



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 24 April 2018 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland

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TIME:

7:00pm

PRESENT:

Cr Anita Rank (Mayor), Cr Robert Halliday, Cr Chrissy Hawker, Cr Alistair McDonald, Cr Karen Stephens, Cr Geoff White and Cr Gilbert Wilson.

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Director Assets (Mr Rob Alexander), Director Corporate Services (Mr David Hol), Director Community Services (Ms Edith Farrell), Council Support Coordinator (Mrs Kylie Walford), Media and Communications Officer (Ms Courtney Hoggan).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 27 March 2018, as circulated, be confirmed.

MOTION

Moved Cr Wilson

That the minutes of the Ordinary Council Meeting held on Tuesday 27 March 2018, as circulated, be confirmed.

SECONDED Cr McDonald

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'.

Mayor Cr Rank declared an Indirect Conflict of Interest in Item F6. Community Grants (Round 2) 2017-2018 Program Allocations.

Mayor Rank has advised the Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:QUESTIONS FROM THE GALLERY:1. Drilling mud from Beach Energy Hazelgrove

Ms Julie Hart of Heywood asked the following question:

- a. *Did the Glenelg Shire Council know of the treatment in Portland of drilling mud from Beach Energy Hazelgrove– 3, a gas drilling site near Penola SA before the information appeared in the Portland Observer on Monday 26 March 2018.*

Mayor Rank referred this question to Chief Executive Officer, Mr Greg Burgoyne.

Chief Executive Officer, Mr Greg Burgoyne responded yes Council did know.

- b. *If yes, was Council concerned and did you question any of the three companies involved, in writing?*

If not, did Council follow up this news themselves, to enquire about the chemicals in the drilling mud (which went to approximately 3 kilometres depth)

Mayor Rank referred this question to Chief Executive Officer, Mr Greg Burgoyne.

Chief Executive Officer, Mr Greg Burgoyne advised that the legislation surrounding movement of dangerous goods throughout Victoria and other jurisdictions is either state or federal based legislation and there are dozens of vehicles that pass through out Shire and many other Shires that haul dangerous chemicals.

QUESTIONS FROM THE GALLERY:

(continued)

This transportation is done under very strict legislation. It would be impractical for Council to get a handle on how many vehicles move through the Shire and other Shires across Victoria. Mr Burgoyne reiterated that this is about a regulatory environment and the movement of dangerous goods within this regulatory environment under state based or federal based environment, which has nothing to do with Council.

- c. *Did the Mayor or anyone else find out where did the consignments from October 2017 – January 2018 of “water, mud and sludge” go after it was treated by Cleanaway?*

Mayor Rank referred this question to Chief Executive Officer, Mr Greg Burgoyne.

Chief Executive Officer, Mr Greg Burgoyne advised that the treatment of water is done under license by a third party unrelated to Council. Mr Burgoyne suggested that the question be directed to the recycling organisation that performed the works. Council is unable to give a direct answer to this question on the basis that we are not party to the transaction or the treatment of the product.

Mr Burgoyne offered to discuss further and provide a more expansive answer to Ms Hart following this meeting and suggested that she direct her questions to either Wannon Water or Cleanaway, the licensed authorities.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:

Nil.

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 27 FEBRUARY 2018 – 12 APRIL 2018 (INCLUSIVE)**

Director: David Hol, Director Corporate Services

Author: Cherie Arnott, Acting Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday 27 February 2018	2415850
2.	Meeting Record of the Casterton Saleyards Advisory Committee held on Thursday 22 March 2018	2415806
3.	Meeting Record of the Tourism Advisory Committee held on Tuesday 27 March 2018	2416254
4.	Councillor and CEO Meeting Record held on Tuesday 27 March 2018	2412359
5.	Councillor Briefing Session held on Tuesday 27 March 2018	2411810
6.	Deputation to Council by U3A (University of the Third Age) held on Monday 9 April 2018	2415847
7.	Councillors and CEO Meeting Record on held on Monday 9 April 2018	2415090
8.	Councillors Workshop Meeting Record held on Monday 9 April 2018	2415848

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).

Assembly of Councillors records "*only needs to be a simple document*" that record:

- *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.*

E1. ASSEMBLY OF COUNCILLORS RECORDS 27 FEBRUARY 2018 – 12 APRIL 2018 (INCLUSIVE)

(continued)

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...”*

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 27 February 2018 – Thursday 12 March 2018 (inclusive). 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 Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday 27 February 2018 (DocSetID: 2415850);
- Meeting Record of the Casterton Saleyards Advisory Committee held on Thursday 22 March 2018 (DocSetID: 2415806);
- Meeting Record of the Tourism Advisory Committee held on Tuesday 27 March 2018 (DocSetID: 2416254);
- Councillor and CEO Meeting Record held on Tuesday 27 March 2018 (DocSetID: 2412359);
- Councillor Briefing Session held on Tuesday 27 March 2018 (DocSetID: 2411810);
- Deputation to Council by U3A (University of the Third Age) held on Monday 9 April 2018 (DocSetID:2415847);

E1. ASSEMBLY OF COUNCILLORS RECORDS 27 FEBRUARY 2018 – 12 APRIL 2018 (INCLUSIVE)

(continued)

- Councillors and CEO Meeting Record held on Monday 9 April 2018 (DocSetID: 2415090); and
- Councillors Workshop Meeting Record held on Monday 9 April 2018 (DocSetID: 2415848).

a. Council Plan Linkage and Policy Context

Leading Glenelg - Create shared visions within the community, ensuring agreed outcomes.

b. Legislative and Legal Considerations

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”

c. Consultation and/or communication processes implemented or proposed

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

e. Risk Management

Nil.

f. Resource Implications

Nil.

g. Charter of Human Rights and Responsibilities

Nil.

h. Budget Implication

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 on cost budget.

E1. ASSEMBLY OF COUNCILLORS RECORDS 27 FEBRUARY 2018 – 12 APRIL 2018 (INCLUSIVE)

(continued)

Preparing Assembly of Councillors records (including records of those titled as committees) is an indirect cost within the salaries and on cost 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 27 February 2018 – Thursday 12 March 2018 (inclusive).

Officer Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Tuesday 27 February 2018 – Thursday 12 March 2018 (inclusive).

MOTION**MOVED Cr Hawker**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Tuesday 27 February 2018 – Thursday 12 March 2018 (inclusive).

SECONDED Cr McDonald**CARRIED**

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCIAL REPORT – MARCH 2018**

Director: David Hol, Director Corporate Services
Author: Paulina Silbernagel, Senior Accountant

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Monthly Financial Report – March 2018	2412344

Executive Summary

The finance report up to 31 March 2018 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this Council Agenda.

Background

The Monthly Financial 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.

Report

The 2017/2018 Annual Budget was adopted by Council on 27 June 2017.

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

- Financial Performance Dashboard;
- Comprehensive Income Statement;
- Balance Sheet;
- Statement of Changes in Equity;
- Statement of Cash Flows; and
- Statement of Capital Works

The report has been prepared on an accrual basis to ensure accurate matching of income and expenditure, both operating and capital items, for the period ending 31 March 2018.

The finance report provides a high level of financial reporting.

F1. MONTHLY FINANCIAL REPORT – MARCH 2018

(continued)

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community, ensuring agreed outcomes.

b. Legislative and Legal Considerations

This report is being presented in accordance with section 138 of the *Local Government Act 1989*.

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

g. Sustainability and Environmental Considerations

Not applicable

h. Budget Implication

As outlined in monthly financial report

Conclusion

The Monthly Financial 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.

F1. MONTHLY FINANCIAL REPORT – MARCH 2018

(continued)

Officer Recommendation

That the Monthly Financial Report for the period ending 31 March 2018 be received.

MOTION

MOVED Cr Stephens

That the Monthly Financial Report for the period ending 31 March 2018 be received.

SECONDED Cr McDonald

CARRIED

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

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

Separate Circulation – Confidential

The separate circulation listed in the table below has been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2415471

Executive Summary

The purpose of this report is to enable Council to consider the Councillor and Chief Executive Officer Leave of Absence Register.

Background

In accordance with Section 66B of the *Local Government Act 1989* Councillors are entitled to take Leave of Absence.

Report

Section 66B of the *Local Government Act 1989* states:

- (1) If a Councillor is required to take leave of absence under this Act, the Councillor:
 - a. may continue to be a Councillor but must not perform the duties of functions of a Councillor during the period of leave;
 - b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
- d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.

(2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Councillors are required to submit Leave of Absence requests in writing to the Chief Executive Officer.

The Chief Executive Officer is required to submit his Leave of Absence requests in writing to Council through the Councillor and Chief Executive Officer Leave of Absence Register.

A register will be held by the Chief Executive Officer and reported monthly to Council.

d. Risk Management

Not applicable.

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

Nil.

Conclusion

It is recommended that Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented to the April Ordinary Council Meeting.

Officer Recommendation

That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 89(2) of the *Local Government Act 1989*.

MOTION

MOVED Cr McDonald

That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 89(2) of the *Local Government Act 1989*.

SECONDED Cr White

CARRIED

F3. IMPLEMENTATION OF THE INFRASTRUCTURE DESIGN MANUAL (IDM)

Director: David Hol, Director Corporate Services

Author: Matt Berry, Planning Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author	ECM
1.	GC Draft Explanatory Report	2412122

Executive Summary

This report briefs Council recommending to participate in a state-wide planning scheme amendment to implement the Infrastructure Design Manual (IDM) into the Glenelg Planning Scheme.

Background

The IDM has been in operation for over ten years and is increasingly used and relied upon by local government (and the Tribunal) in specifying infrastructure requirements. The IDM has the support of a Planning Panel and a specific Ministerial Advisory Committee.

In 2004, Campaspe Shire Council, Greater Shepparton City Council and Greater Bendigo City Council agreed to work together to develop a common engineering manual to augment Clause 56 documenting common infrastructure standards across the three municipalities. The idea was to minimize disruptions to the development community where standards could be uniform across the borders of the three municipalities.

The IDM is currently utilised by 44 Councils across Victoria, despite not being included in the planning scheme of many of these Councils. Glenelg Shire Council adopted the IDM on 27 August 2013 for use by Assets – however it has not been incorporated into the Glenelg Planning Scheme.

In 2015 Amendment C112 to the Greater Shepparton Planning Scheme was the first attempt to amend an existing Planning Scheme to include references to the Infrastructure Design Manual (IDM).

The C112 Panel found that there was a high level of support for the amendment in submissions, although a number of detailed issues were raised about the proposed Municipal Strategic Statement (MSS) content and some elements of the current IDM.

The Panel was satisfied that the IDM was a useful resource that warranted recognition in the Greater Shepparton Planning Scheme and potentially in other rural and regional planning schemes. The Panel recommended that the IDM should be a 'guideline' document and that compliance with its standards should be discretionary and not mandatory.

F3. IMPLEMENTATION OF THE INFRASTRUCTURE DESIGN MANUAL (IDM)

(continued)

In June 2015 the Minister for Planning also appointed an Advisory Committee to investigate various issues associated with the broader implementation of the IDM across Victoria.

The Infrastructure Design Manual Advisory Committee considered issues associated with the potential implementation of the Infrastructure Design Manual into planning schemes across regional Victoria

The Committee concluded that the introduction of the IDM into regional planning schemes 'should not be delayed' (emphasis added) pending a review of Clause 56. The Committee concluded that the IDM was a technically sound and useful document, the scope of the IDM was appropriate and there were appropriate processes in place to manage, review and update the IDM.

The Committee concluded that the IDM should be implemented in relevant regional planning schemes through the Municipal Strategic Statement, and should be included as a 'Reference Document'. The Committee believed it was appropriate to implement the IDM on a staged basis utilising the Minister's powers under section 20(4) of the *Planning and Environment Act 1987*.

Report

In context of all the above this report proposes that Council participate in a Ministerial Amendment to implement introduce the Infrastructure Design Manual into the local policy of Clause 21 and 22 of the Glenelg Planning Scheme.

The Department of Environment, Land, Water and Planning (DELWP) will update Clauses 21 and 22 as part of the Amendment. The attached draft explanatory report provided by DELWP with details of the amendment. The inclusion will implement the IDM conditions into the scheme and set out clear expectations of infrastructure standards.

Participating in the state-wide Ministerial Amendment will minimize costs and resourcing to implement this Amendment.

The implementation will provide Council discretion in applying the IDM and to an appropriate level. For example this includes discretion around permit conditions on driveway standards within road reserves, so that it is appropriate to the need it is serving rather than a fully constructed road.

1. Council Plan Linkage and Policy Context

Liveable Glenelg – Livability & quality of life.

2. Legislative and Legal Considerations

The planning scheme amendment to introduce the IDM is proposed under Section 20 (4) of the *Planning and Environment Act 1987*. This is to be undertaken by the Minister for Planning.

F3. IMPLEMENTATION OF THE INFRASTRUCTURE DESIGN MANUAL (IDM)

(continued)

3. Consultation and/or communication processes

The Infrastructure Design Manual Advisory Committee was set up by the Minister for Planning June 2015. This committee invited submissions from all non-metropolitan Councils; regional service authorities and referral authorities; and over 530 regional consultants, developers, practitioners and peak industry groups; and all of the submissions made in relation to the Greater Shepparton C112.

The Committee noted that all but one submission provided general support for the IDM, including support for its broader implementation.

The Committee believed it was appropriate to implement the IDM on a staged basis utilising the Minister's powers under section 20(4) of the *Planning and Environment Act 1987*.

4. Risk Management

There are no risks associated with this amendment.

5. Resource Implications

By participating in a Ministerial Amendment will alleviate any resourcing implications for Council.

6. Charter of Human Rights and Responsibilities

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

7. Sustainability and Environmental Considerations

The introduction of IDM into the Glenelg Planning Scheme will improve its ability to manage sustainability and environmental matters when considering permit applications.

8. Budget Implication

There are no budget implications of this Amendment to Council.

Conclusion

In summary the implementation of the IDM will make a positive contribution to the Glenelg Planning Scheme. It will provide a uniform set of infrastructure conditions across Regional Victoria for new development. Its inclusion provides Council discretion in applying them to new private development. In conclusion it is recommended that Council request the Minister for Planning to participate in a Ministerial Amendment to introduce it into the Glenelg Planning Scheme.

F3. IMPLEMENTATION OF THE INFRASTRUCTURE DESIGN MANUAL (IDM)
(continued)Officer Recommendation

That Council;

1. Agree to participate in a Section 20 (4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning which seeks to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Glenelg Planning Scheme; and
2. Lodge this request with the Minister for Planning.

MOTION

MOVED Cr Wilson

That Council:

1. **Agree to participate in a Section 20 (4) Ministerial Amendment coordinated by the Department of Environment Land Water and Planning which seeks to introduce the 'Infrastructure Design Manual' (IDM) provisions into the Glenelg Planning Scheme; and**
2. **Lodge this request with the Minister for Planning.**

SECONDED Cr White

CARRIED

F4. VOLUNTEERING AND WELLBEING ADVISORY COMMITTEE TERMS OF REFERENCE REVIEW

Director: Edith Farrell, Director Community Services

Author: Edith Farrell, Director Community Services

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Glenelg Shire Council Volunteering and Wellbeing Advisory Committee (aoC) Terms of Reference	2402699

Executive Summary

The purpose of this report is to enable Council to consider a review that has been undertaken on the Volunteering and Wellbeing Advisory Committee's Terms of Reference.

Background

The Glenelg Shire Council Volunteering and Wellbeing Advisory Committee is a representative group established to advise Council on community volunteering, health and wellbeing and disability issues in the community.

Its members have significant knowledge and / or interest in volunteering, health and wellbeing and disability issues and the capacity to enhance and strengthen outcomes in these areas within the Glenelg Shire region.

Report

The current Terms of Reference (ToR) requires a minimum of 10 and maximum of 15 community representatives;

The changes made to the Terms of Reference are;

- Membership amended from between ten (10) and fifteen (15) community members to between eight (8) and twenty (20) community members.

A quorum for the Volunteering and Wellbeing Advisory Committee will remain the same, which is half of the Advisory Committee members plus one.

a. Council Plan Linkage and Policy Context

Growing Glenelg – sustaining and growing a diverse economy and social prosperity.

Connecting Glenelg – connecting people, places and spaces.

Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

F4. VOLUNTEERING AND WELLBEING ADVISORY COMMITTEE TERMS OF REFERENCE REVIEW

(continued)

Creative Glenelg – Creative, inspired, forward thinking and action orientated.

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. Legislative and Legal Considerations

Local Government Act 1989 Section 86 and Section 3.

c. Consultation and/or communication processes implemented or proposed

An expression of interest was advertised in Portland Observer on 8 December 2017, 13 December 2017, 10 January 2018, and Casterton News on 13 December, 10 January 2018 and 18 January 2017. The expression of interest was also promoted via email and on social media.

d. Risk Management

Nil.

e. Resource Implications

Any resource implications from the recommendations made will be serviced within existing budget parameters.

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

Nil.

h. Budget Implication

Any budget implications from the recommendations made will be serviced within existing budget parameters.

Conclusion

To provide flexibility in the Terms of Reference, it is recommended that the Terms of Reference of the Volunteering and Wellbeing Advisory Committee be amended.

F4. VOLUNTEERING AND WELLBEING ADVISORY COMMITTEE TERMS OF REFERENCE REVIEW

(continued)

Officer Recommendation

That Council adopt the proposed amendments to the Terms of Reference for the Volunteering and Wellbeing Advisory Committee which includes memberships amended from between ten (10) to fifteen (15) community members to between eight (8) and twenty (20) community members.

MOTION**MOVED Cr Wilson**

That Council adopt the proposed amendments to the Terms of Reference for the Volunteering and Wellbeing Advisory Committee which includes memberships amended from between ten (10) to fifteen (15) community members to between eight (8) and twenty (20) community members, along with other minor changes.

SECONDED Cr Stephens**CARRIED**

F5. APPOINTMENT OF COMMUNITY MEMBERS FOR VOLUNTEERING AND WELLBEING ADVISORY COMMITTEE

Director: Edith Farrell, Director Community Services
 Author: Justine Cain, Senior Administration Officer

Separate Circulation– Confidential

The separate circulation/s listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocSetID
1.	Volunteering and Wellbeing Advisory Committee Recommendations	Personnel matters – section 89 (2) (a) of the local government act 1989	2402686

Executive Summary

This report seeks Council endorsement to appoint community representatives to serve in a voluntary capacity on the Volunteering and Wellbeing Advisory Committee (AoC).

Background

At the Ordinary Council Meeting held Tuesday 22 November 2016, Council adopted the Terms of Reference for the Glenelg Shire Council Volunteering and Wellbeing Advisory Committee.

The Terms of Reference requires the Committee seek a minimum of 10 and maximum of 15 community members with appropriate skills and /or interest from within the Glenelg Shire through an Expression of Interest process.

On Monday 30 October 2017 the Volunteering and Wellbeing Advisory Committee fell below 10 members due to a resignation. A public Expression of Interest seeking new applicants was advertised via the Portland Observer, Casterton News and Facebook. The Expression of Interest closed on Friday 12 January 2018 at 5pm.

Report

The nominations received for the Volunteering and Wellbeing Advisory Committee are listed in the confidential attachment.

a. Council Plan Linkage and Policy Context

The Volunteering and Wellbeing Advisory Committee links with the following Council Plan themes;

F5. APPOINTMENT OF COMMUNITY MEMBERS FOR VOLUNTEERING AND WELLBEING ADVISORY COMMITTEE

(continued)

- Growing Glenelg – sustaining and growing a diverse economy and social prosperity.
- Connecting Glenelg – connecting people, places and spaces.
- Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.
- Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. Legislative and Legal Considerations

In accordance with Section 3 (1) of the *Local Government Act 1989* (the Act) Advisory Committee means any Committee established by Council, other than a special committee, that provides advice to the Council, a special committee, or a member of staff whom has been delegated power, duty or function under section 98 (Delegations).

Unlike a special committee, an Advisory Committee does not have any delegated authority to act for, and on behalf of the Council, nor does it have any power to make decisions. Rather, an Advisory Committee provides advice and may make recommendations to the Council.

c. Consultation and/or communication processes implemented or proposed

Council established and appointed membership for a number of Advisory Committees at the Ordinary Council Meeting 22 November 2016.

d. Risk Management

The Committee does not have the power to direct any Council officer to undertake any work but may make recommendations to Council to assist in decision making.

e. Resource Implications

Administrative resources are required to provide administrative support to the Committee.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities have been considered.

g. Sustainability and Environmental Considerations

Nil.

F5. APPOINTMENT OF COMMUNITY MEMBERS FOR VOLUNTEERING AND WELLBEING ADVISORY COMMITTEE

(continued)

h. Budget Implication

The Terms and Reference state that 'All advisory Committee representatives and substitute representatives will be responsible for their own costs incurred in attending meetings of the Advisory Committee, Councillors may claim for travel expenses incurred to attend a Council appointed Committee, in accordance with the Mayor and Councillor Entitlements Policy'.

Conclusion

Following Council's approval of the Community Representatives seeking membership Officers will formally advise of their appointment to the Committee.

Officer Recommendations

1. That Council approve the community representatives listed in the confidential attachment to be members of the Volunteering and Wellbeing Advisory Committee.
2. That officers make contact with the nominees to advise that they have been successful in gaining a position on the Volunteering and Wellbeing Advisory Committee.

MOTION**MOVED Cr Hawker**

1. That Council approve the community representatives listed in the confidential attachment to be members of the Volunteering and Wellbeing Advisory Committee.
2. That officers make contact with the nominees to advise that they have been successful in gaining a position on the Volunteering and Wellbeing Advisory Committee.

SECONDED Cr McDonald**CARRIED**

Cr Rank re-declared a Conflict of Interest in item F6. Community Grants (Round 2) 2017-2018 Program Allocations and left the meeting at 7.20pm.

Temporary Chairperson

MOTION

MOVED Cr Stephens

That Cr Halliday be appointed as Temporary Chairperson.

SECONDED Cr Wilson

CARRIED

F6. COMMUNITY GRANTS (ROUND 2) 2017-2018 PROGRAM ALLOCATIONS

Director: Edith Farrell, Director Community Services

Author: Sharon Bridgewater, Community Liaison Officer

Separate Circulations – Confidential

The separate circulation listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Community Grant Advisory Committee Recommendations	Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h) of the local government act 1989	2404234
2.	Glenelg Shire Council Meeting Record Community Grants Advisory Committee Monday 5 March 2018	Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h) of the local government act 1989	2405966
3.	Glenelg Shire Community Grant Round 2 2017 2018 Advisory Committee Recommendations	Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h) of the local government act 1989	2410009

F6. COMMUNITY GRANTS (ROUND 2) 2017-2018 PROGRAM ALLOCATIONS

(continued)

Executive Summary

The second round of the Community Grants Program for 2017-2018 was advertised over a four week period from 5 February 2018 until 26 February 2018. A total of 39 eligible applications were received seeking an overall funding allocation of \$82,273.05.

The Community Grants Advisory Committee met on Monday 5 March 2018 to evaluate the applications according to the criteria adopted by Council. 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, with Councillors elected to the Committee following the Council elections in 2016. This report is prepared in that policy context.

Background

Glenelg Shire Council allocated \$162,000 in the 2017-2018 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 each year, with half the total budget (\$81,000) notionally available for distribution in each round.

Report

Round 2 of the Community Grants for the 2017-2018 financial year opened on 5 February 2018 with the closing date for the submission of applications on Monday 26 February 2018. A total of 39 eligible applications were received for Round 2 of the Community Grants Program, with a total amount of \$82,273.05 requested. The funding allocation for this round is \$81,000.00.

Grant Category	No of eligible applications received in Round 1	Total value of eligible applications received	Notional funds Round 1	Over / Under subscribed
Recreation	14	\$35,173.50	\$20,000.00	Over \$18,073.50
Public Halls	9	\$14,279.00	\$10,000.00	Over \$4,279.00
Tourism	5	\$6733.70	\$20,000.00	Under \$13,266.30
Arts, Culture and Heritage	1	\$4,800.00	\$ 5,000.00	Under \$200.00
Community Plan Support	1	\$2,000.00	\$11,000.00	Under \$9,000.00
Community Support	10	\$19,286.85	\$15,000.00	Over \$4,286.85
TOTAL	39	\$82,273.05	\$81,000.00	Over \$1,273.05

F6. COMMUNITY GRANTS (ROUND 2) 2017-2018 PROGRAM ALLOCATIONS

(continued)

Cr. Rank declared a Conflict of Interest in relation to one applicant group and took no part in that deliberation. No other conflicts of interest were declared.

Three applications were deemed ineligible for this program, the South West Dental Clinic, the Portland CFA and Casterton Swimming Club. It was proposed that in kind support is to be offered to the Portland CFA in the form of Drill Hall and Civic Hall hire for their 160 anniversary event. The application from Casterton Swimming Club was for a retrospective grant which was deemed ineligible, with a formal

recommendation from the Committee (to be the subject a separate report) to reimburse the full cost of the swimming blocks to the club through Council's operational budget. This motion was moved by Cr Wilson and seconded by Cr Stephens.

An application from Kyeema Support Services was discussed. Officers noted that Kyeema no longer receive funding directly from the government and are non-for-profit organisation which deemed them eligible for the Glenelg Shire Community Grant Program.

Applications were declined from two football netball clubs for uniform replacement projects. These clubs are to be recommended to apply for the Sporting Club Grants Program which has a specific category for club uniforms. The next round of the Sporting Clubs Grants opens in June 2018.

At the meeting of the Community Grants Advisory Committee, held Monday 5 March, the Advisory Committee allocated the funds in a fair and equitable distribution to ensure an even geographic spread and equitable spread to applicants.

In order to increase the allocation of funds available to applicants in all categories amounts were re-allocated from the Community Plan Support, Arts Culture and Heritage and Tourism categories to a general pool.

As a result of these re-allocations by the Committee, a total of \$77,450 (the amount notionally available for Round 2 is \$81,000) has been committed to 37 applicants.

The Community Grants Advisory Committee's recommended allocations to Council are in the table provided as a separate attachment to this report.

a. Council Plan Linkage and Policy Context

The Glenelg Shire Community Grants Scheme directly links to the following Council Plan 2017-21 themes:

Growing Glenelg – sustaining and growing a diverse economy and social prosperity.

Connecting Glenelg – connecting people, places and spaces.

Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

F6. COMMUNITY GRANTS (ROUND 2) 2017-2018 PROGRAM ALLOCATIONS

(continued)

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

Creative Glenelg – Creative, inspired, forward thinking and action orientated.

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

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. An event for the awarding of grant allocations is scheduled to take place on 2 May 2018 at the Heywood Council office.

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 operational 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 2017-2018 budget for the purpose of the Community Grants Program.

F6. COMMUNITY GRANTS (ROUND 2) 2017-2018 PROGRAM ALLOCATIONS

(continued)

\$77,450 has been recommended for Round 2 2017 - 2018 Community Grants Program, with the remainder of the nominal \$81,000 to be held in reserve for Out of Time Community Grants.

Conclusion

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

Officer Recommendations

1. That Council approves the allocation of funds for the Community Grants Program Round 2 2017-2018, as per the recommendations in the attachment Community Grant Round 2 2017 2018 Advisory Committee Recommendations.
2. That all successful applicants be contacted and invited to a Presentation Night on Wednesday 2 May 2018 to be held at the Heywood Council Offices.
3. That the recommendation related to the Casterton Swimming Club be presented to Council in a separate report prepared by officers.
4. That in-kind support is offered to the Portland CFA as Civic Hall and Drill Hall hire for their 160th Anniversary event.

MOVED Cr Stephens

1. **That Council approves the allocation of funds for the Community Grants Program Round 2 2017-2018, as per the recommendations in the attachment Community Grant Round 2 2017 2018 Advisory Committee Recommendations.**
2. **That all successful applicants be contacted and invited to a Presentation Night on Wednesday 2 May 2018 to be held at the Heywood Council Offices.**
3. **That the recommendation related to the Casterton Swimming Club be presented to Council in a separate report prepared by officers.**
4. **That in-kind support is offered to the Portland CFA as Civic Hall and Drill Hall hire for their 160th Anniversary event.**

SECONDED Cr Wilson**CARRIED**

Mayor Rank returned to the meeting at 7.25pm and assumed the position of Chairperson.

F7. AGED & DISABILITY SERVICES PROGRAM FEES AND CHARGES SCHEDULE 2018-2019

Director: Edith Farrell, Director Community Services

Author: Symonne Robinson, Manager Aged and Disability Services

Separate Circulation – Confidential

The separate circulation/s listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Aged and Disability Services Schedule of Fees and Charges 2018-2019	Any other matter which the Council or special committee considers would prejudice the Council or any person - section 89 (2) (h) of the local government Act 1989	2411581

Executive Summary

The purpose of this report is to seek Council's approval for the 2018 - 2019 fees and charges structure for the Commonwealth Home Support Program (CHSP) and Home and Community Care Program for Younger People (HACC PYP) as set by the State Government Department of Health and Human Services (DHHS) and Federal Government's Commonwealth Home Support Program (CHSP).

This report also seeks approval from Council to increase the Full Cost fees by 2.25% in accordance with our adopted fees and charges schedule.

Background

From 1 July 2016, the Federal Government assumed full funding, policy and operational responsibility for HACC services for older people in Victoria to form part of the Commonwealth Home Support Program (CHSP), which has funding arrangements until 30 June 2020. Victoria will continue to fund HACC PYP services for people aged under 65 years (under 50 years for Aboriginal and Torres Strait Islander people) who are not eligible to transition to the National Disability Scheme (NDIS).

Council is required to set an organisational fee schedule for both HACC PYP and CHSP services. As with previous years, DHHS had delays in finalising the HACC fees and charges

F7. AGED & DISABILITY SERVICES PROGRAM FEES AND CHARGES SCHEDULE 2018-20199

(continued)

Report

The Aged and Disability Services Unit also provides service post-acute care clients, and community aged care package clients on a full cost recovery basis.

This report proposes that full cost recovery fees are brought in line with the Council's adopted fees and charges schedule of 2.25%. This increase will meet basic costs associated with travel and employment expenses.

a. **Council Plan Linkage and Policy Context**

The Council Plan 2017 - 2021 indicates a commitment under theme one of an "engaged, healthy connected and proud community".

b. **Legislative and Legal Considerations**

The Federal Government has extended Commonwealth Home Support Programme (CHSP) funding arrangements until 30 June 2020, and fees will be set by the Federal/State Government in accordance with service provision.

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

The proposed fees and charges schedule are consistent with the fees set for other Council Aged and Disability service programs. Following approval of the fees and charges, a letter will be forwarded to the clients and full cost providers. A media release will be placed in the local newspaper and the web page updated to reflect the new charges.

d. **Risk Management**

There are minimal risks associated with these fees and charges as the majority of our clients are pensioners and their fee increases generally range between 10 cents and 20 cents for CHSP and HACC PYP and full cost Recovery is proposed as more conservative than previous years in line with the Council's fees and charges.

e. **Resource Implications**

The software programs and internal systems have already been established to manage the fees and charges proposal and there will be no direct impact on resources. Clients and Service Providers will need to be made aware of the change in fees by a letter sent to each family prior to any fee change.

F7. AGED & DISABILITY SERVICES PROGRAM FEES AND CHARGES SCHEDULE 2018-2019

(continued)

f. Charter of Human Rights and Responsibilities

The actions being undertaken are compatible with the Charter of Human Rights and Responsibilities and do not breach any rights contained in the Charter.

g. Sustainability and Environmental Considerations

This report has considered the sustainability and environmental factors.

h. Budget Implication

The Commonwealth Government will continue to fund the current CHSP and HACC PYP providers in block grants for the next 2 years.

Conclusion

For reasons stated in this report, it is recommended that the Aged and Disability Services Unit's CHSP and HACC PYP fees and charges (as stipulated by DHHS and CHSP) and full cost recovery fees and charges for 2018/2019 be updated in the Fees and Charges Schedule for 2018/2019.

Officer Recommendation

1. That Council adopts the fees and charges as contained in the attachment.
2. That the fees and charges schedule be updated to incorporate the new fees and charges.
3. That the Aged and Disability Services unit undertake a communication plan with clients and agencies.

MOTION

MOVED Cr Stephens

1. That Council adopts the fees and charges as contained in the attachment.
2. That the fees and charges schedule be updated to incorporate the new fees and charges.
3. That the Aged and Disability Services unit undertake a communication plan with clients and agencies.

SECONDED Cr Wilson

CARRIED

F8. CASTERTON SWIMMING CLUB DIVING BLOCK REIMBURSEMENT

Director: Edith Farrell, Director Community Services
Author: Hayley Rowe, Recreation Coordinator

Executive Summary

This report is to brief Councillors on the Community Grants Advisory Committee recommendation for Council to pay in full for the cost of the Casterton Swimming Clubs diving blocks.

Background

The Community Grants Advisory Committee met on Monday 5 March to review the Community Grants Round 2 applications.

Report

The Casterton Swimming Club (the Club) submitted an application for \$5,000 in Round 2 of the 2018 Glenelg Shire Council Community Grants to reimburse the costs for the purchase and installation of new diving blocks, with a total project cost of \$8,800 (\$6,800 for blocks and \$2,000 installation). The diving blocks had to be replaced following the upgrades at the Casterton Swimming Pool.

As the Club had already purchased and installed the diving blocks their application was ineligible for a GSC Community Grant as retrospective projects/purchases cannot be funded, as per the Community Grant Guidelines. Following a review of the Clubs application the Advisory Committee recommended that Council pay the Casterton Swimming Club \$8,800 through operational budgets.

There is potential for perceived precedence if Council purchases the non-fixed diving blocks for the Casterton Swim Club, as other clubs, such as the Portland Swimming Club, have purchased their own blocks. However as mentioned above, the diving blocks had to be replaced by the Club as a consequence of the Council Casterton Pool upgrades.

a. **Council Plan Linkage and Policy Context**

Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

b. **Legislative and Legal Considerations**

These have been considered in the development of this report.

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

Officers will communicate the outcome of the grant assessment and subsequent Council decision to the Club.

F8. CASTERTON SWIMMING CLUB DIVING BLOCK REIMBURSEMENT

(continued)

d. Risk Management

Although there is potential for perceived precedence to fund Club equipment outside of Community Grants there are extenuating circumstances in this instance as the Club had to replace the diving blocks as a result of Council upgrades to the Casterton Pool.

e. Resource Implications

There are no resource implications for Council as the costs associated with reimbursing the Club will be absorbed through current operational budgets.

However, should Council not reimburse the cost of the diving blocks there will be significant resource implications for the Club, which may have implications into the future.

f. Charter of Human Rights and Responsibilities

This report has been developed with consideration to the requirements of the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

g. Sustainability and Environmental Considerations

These have been considered in the development of this report.

h. Budget Implication

The costs associated with reimbursing the Casterton Swimming Club will be absorbed through current operational budgets.

Conclusion

In conclusion, the Community Grants Advisory Committee reviewed the Casterton Swimming Club's Round 2 2018 Community Grant retrospective applications as ineligible, and therefore recommended that Council pay the Club \$8,800 through Council Operational budget. Further investigation highlighted the potential for precedence being set, however extenuating circumstances apply in this instance because of the Casterton Pool upgrades.

Officer Recommendation

That Council reimburse Casterton Swimming Club \$8,800 for the purchase and installation of diving blocks at the Casterton Pool.

F8. CASTERTON SWIMMING CLUB DIVING BLOCK REIMBURSEMENT

(continued)

MOTION

MOVED Cr Stephens

That Council reimburse Casterton Swimming Club \$8,800 for the purchase and installation of diving blocks at the Casterton Pool.

SECONDED Cr Halliday

CARRIED

F9. CONTRACT 2017-18-37 SUPPLY AND DELIVERY OF ONE (1) MOTOR GRADER

Director: Robert Alexander, Director Assets
Author: David Owen, Assets and Works Manager

Separate Circulation – Confidential

The separate circulation/s listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Glenelg Shire Council Tender Evaluation Matrix, Supply and Delivery of one (1) Motor Grader, Contract No 2017-18-37 dated 21 March 2018	Contains Contractual Matters - Section 89 (2) (d)	2411439

Executive Summary

This paper is to brief Council on Contract 2017-18-37 for the supply and delivery of one (1) Motor Grader and recommends award of the Contract.

Background

This Grader is a replacement for asset number 31555 registration number TSS 913 and is in line with our plant replacement program for 2017/18.

The grader would predominately be based at the Heywood Depot and used throughout the Glenelg Shire.

Report

Tenders were invited via the MAV Vendor Panel E-Portal from pre-qualified suppliers and at the closure of the tender submission period a total of three (3) submissions were received from the following:

- Williams Adams Pty Ltd;
- Hitachi Construction Machinery (Australia) Pty Ltd; and
- Komatsu Australia.

F9. CONTRACT 2017-18-37 SUPPLY AND DELIVERY OF ONE (1) MOTOR GRADER

(continued)

A tender evaluation panel was formed to evaluate the submissions. Each of the tender submissions were assessed against the tender specifications taking into account tender price; product support; warranty and features; maintenance and servicing; the economic contribution to the Glenelg Shire and the environmental sustainability considerations.

At the conclusion of the tender evaluation process for Contract 2017-18-37 for the Supply and Delivery of one (1) Motor Grader it has been recommended that William Adams Pty Ltd be awarded the contract.

a. Council Plan Linkage and Policy Context

This contract aligns with the Council Plan theme Growing Glenelg which highlights sustaining and growing a diverse economy and social prosperity.

b. Legislative and Legal Considerations

The tender process was undertaken in accordance with procurement requirement of the *Local Government Act 1989*.

Based upon the value of the Contract, Council approval for the purchase is required in accordance with Council's Procurement Policy.

c. Consultation and/or communication processes implemented or proposed

The tender was advertised through MAV Vendor Panel E-Portal to selected suppliers registered on MAV contract suppliers.

Notification of the successful and unsuccessful tenders will also be provided to tenderers following Council's resolution to award the Contract.

d. Risk Management

The invitation to tender via the MAV Vendor Panel E-portal, mitigates the risks in procurement and engaging suppliers.

e. Resource Implications

There are no resource implications relating to this contract.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

F9. CONTRACT 2017-18-37 SUPPLY AND DELIVERY OF ONE (1) MOTOR GRADER

(continued)

g. Sustainability and Environmental Considerations

As noted within the report, when selecting the preferred tenderer, a mandatory 10% weighting on environmental sustainability was considered as part of the tender evaluation process.

h. Budget Implication

The purchase of this machinery is within the current 2017/18 budget allocation for plant and equipment.

Conclusion

Based on the overall assessment undertaken by the tender evaluation panel, it is recommended that Council award Contract 2017-18-37 for the supply and delivery of one (1) Motor Grader to William Adams Pty Ltd.

Officer Recommendation

1. That Council award the Contract 2017-18-37 for the Supply and Delivery of One (1) Motor Grader to William Adams Pty Ltd.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to complete all financial payments relating to this contract.

MOTION

MOVED Cr White

1. That Council award the Contract 2017-18-37 for the Supply and Delivery of One (1) Motor Grader to William Adams Pty Ltd.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to complete all financial payments relating to this contract.

SECONDED Cr Wilson

CARRIED

F10. LEASE AGREEMENT WITH STATE EMERGENCY SERVICE – PORTLAND BRANCH

Director: David Hol, Director Corporate Services
Author: Simone Scott, Contract and Lease Officer

Executive Summary

This report is to advise Council that a lease between the Glenelg Shire Council and the State Emergency Service – Portland Branch will expire on 30 September 2018.

Background

The previous lease was for a term of three (3) years 1 October 2015 to 30 September 2018.

The building is located at 4 Glenelg St Portland.

Currently the State Emergency Service – Portland Branch pay \$1.00 (inc GST) per annum.

Report

Discussions were held regarding tenure. The outcome was an in principle agreement to execute a three (3) year lease with one (1) x three (3) year extension option and one (1) x three (3) Council exercised extension option with a rental figure of \$1.00 (inc GST) per annum.

a. **Council Plan Linkage and Policy Context**

Growing Glenelg – sustaining and growing a diverse economy and social prosperity.

b. **Legislative and Legal Considerations**

The Local Government Act 1989 and the Retail Leases Act.

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

Consultation meetings have been held the lessee.

d. **Risk Management**

There are no risk management issues arising from the matters contained in this report.

e. **Resource Implications**

Not applicable.

F10. LEASE AGREEMENT WITH STATE EMERGENCY SERVICE – PORTLAND BRANCH

(continued)

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

Not applicable.

h. Budget Implication

Not applicable.

Conclusion

As there have been no concerns with this lease arrangement previously it is recommended that a renewal be entered into with the State Emergency Service – Portland Branch.

Officer Recommendation

1. That a 3 year lease, with two (2) by three (3) year lease options be offered to the State Emergency Service – Portland Branch.
2. That the rental figure be \$1.00 (inc GST) per annum.
3. That the Director Corporate Services be authorised to finalise and execute the new leases documents.

MOTION

MOVED Cr McDonald

1. That a 3 year lease, with two (2) by three (3) year lease options be offered to the State Emergency Service – Portland Branch.
2. That the rental figure be \$1.00 (inc GST) per annum.
3. That the Director Corporate Services be authorised to finalise and execute the new leases documents.

SECONDED Cr Halliday

CARRIED

F11. LEASE AGREEMENT WITH STATE EMERGENCY SERVICE – DARTMOOR BRANCH

Director: David Hol, Director Corporate Services
Author: Simone Scott, Contract and Lease Officer

Executive Summary

This report is to advise Council that a lease between the Glenelg Shire Council and the State Emergency Service – Dartmoor Branch will expire on 30 September 2018.

Background

The previous lease was for a term of three (3) years 1 October 2015 to 30 September 2018.

The building is located at 56 Ascot St Dartmoor.

Currently the State Emergency Service – Dartmoor Branch pay \$1.00 (inc GST) per annum.

Report

Discussions were held regarding tenure. The outcome was an in principle agreement to execute a three (3) year lease with one (1) x three (3) year extension option and one (1) x three (3) Council exercised extension option with a rental figure of \$1.00 (inc GST) per annum.

a. **Council Plan Linkage and Policy Context**

Growing Glenelg – sustaining and growing a diverse economy and social prosperity.

b. **Legislative and Legal Considerations**

The Local Government Act 1989 and the Retail Leases Act.

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

Consultation meetings have been held the lessee.

d. **Risk Management**

There are no risk management issues arising from the matters contained in this report.

e. **Resource Implications**

Not applicable.

F11. LEASE AGREEMENT WITH STATE EMERGENCY SERVICE – DARTMOOR BRANCH

(continued)

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

Not applicable.

h. Budget Implication

Not applicable.

Conclusion

As there have been no concerns with this lease arrangement previously it is recommended that a renewal be entered into with the State Emergency Service – Dartmoor Branch.

Officer Recommendation

1. That a 3 year lease, with two (2) by three (3) year lease options be offered to the State Emergency Service – Dartmoor Branch.
2. That the rental figure be \$1.00 (inc GST) per annum.
3. That the Director Corporate Services be authorised to finalise and execute the new leases documents.

MOTION

MOVED Cr Hawker

1. That a 3 year lease, with two (2) by three (3) year lease options be offered to the State Emergency Service – Dartmoor Branch.
2. That the rental figure be \$1.00 (inc GST) per annum.
3. That the Director Corporate Services be authorised to finalise and execute the new leases documents.

SECONDED Cr McDonald

CARRIED

F12. REQUEST FOR SEALING OF HODGETTS ROAD, GORAE

Director: Robert Alexander, Director Assets
Author: Ishor Gurung, Civil Engineer

Executive Summary

This report is to brief Council on the request received for the sealing of Hodgetts Road Gorae.

Background

Council receives numerous requests for the construction of roads through various means such as letters, emails, service requests and phone calls, as well as through petitions.

A request was received on 5 March 2018 from residents of Hodgetts Road, Gorae requesting that Council consider sealing the first 830 metres of Hodgetts Road, Gorae.

The petition was tabled at the Ordinary Council Meeting held on 27 March 2018, with the following Motion being adopted by Council:

That Council receive the petition in accordance with clause 4.14.5 of Council's Meeting Procedure adopted December 2013, and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 24 April 2018.

Report

The process to manage requests for construction of roads including the sealing of roads, is to refer all requests to future Capital Works programs for consideration against all Capital projects as part of Councils budget process each financial year.

When considering such requests for sealing of roads, a range of criteria must be considered including:

- Traffic volume;
- Percentage of commercial vehicles;
- Bus routes;
- Public safety;
- Traffic flows; and
- Road geometry

F12. REQUEST FOR SEALING OF HODGETTS ROAD, GORAE

(continued)

Traffic counters have been set up on Hodgetts Road for the period 4 April 2018 through to 18 April 2018. The data collected will be analysed and a recommendation made as to whether there is a valid business case to consider upgrade of this section of road.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – connecting people, places and spaces.

b. Legislative and Legal Considerations

Council adopted a Road Management Plan 23 January 2018. This Plan applies to all roads identified in Councils adopted Road Hierarchy and listed in Council's Register of Public Roads

It establishes a management framework for all works and services that are undertaken and provided on Councils road network. This plan demonstrates the steps to be taken by Glenelg Shire to inspect and maintain the condition of its road related assets within the resource capacity of the municipality.

c. Consultation and/or communication processes implemented or proposed

The petition organiser will be notified once data has been collected and a recommendation made.

d. Risk Management

The process undertaken considers various risks prior to determining outcomes.

e. Resource Implications

No additional resources will be required.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

g. Sustainability and Environmental Considerations

Sustainability and the impact to the environment has been considered and is a key component of the assessment process.

h. Budget Implication

At this stage there are minimal budget implications. If the recommendation is to proceed a capital works proposal will be relegated to the applicable funding year.

F12. REQUEST FOR SEALING OF HODGETTS ROAD, GORAE

(continued)

Conclusion

Following analysis of data a further update will be provided which will take into consideration factors outlined within this report. Councillors will be provided with an update advising the outcome of the assessment.

The petition organiser will be advised of the assessment process and outcome.

Officer Recommendation

That Council advise the petition organiser regarding the process to be undertaken and outcome of the assessment.

MOTION

MOVED Cr Wilson

That Council advise the petition organiser regarding the process to be undertaken and outcome of the assessment.

SECONDED Cr McDonald

CARRIED

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:**MOTION****MOVED Cr Stephens**

That Council determine that this item be designated as urgent business, within the Council Meeting, in accordance with clause 4.15 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013.

SECONDED McDonald**CARRIED**1. Acknowledgement of Commonwealth Games Athletes

Council congratulated and acknowledged the three Commonwealth Games Athletes Kathryn Mitchell, Tessa Lavey and Shannon Malseed for their efforts at the 2018 Commonwealth Games.

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:INDEX – SEPARATE CIRCULATIONS TO REPORTS*Separate Circulation to Councillors, CEO, Director and available to the Public*

- E1. (1) Meeting Record of the Glenelg Mara Aboriginal Advisory Committee held on Tuesday 27 February 2018
- E1. (2) Meeting Record of the Casterton Saleyards Meeting held on Thursday 22 March 2018
- E1. (3) Meeting Record of the Tourism Advisory Committee Meeting held on Tuesday 27 March 2018
- E1. (4) Councillor and CEO Briefing Session held on Tuesday 27 March 2018
- E1. (5) Councillor Briefing Session held on Tuesday 27 March 2018
- E1. (6) Deputation to Council by U3A held on Monday 9 April 2018
- E1. (7) Councillors and CEO Briefing Session held on Monday 9 April 2018
- E1. (8) Councillors Workshop held on Monday 9 April 2018
- F1. (1) Monthly Financial Report – March 2018
- F3. (1) GC Draft Explanatory Report
- F4. (1) Glenelg Shire Council Volunteering and Wellbeing Advisory Committee (aoC) Terms of Reference

Separate Circulation to Councillors, CEO and Directors

- F2. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F5. (1) Volunteering and Wellbeing Advisory Committee Recommendations
- F6. (1) Community Grant Advisory Committee Recommendations
- F6. (2) Glenelg Shire Council Meeting Record Community Grants Advisory Committee Monday 5 March 2018
- F6. (3) Glenelg Shire Community Grant Round 2 2017 2018 Advisory Committee Recommendations
- F7. (1) Aged and Disability Services Schedule of Fees and Charges 2018-2019
- F9. (1) Glenelg Shire Council Tender Evaluation Matrix, Supply and Delivery of one (1) Motor Grader, Contract No 2017-18-37 dated 21 March 2018

'IN CAMERA' Separate Circulation to Councillors and Directors

- G1. (1) Twilight Cinemas PAC Operating Position

Recommendation

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

MOTION**MOVED Cr Wilson**

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

SECONDED Cr Stephens**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 (1) (d) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Director Corporate Services, Director Community Services, Director Assets, Council Support Coordinator and Senior Administration Corporate Services to consider the following reports:

- G1. Future of Cinema@PAC

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC:

MOTION

MOVED Cr Wilson

That the Council Meeting be closed to members of the public pursuant to Section 89 (1) (d) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Director Corporate Services, Director Community Services, Director Assets, Council Support Coordinator and Senior Administration Corporate Services to consider the following reports:

G1. Future of Cinema@PAC

SECONDED Cr Stephens

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 7.39PM.

I HEREBY CERTIFY THAT PAGES 1 TO 57 INCLUDING PAGES 51 TO 56 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK

MAYOR

22 MAY 2018

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