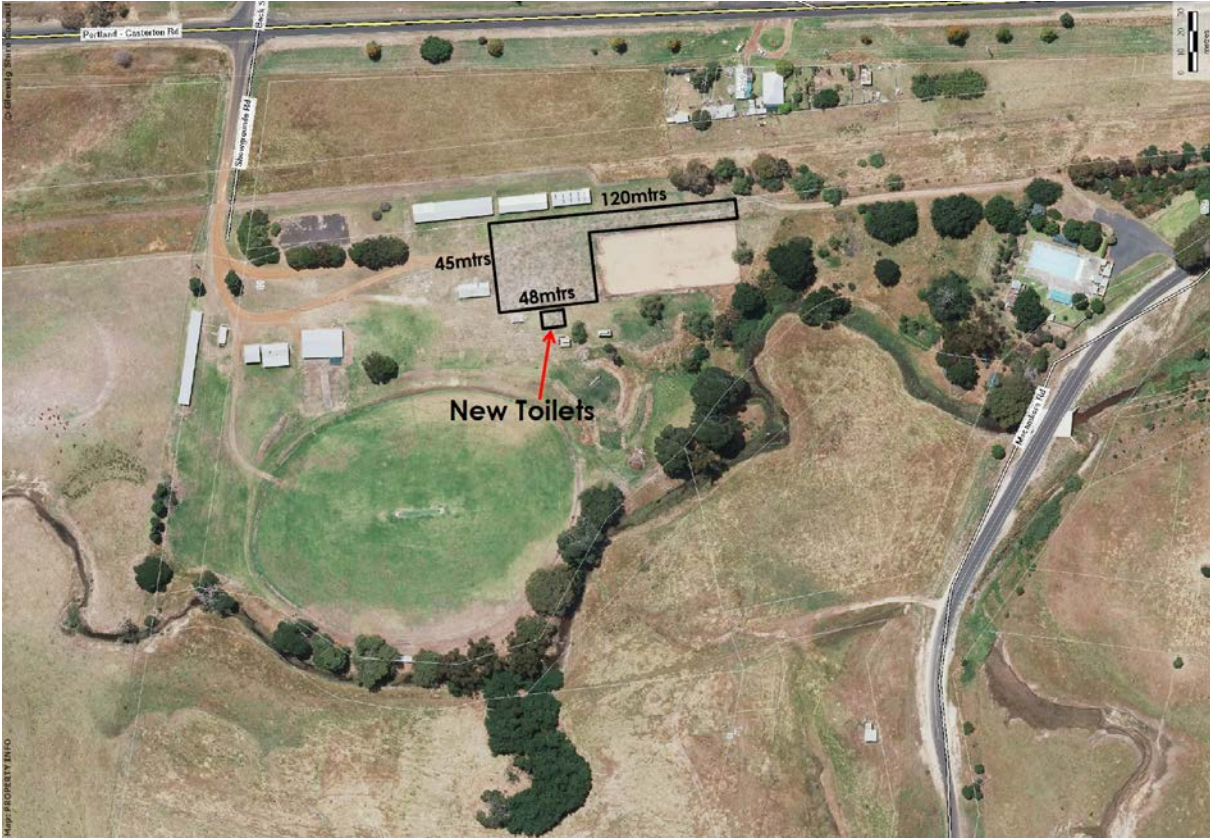
1. That Council declare a designated camping area at the Merino Recreation Reserve as designated in Appendix 1 with the following conditions:
 - a. Camping of up to three (3) days;
 - b. No campfires;
2. That staff review usage and implications of the Merino designated camping area and report to Council, in six months, should any changes be recommended.

SECONDED Cr Stephens

CARRIED

F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE
(continued)

Appendix 1:



F5. MERINO RECREATION RESERVE – PROPOSED DESIGNATED CAMPING SITE
(continued)

Appendix 2:

Sent 28/7/2015

**MERINO PROGRESS ASSOCIATION
INCORPORATED**

Registered Incorporated Association No. A0046208X
ABN 19 270 142 152

C/- Secretary PO Box 61 Merino Victoria 3310

28/7/2015

Mayor & All Councillors,
Glenside Shire Council,
Cliff Street,
Portland, 3305

Dear Councillors,

Back in March 2015 the MPA again expressed its disappointment at the December 2014 GSC response from Ann Kirkham to our request for free camping at the Merino Recreation Reserve.

We reiterate - the ever increasing numbers of RV's travelling the country and asking if there is somewhere to camp overnight in Merino displays a real need for more permits to be issued for short stay places to camp.

The benefits to our district of this style of tourism is making use of our facilities and attractions such as the new amenity block at the reserve, well maintained historic stock route walking track, swimming pool and various scenic tourist drives as promoted on our town information signs.

Additionally we feel this free camping facility would benefit the town's three businesses – Merino General Store and Post Office, Paddy's Waterhole Restaurant and Wine Bar and the Merino Hotel.

The GSC could strengthen the viability of these businesses and the town by approving this appropriate use of your currently under utilised facilities.

We look forward to your positive reply.

Yours Sincerely,

Kim Chintock,
Secretary MPA



F6. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING 8 MARCH 2016

(Separate circulation to Councillors, CEO and Group Managers)
(DocSetID: 2580660)

CEO: Greg Burgoyne, Chief Executive Officer
Author: Kylie Walford, Council Support Coordinator

Executive Summary

The purpose of this report is to enable Council to consider recommendations made by the Australia Day Advisory Committee at a meeting held on 8 March 2016.

Background

The Australia Day Advisory Committee, comprising Mayor Cr Oberlander, Cr Stephens, Cr White, Cr Rank (apology) and Cr Northcott (proxy) met on Tuesday 8 March 2016 to discuss the following items:

1. Australia Day Event Debrief;
2. Committee Membership;
3. Marketing of Community Events – Council logo inclusion;
4. Australia Day Awards 2017 Nomination Process; and
5. Role of Citizen of the Year – attendance at events.

At the Australia Day Advisory Committee held on 8 March 2016, when considering Item four (4) Australia Day Awards 2017 Nomination Process, the following recommendation was made:

'That Council consider the proposed event schedule as indicated in this report and separate circulation'.

Report

With a General Election scheduled for 22 October 2016, Council will enter into an election caretaker period commencing midnight on 20 September 2016 to 6.00pm on 22 October 2016. Under Section 93B(3)(a) of the *Local Government Act 1989* (Act) requires the Election Period Policy to include procedures intended to prevent the Council from making inappropriate decisions during the Election Period.

F6. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING 8 MARCH 2016

(continued)

As defined by the Act *inappropriate decisions* made by a Council during an election period includes any of the following-

- a. decisions that would affect voting in an election;
- b. decisions that could reasonably be made after the election.

During the 'Election Period' Council will avoid making decisions that significantly affect the municipality and unreasonably bind the incoming Council.

It is recommended that the following schedule be endorsed for the 2017 Australia Day Award process to avoid publically advertising and Council decision during the Election Period.

The suggested schedule is as follows:

9 August 2016 (Workshop Day)	Australia Day Advisory Committee recommend Ambassadors (This timeline is set by the Australia Day Committee of Victoria; The date is anticipated to be late July or early August 2016 but has not yet been announced) address 2017 nomination form; advertising schedule.
15 August 2016	Nominations Start (this is two weeks earlier than last year owing to the election process).
23 September 2016	Nominations finish (giving 5 weeks 5 days for submissions, the same time given in 2015).
4 October 2016 (Workshop Day)	Outgoing Council members recommend Glenelg Shire Australia Day Award recipients
22 November 2016	Decision taken by new Council at OCM for Glenelg Shire Australia (Provisional OCM Day) Day Award recipients.

a. Council Plan Linkage and Policy Context

This report links to the Strategic Objective, Theme 4 'Govern in a responsible and responsive way'.

b. Legislative and Legal Considerations

Nil.

F6. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING 8 MARCH 2016

(continued)

- c. Consultation and/or communication processes implemented or proposed

Discussed at Committee level.

- d. Risk Management

Nil associated risks.

- e. Resource Implications

The indirect cost of staff time to administer Australia Day is included in the salary component of the Council budget.

- f. Charter of Human Rights and Responsibilities

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

- g. Sustainability and Environmental Considerations

This report has considered Sustainability and Environmental considerations.

- h. Budget Implication

The estimated costs associated with Australia Day are included in the 2016/2017 Council budget.

Conclusion

It is recommended that Council consider the recommendation put forward by the Australia Day Advisory Committee on 8 March 2016:

4. Australia Day Awards 2017 Nomination Process; and

'That Council consider the proposed event schedule as indicated in this report and separate circulation'.

F6. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING 8 MARCH 2016

(continued)

Officer Recommendation

1. That Council receive the Minutes of the Australia Day Advisory Committee Meeting held on Tuesday 8 March 2016.
2. That Council consider the proposed event schedule for the 2017 Australia Day Awards as indicated:

9 August 2016 (Workshop Day)	Australia Day Advisory Committee recommend Ambassadors (This timeline is set by the Australia Day Committee of Victoria; The date is anticipated to be late July or early August 2016 but has not yet been announced) address 2017 nomination form; advertising schedule.
15 August 2016	Nominations Start (this is two weeks earlier than last year owing to the election process).
23 September 2016	Nominations finish (giving 5 weeks 5 days for submissions, the same time given in 2015).
4 October 2016	Outgoing Council members recommend Glenelg (Workshop Day) Shire Australia Day Award recipients
22 November 2016	Decision taken by new Council at OCM for Glenelg Shire Australia (Provisional OCM Day) Day Award recipients.

F6. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING 8 MARCH 2016

(continued)

MOTION

MOVED Cr Stephens

1. That Council receive the Minutes of the Australia Day Advisory Committee Meeting held on Tuesday 8 March 2016.
2. That Council consider the proposed event schedule for the 2017 Australia Day Awards as indicated:

9 August 2016 (Workshop Day)	Australia Day Advisory Committee recommend Ambassadors (This timeline is set by the Australia Day Committee of Victoria; The date is anticipated to be late July or early August 2016 but has not yet been announced) address 2017 nomination form; advertising schedule.
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4 October 2016	Outgoing Council members recommend Glenelg (Workshop Day) Shire Australia Day Award recipients
22 November 2016	Decision taken by new Council at OCM for Glenelg Shire Australia (Provisional OCM Day) Day Award recipients.

SECONDED Cr Rank

CARRIED

F7. PROCEDURE FOR COUNCIL TO CONSIDER CONTRACTUAL MATTERS

Group Manager: Karena Prevett, Group Manager Corporate Services
Author: Scott Millard, Corporate Coordinator

Executive Summary

This report recommends to Council a change to the procedure when Council considers contractual matters. The change will provide a balance between increased transparency and confidentiality.

Background

Section 89 of the *Local Government Act 1989* allows Council to resolve that a meeting be closed to members of the public if the meeting is discussing a range of matters, including contractual matters.

Since amalgamation in 1994 it has been normal practice to consider any contractual matter in-camera. These matters remained confidential until a resolution of Council. In 2008 this practice changed for the awarding of contracts. The report remained confidential however the Council resolution was able to be made public after notification had been provided to the successful tenderer.

The new Local Government Performance Reporting Framework (LGPRF) measure G1 reports the percentage of Council decisions made at meetings closed to the public. The rationale is that it is an indicator that councils should make decisions at an ordinary or special meeting of council, in an open and transparent manner. The Glenelg Shire Council result published for this measure in 2014/15 was 33% of Council decisions made at meetings were closed to the public. This compares unfavourably to the average for all councils of 12.2% and the large shires group of 13.8%.

Report

Since the publication of the LGPRF results consideration has been given to how the result could be improved. In 2014/15 a total of 77 resolutions were made in-camera, with 24 of these resolutions relating to the awarding of contracts and a further 13 resolutions relating to other contractual matters.

If Council had considered all resolutions to award contracts in open Council during the 2014/15 financial year, the LGPRF result would have been 22%. If all contractual matters had been considered in open council this result would have been 17% of total resolutions closed to the public.

F7. PROCEDURE FOR COUNCIL TO CONSIDER CONTRACTUAL MATTERS

(continued)

Inquiries have established that some councils have a process that allows them to award contracts at meetings open to the public and subsequently the introduction of following procedure is recommended for any contractual matters being considered by Council:

1. Responsible Officer to assess the appropriateness of a summary report relating to any contractual matter to be included in the public agenda for consideration in open Council. This assessment will relate to ensuring commercial in confidence is maintained or that Council or any person is not prejudiced.
2. For the awarding of contracts, where appropriate, a summary report of the contract to be awarded will be included in the public agenda for consideration in open Council.

The report may include:

- a. The purpose, background, tender description, public notification; discussion (including number of tenders received; compliant tenders; performance evaluation criteria that was used)
- b. Officer recommendation to include (where relevant):
 - Award the contract to xyz company
 - Advise the tenderers accordingly
 - That any confidential attachments provided are designated confidential information in accordance with Section 77 of the *Local Government Act 1989* (the Act) and specifying the relevant grounds under section 89(2) of the Act.
3. A confidential separate circulation / attachment will be provided in the agenda providing additional information that may be regarded as commercial in confidence or any matter which the Council considers would prejudice the Council or any person. This could include for example the tender evaluation report, matrix, tender price/schedule of rates.
4. Any questions from Councillors may be clarified at the pre Council briefing session. Although if a Councillor was to ask a question of the item within open Council, careful consideration would need to be given to section 89(2) of the Act and whether the matter:
 - a. could be answered within open Council; or

F7. PROCEDURE FOR COUNCIL TO CONSIDER CONTRACTUAL MATTERS

(continued)

- b. should be discussed in-camera.
- If the matter is to be closed to the public the Council may wish to defer the item until the in-camera section or resolve to immediately close the meeting to the public.
 - Subject to the in-camera discussion and debate Council would adopt the resolution in open Council.

The Procurement Policy adopted by Council states:

"For a Public Tender Process, a report will be presented at an in camera meeting of Council for eventual award. When awarded, information from the successful tenderer may become publicly available.

Following award of the tender or quotation for lesser amounts, unsuccessful tenderers will be notified of the name only of the successful tenderer. No other information regarding the successful tender will be provided. ..."

If Council agreed to change the process as outlined in this report the Council's Procurement Policy would need to be amended. Whilst the Procurement Policy is due for its annual review by 30 June 2016, it is recommended that Council make a minor amendment to the Policy to reflect the intentions of Council and allow the commencement of the new process at the next Council meeting.

a. Council Plan Linkage and Policy Context

Theme 4 Govern in a responsible and responsive way. Specifically the strategy to share and improve our accountability.

b. Legislative and Legal Considerations

The primary objective of a Council (s3C(1) of the Act) is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of the decision.

In seeking this primary objective, Council must have regard to the facilitating objectives (s3C(2)). One of these objectives relates to transparency and accountability in the Council decision making.

In addition the following legislative requirements of the Local Government have been considered:

F7. PROCEDURE FOR COUNCIL TO CONSIDER CONTRACTUAL MATTERS

(continued)

- Section 77 – Confidential Information
- Section 89 – Meeting to be open to the public

c. Consultation and/or communication processes implemented or proposed

Nil

d. Risk Management

Council must have regard to the requirements of Section 89(2) to ensure that no commercial in confidence information or matter that could prejudice Council or any person is disclosed in open Council.

This will need to be managed for each matter being considered by Council. Failure to do so could have the potential for Council to be exposed to a legal claim.

e. Resource Implications

Nil

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

g. Sustainability and Environmental Considerations

Nil

h. Budget Implication

There is no impact to budget as a result of this report or the change in procedure.

Conclusion

The recommended process will lead to enhanced transparency with our community and it may also be used as a template for other in-camera matters as appropriate.

F7. PROCEDURE FOR COUNCIL TO CONSIDER CONTRACTUAL MATTERS

(continued)

Officer Recommendation

1. That Council adopt the procedure as outlined within the report for the consideration of contractual matters by Council commencing from the next ordinary or special meeting of Council.
2. That the Glenelg Shire Council's Procurement Policy be amended to allow contracts to be awarded at an ordinary or special meeting of Council.

MOTION**MOVED Cr Stephens**

1. That Council adopt the procedure as outlined within the report for the consideration of contractual matters by Council commencing from the next ordinary or special meeting of Council.
2. That the Glenelg Shire Council's Procurement Policy be amended to allow contracts to be awarded at an ordinary or special meeting of Council.

SECONDED Cr White**CARRIED**

F8. COUNCIL ELECTION MATTERS

Group Manager: Karena Prevett, Group Manager Corporate Services
Author: Scott Millard, Corporate Coordinator

Executive Summary

The purpose of this report is to seek Council approval to sign the Electoral Service Agreement for a four year period from 1 July 2016 to 30 June 2020.

In addition this report recommends allowing the Returning Officer to designate a place outside the municipal district of the Council, if required, for the purposes of counting ballot papers.

The report also notes changes to the responsibilities pertaining to the administration and enforcement of non-voting at council elections.

Background

For the conduct of the 2012 general elections Council appointed the Victorian Electoral Commission (VEC) as the service provider following a joint tender process undertaken on behalf of Victorian Councils by the Municipal Association of Victoria.

In October 2015 the *Local Government Amendment (Improved Governance) Act 2015* passed through the Victorian Parliament with the majority of the provisions being subsequently proclaimed. One of the reforms implemented includes Clause 1(1) of Schedule 2 of the *Local Government Act 1989* (the Act), making the VEC the statutory provider for all council elections.

The Act also makes clear in its definitions that the 'Returning Officer' responsible for conducting elections will also be the Electoral Commissioner or his or her appointee, instead of the council's CEO or person appointed by another electoral commission in Australia contracted by the council.

Report

Electoral Service Agreement

The VEC has now provided council with the Electoral Service Agreement (the Agreement) for the provision of electoral services to the Glenelg Shire Council for the four years commencing on 1 July 2016 and concluding on 30 June 2020.

The Agreement identifies the electoral services to be provided to the Glenelg Shire Council by the VEC under the Act.

F8. COUNCIL ELECTION MATTERS

(continued)

This includes conduct of the 2016 Glenelg Shire Council general election as well as any contingency and ad hoc electoral services that are required during the 2016-20 Council term, such as by-elections or countbacks. The Agreement responds to recent changes to the Act that prescribed the VEC as the electoral service provider to Victoria's local government sector and removed the requirement for councils to contract for their elections.

A particular focus of the Agreement is the general election. Schedules 1 and 2 of the agreement provide detailed quotations for the services involved with the 2016 Glenelg Shire Council general election.

Quotations (Summary):

- Provision of election services \$137,915.15 (inc GST); and
- Enforcement of compulsory voting \$13,186.47 (inc GST)

The quotations have been prepared using key parameters identified in consultation with Glenelg Shire Council Officers, and are based on the statistics emanating from the 2012 general elections. The actual costs invoiced by the VEC will vary based on the actual key parameter results for the 2016 general elections.

Key Parameters:

Method of Voting:	Postal
Total enrolment	17,007 voters
Voter turnout	74.42% or 12,657 voters
Type of count	Computer count
Election office accommodation costs:	Nil. Drill Hall is being assessed for suitability
Apparent failure to-vote notices	1,417
Infringement notices	1,003
Penalty reminder notices	667

The Agreement does not procure the VEC as a contractor to the Glenelg Shire Council but instead recognises the parties' mutual interest in the preparation, conduct and closure of electoral events required by the Glenelg Shire Council under the Act. However, the Agreement does not extend to the conduct of electoral representation and subdivision reviews under the Act.

Place for Counting of Ballot Papers

Regulation 93 of the *Local Government (Electoral) Regulations 2005* Part 7 – states that ballot papers must be counted within the municipal district unless Council passes a resolution allowing the Returning Officer to count ballots outside the municipal district.

F8. COUNCIL ELECTION MATTERS

(continued)

For the 2012 general election the VEC counted the votes within the municipal district. Although the preference would be to continue to undertake the count within the Glenelg Shire, the availability of resources may require the count to be held outside the municipality. It is therefore recommended that Council resolve pursuant to Regulation 93 to allow the Returning Officer, if required, to designate a place outside of the municipal district of Council to be a counting place.

Prosecuting persons for not voting

Previously a council could choose to engage any electoral commission in Australia to enforce non-voting or alternatively undertake the process itself.

This resulted in inconsistent treatment of non-voters across the State as different councils pursued enforcement against non-voters with varying degrees of rigour. In the 2012 general elections Glenelg Shire Council discontinued enforcement at the end of the infringement notice stage. This was consistent with many councils with only a small number of councils proceeding to prosecution in the courts.

Section 40 of the Act make the VEC (as 'prosecutions officer') solely responsible for all aspects of the administration and enforcement of non-voting at council elections. This includes serving failure-to-vote notices, infringements notices and prosecuting offences in court.

The Act allows the VEC, as sole provider of local government elections, to charge councils its reasonable costs for all aspects of running their election (which includes its costs in enforcing non-voting). The VEC will be required to pass all non-voting payments (including fines and court charges) received back to the relevant council.

a. Council Plan Linkage and Policy Context

This Policy links to the Glenelg Shire Council – Council Plan 2013 – 2017, Theme 4, Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

This report relates to various legislative provisions of the Local Government Act 1989 and the *Local Government (Electoral) Regulations 2005*.

c. Consultation and/or communication processes implemented or proposed

Nil.

F8. COUNCIL ELECTION MATTERS

(continued)

d. Risk Management

The effective management of the electoral process will minimise the potential for any successful disputes regarding the validity of the 2016 Glenelg Shire Council general elections.

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

This report is consistent with the Charter for Human Rights. Specifically the 'right to take part in public life'.

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

A budget provision has been included in the 2016-17 draft budget to cover the VEC estimated costs.

Officer Recommendation

That Council:

1. Authorise the Chief Executive Officer to sign the Electoral Services Agreement for the term 1 July 2016 to 30 June 2020
2. Authorise the Chief Executive Officer to approve all invoices associated with the Electoral Services Agreement.
3. Approve the Returning Officer, if required, to designate a place outside the municipal district of Council to be a counting place at which ballot-papers used in an election are to be counted.
4. Note that the Victorian Electoral Commission has sole responsibility for all aspects of the administration and enforcement of non-voting at council elections.

F8. COUNCIL ELECTION MATTERS

(continued)

MOTION

MOVED Cr Wilson

That Council:

1. Authorise the Chief Executive Officer to sign the Electoral Services Agreement for the term 1 July 2016 to 30 June 2020.
2. Authorise the Chief Executive Officer to approve all invoices associated with the Electoral Services Agreement.
3. Note that the Victorian Electoral Commission has sole responsibility for all aspects of the administration and enforcement of non-voting at council elections.

SECONDED Cr Halliday

CARRIED

F9. GREAT OCEAN ROAD REGIONAL TOURISM (GORRT) – UPDATE

Group Manager Stephen Kerrigan, Group Manager Planning and Economic Development

Author: Stephen Kerrigan, Group Manager Planning and Economic Development

Executive Summary

This report is to update Council on the GORRT membership deliverables for 2015/16 and recommends participation ongoing until 2019.

Background

Following an invitation in April 2015, the Council agreed to participate in the Great Ocean Road Regional Tourism program for 2015/16 and based on deliverables achieved to assess whether to continue as a partner with GORRT and the other five Councils for the next three year funding agreement from July 2016 to June 2019.

Participation for 2015/16 required payment of \$80,000 (plus GST) with the following key deliverables identified:

1. Delivery of the 2015/16 Business Plan;
2. Quarterly research reports including Glenelg annual snapshot;
3. Implementation of Wi-Fi hotspot for Portland;
4. Development of a destination website – Portland and the Hinterland and inclusion in the Great Ocean Road regional website;
5. Facilitation of the development of a Destination Action Plan for Portland – this includes the establishment of an industry leadership group to develop and oversee the implementation of the plan;
6. Facilitation of the development of a brand positioning and communication framework for Portland;
7. Support for industry development – including development of a partnership with the local tourism organisation to provide a percentage return of investment from industry that financially participate in GORRT business products, services and programs;

F9. GREAT OCEAN ROAD REGIONAL TOURISM (GORRT) – UPDATE

(continued)

8. Membership to the marketing sub-committee and/or development sub-committee; and
9. Advocacy at State and Federal government and government departments.

Report

Progress has been made since Council confirmed participation in July 2015 and it is expected that many of the key deliverables will be achieved.

	Key Deliverable	Notes	Achieved
1	Delivery of the 2015/16 Business Plan;	Implementation of business plan in progress. Strategic plan for 2016-2019 in development.	In Progress
2	Quarterly research reports including Glenelg annual snapshot;	Copies emailed 30/3/16	Achieved
3	Implementation of Wi-Fi hotspot for Portland;	To install at foreshore. Scope of works received from Internet Now.	In Progress.
4	Development of a destination website – Portland and the Hinterland and inclusion in the Great Ocean Road regional website;	Development of Portland website will be completed post brand project. This project is critical to informing the design and focus of the website.	In Progress
5	Facilitation of the development of a Destination Action Plan for Portland – this includes the establishment of an industry leadership group to develop and oversee the implementation of the plan;	DAP provided and being updated with current photos Some matters identified have been satisfied and others selected to pursue.	Achieved
6	Facilitation of the development of a brand positioning and communication framework for Portland;	Group being formed. Workshop scheduled for 14 April 2016.	In Progress.

F9. GREAT OCEAN ROAD REGIONAL TOURISM (GORRT) – UPDATE

(continued)

	Key Deliverable	Notes	Achieved
7	Support for industry development – including development of a partnership with the local tourism organisation to provide a percentage return of investment from industry that financially participate in GORRT business products, services and programs;	Discussions with PTA ongoing. Next meeting scheduled for 14 April 2016.	In Progress
8	Board membership;	Cr Anita Rank appointed	Achieved
9	Membership to the marketing sub-committee and/or development sub-committee;	Ms Carly (Garonne) Jordan appointed and attending meetings	Achieved
10	Advocacy at State and federal government and government departments.	Advocacy strategy has been developed	In Progress.

A new budget initiative has been submitted for 2016/17 with flow on commitments for 2017/18 and 2018/19 and includes \$90,000 (plus GST) per annum for participation with GORRT.

The partnership with GORRT has a number of benefits for the Council and businesses associated with developing and providing tourism products.

Council will need to consider their expectations for the next three financial years and whether the partnership with GORRT will satisfy those expectations.

These could include:

- Develop Destination Action Plans for Casterton, Nelson and Hinterland;
- Develop Brand positioning and communication framework for Casterton, Nelson and other localities;
- Support for industry development and partnerships with local tourism organisations within the Shire; and
- Wi-Fi hotspots for Casterton, Nelson and other localities.

F9. GREAT OCEAN ROAD REGIONAL TOURISM (GORRT) – UPDATE

(continued)

Should Council consent to the new initiative, there will need to be recognition that staff resources will be required to assist GORRT in delivery of actions.

a. Council Plan Linkage and Policy Context

Theme 2 – Diverse economic base.

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes

Staff have consulted with the Great Ocean Road Regional Tourism. Business and community have been represented on the group developing the Destination Action Plan and will also be represented on the group to develop the brand positioning.

d. Risk Management

There are no considerations relevant to this paper.

e. Resource Implications

There will be an increased demand on the Tourism Unit to pursue actions highlighted in the Destination Action Plans.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

There are no considerations relevant to this paper.

h. Budget Implication

Approval of the new initiative for 2016/17 and commitment to a three year funding agreement will be required.

F9. GREAT OCEAN ROAD REGIONAL TOURISM (GORRT) – UPDATE

(continued)

Officer Recommendation

1. That Council participate as a Local Government Partner with the Great Ocean Road Regional Tourism Board from July 2016 to June 2019; and
2. That the Chief Executive Officer be authorised to negotiate terms of the Funding Agreement with the Great Ocean Road Regional Tourism Board.

MOTION**MOVED Cr Rank**

1. That Council participate as a Local Government Partner with the Great Ocean Road Regional Tourism Board from July 2016 to June 2019; and
2. That the Chief Executive Officer be authorised to negotiate terms of the Funding Agreement with the Great Ocean Road Regional Tourism Board.

SECONDED Cr Stephens

CARRIED

F10. PORTLAND MARINE MASTER PLAN

(continued)

a. Council Plan Linkage and Policy Context

Objective 2 - Diverse economic base; Build Portland Bay and foreshore as economic attractor.

b. Legislative and Legal Considerations

Council has obligations as manager of the Local Port and all the facilities under the Guidelines for Port Safety and Environmental Management Plans (2009), *Port Services Act 1995*, *Marine Safety Act 2010* and the *Occupational Health and Safety Act 2004*.

c. Consultation and/or communication processes

Community and stakeholder consultation has been undertaken in compiling the plan.

d. Risk Management

The preparation of this plan has taken into account risk management in the design and operation of these facilities and subsequent actions following from it will allow a strategic approach to developing future facilities and lessen the risk of uncoordinated development.

e. Resource Implications

No additional resources are required to take the plan to the funding application stage.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

Consideration has been given to using environmentally friendly materials however budgets, sustainability, maintenance and asset lifespan also needs to be considered.

h. Budget Implications

The existing budget covers the cost of finalising the plan.

F10. PORTLAND MARINE MASTER PLAN

(continued)

Conclusion

The plan has been largely driven by stakeholder consultation including the facility users, the community and relevant government departments. It was also developed with the knowledge that successful grant funding will be dependent on a sound business case and realistic expectations.

Officer Recommendation

1. That Council adopts the Portland Marine Master Plan dated 29 March 2016.
2. That the Portland Marine Master Plan dated 29 March 2016 excluding section 4.5 Cost Estimates be released as a public document.
3. That the Portland Marine Master Plan projects be prioritised for funding applications.

MOTION

MOVED Cr Wilson

That this matter lay on the table.

SECONDED Cr White

CARRIED

F11. ARTWORK OPTIONS FOR PORTLAND FORESHORE TOILETS

(Separate circulation to Councillors, CEO, Group Managers)

(DocSetID: 2089892)

Group Manager Edith Farrell, Group Manager, Community and Culture
Author: Susie Lyons, Arts and Culture Manager

Executive Summary

This report is to brief Councillors on the proposed designs for the exterior of the new Portland foreshore toilets and to seek Council approval for public exhibition of the designs for community feedback for a three week period from 27 April – 13 May 2016, in accordance with the Foreshore Toilets - Public Art Concepts Communication Plan.

Background

New public toilets are currently under construction on the Portland foreshore in the boat ramp carpark. The toilet block is of a circular design with exterior panels allowing for a creative component on the outer walls of the structure.

The foreshore area is identified in the Glenelg Shire Public Art Master Plan as a location for public art. In line with the recommendations of the Public Art Master Plan, several concepts for the exterior design of the toilet block have been proposed.

Report

Two of the concepts (ideas 1 and 2) have been taken through to the design stage. These two concepts reference the significant story of assisted immigration into Portland in the 1850s which saw 38 ships bring 11,595 immigrants into Portland Bay where they first set foot on Australian soil.

These concepts will be consolidated and refined by a professional designer and made available for public viewing and comment.

a. Council Plan Linkage and Policy Context

Theme 1: Engaged, healthy, connected and proud Community
Elevate the history, prominence and cultural significance of Glenelg Shire

b. Legislative and Legal Considerations

Legislative and Legal considerations have been considered.

F11. ARTWORK OPTIONS FOR PORTLAND FORESHORE TOILETS

(continued)

- c. Consultation and/or communication processes implemented or proposed

The consultation process is outlined in the attached Communication Plan which covers all media, online and public exhibition of options.

- d. Risk Management

All standard precautions will be taken to create a design that is compliant.

- e. Resource Implications

Consolidation and refining of the designs and transfer of the designs to the building material will be undertaken by external contractors.

- f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

- g. Sustainability and Environmental Considerations

The design will be laser cut into corten steel and attached to the exterior of the toilet block.

- h. Budget Implication

The cost of the design has been included in the overall budget for the new toilet block.

Conclusion

The foreshore area is identified in the Glenelg Shire Public Art Master Plan as a location for public art. The story of assisted immigration into Portland in the 1850s is significant to the establishment of the town and the settlement and development of the hinterland and further afield.

F11. ARTWORK OPTIONS FOR PORTLAND FORESHORE TOILETS

(continued)

Officer Recommendation

1. That Council receive the proposed designs for the exterior of the new foreshore toilets, and approve public exhibition of the designs for a three week period from 27 April – 13 May 2016.
2. Following consultation officers provide a further report to the May OCM to detail the outcome of the consultation process and to determine the final design.

MOTION**MOVED Cr Rank**

1. That Council receive the proposed designs for the exterior of the new foreshore toilets, and approve public exhibition of the designs for a three week period from 27 April – 13 May 2016.
2. Following consultation officers provide a further report to the May OCM to detail the outcome of the consultation process and to determine the final design.

SECONDED Cr Wilson**CARRIED**

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:INDEX – SEPARATE CIRCULATIONS TO REPORTSSeparate Circulation to Councillors, CEO, Group Managers and available to the Public

- E1. Assembly of Councillors Records – 8 March 2016 – 12 April 2016 (Inclusive)
- F1. Monthly Finance Report – March 2016

Separate Circulation to Councillors, CEO and Group Managers

- D1. Recommendation from Heritage Advisory Committee Meeting 21 March 2016
- F6. Recommendations from the Australia Day Advisory committee meeting 8 March 2016

'IN CAMERA' Separate Circulation to Councillors and Group Managers

- F4. Community Grants (Round 2) 2015-2016 Program Allocations
- G3. Receipt of the Audit Committee Minutes – Thursday 10 December 2015
- F10. Portland Marine Master Plan

Recommendation

The documents separately circulated to Councillors, CEO, Group Managers and to the Public, as listed above, be received.

MOTION

MOVED Cr Wilson

The documents separately circulated to Councillors, CEO, Group Managers and to the Public, as listed above, be received.

SECONDED Cr Halliday

CARRIED

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC:Recommendation

That the Council Meeting be closed to members of the public pursuant to Section 89 (a), (d) and (h) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Group Manager Corporate Services, Group Manager Community and Culture, Group Manager Planning and Economic Development, Group Manager Assets and Infrastructure and the Council Support Coordinator to consider the following reports:

- G1. Licence Agreement Portland Foreshore Area
- G2. Contract NO CT201124 Valuation Services – Exercise of Option – 2018 Valuation
- G3. Receipt of Audit Committee Minutes Thursday 10 December 2015
- G4. Aboriginal Scholarship Recommendations from the Glenelg Mara Quorin Aboriginal Advisory Committee
- G5. Council Membership – Committee for Portland
- G6. Contract 2015-16-45 Portland Leisure and Aquatic centre indoor pools water treatment upgrade
- G7. Contract 2015-16-48 Casterton Swimming Pool Refurbishment
- G8. Requests for leave of absence

MOTION**MOVED Cr Stephens**

That the Council Meeting be closed to members of the public pursuant to Section 89 (a), (d) and (h) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Group Manager Corporate Services, Group Manager Community and Culture, Group Manager Planning and Economic Development, Group Manager Assets and Infrastructure and the Council Support Coordinator to consider the following reports:

- G1. Licence Agreement Portland Foreshore Area**
- G2. Contract NO CT201124 Valuation Services – Exercise of Option – 2018 Valuation**
- G3. Receipt of Audit Committee Minutes Thursday 10 December 2015**
- G4. Aboriginal Scholarship Recommendations from the Glenelg Mara Quorin Aboriginal Advisory Committee**
- G5. Council Membership – Committee for Portland**
- G6. Contract 2015-16-45 Portland Leisure and Aquatic centre indoor pools water treatment upgrade**
- G7. Contract 2015-16-48 Casterton Swimming Pool Refurbishment**
- G8. Requests for leave of absence**

SECONDED Cr Rank**CARRIED**

OPENING OF COUNCIL MEETING TO MEMBERS OF THE PUBLIC:Recommendation

That the Council Meeting be opened to members of the public.

MOTION

MOVED Cr Stephens

That the Council Meeting be opened to members of the public.

SECONDED Cr Wilson

CARRIED

CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 8.19pm.

I HEREBY CERTIFY THAT PAGES 1 TO 76 INCLUDING PAGES 77 to 111 (IN CAMERA) ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR MAX OBERLANDER
MAYOR

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