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**Glenelg Shire Council**  
**Minutes of the Ordinary Council Meeting held on**  
**Tuesday 28 July 2015, at 7.00pm at**  
**Glenelg Shire Municipal Offices – Council Chamber**  
**71 Cliff Street, Portland**

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TIME:

7.00 pm

PRESENT:

**Cr Robert Halliday (Mayor), Cr John Northcott, Cr Max Oberlander, Cr Anita Rank, Cr Karen Stephens.**

**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 Senior Administration Officer Corporate Services (Ms Kim Ballantyne).**

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Cr Gilbert Wilson  
Cr Geoff White

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 23 June 2015 as circulated be confirmed.

**MOTION****MOVED Cr Stephens**

**That the minutes of the Ordinary Council Meeting held on Tuesday 23 June 2015 as circulated be confirmed.**

**SECONDED Cr Rank****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](http://www.localgovernment.vic.gov.au) select – legislation. Alternatively, a printed copy is available for Councillors upon request'.*

Nil.

QUESTION TIME: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 IGP FOR PORTLAND ADVISORY COMMITTEE MEETING 17 JUNE 2015**

(Separate circulation to Councillors, CEO and Group Managers)  
(DocSet ID: 1897406)

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

Executive Summary

The purpose of this report is to brief Councillors on two recommendations from the IGP for Portland Advisory Committee regarding the northern entrance to Portland.

Background

The role of the IGP for Portland Advisory Committee is to oversee the project and provide advice and assistance on the implementation of actions identified in the Plan, assist with community consultation and provide advice on marketing.

Report

At the IGP for Portland Advisory Committee meeting held 17 June 2015 it was recommended that:

1. *"A report be prepared by Council staff with input from VicRoads regarding a tree planted Boulevard between Westlakes Road and Garden Street"*.
2. *"A report be prepared by Council staff with input from VicRoads that investigates preferences and limitations for signage and/or artwork at the Princes Highway/Henty Highway intersection."*

a. Council Plan Linkage and Policy Context

Theme 1 - Engaged Healthy Connected and Proud Communities.  
Glenelg Shire Council Public Art Master Plan 2014

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

**D1. RECOMMENDATION FROM IGP FOR PORTLAND ADVISORY COMMITTEE MEETING 17 JUNE 2015**

(continued)

c. Consultation and/or communication processes

Discussion is held with the Committee and Council officers during meetings.

d. Risk Management

None applicable to this paper.

e. Resource Implications

This will involve a number of staff and their time, as the reports will be cross functional and will impact on other priorities.

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 environmental considerations relevant to this report. If approved, requirements for ongoing maintenance will need to be assessed.

h. Budget Implication

If Council supports these recommendations, this will require an assessment by the CEO of priorities and funding availability.

Conclusion

The allocation of staff time to pursue the recommendations of the IGP Advisory Committee will be required. Supporting the committee recommendations will impact on current priorities.

If Council is supportive of structures at the junction of the highways, resources will need to be allocated to investigate possible options and costings for Council consideration prior to new budget initiatives being developed. This will include reference to Council's Public Art Master Plan.

The use of the roadside and median strips will need to be considered with other issues that will be addressed in the Open Space Strategy.

**D1. RECOMMENDATION FROM IGP FOR PORTLAND ADVISORY COMMITTEE MEETING 17 JUNE 2015**

(continued)

**Officer Recommendation**

1. A report is prepared with input from VicRoads that investigates preferences and limitations for signage and/or artwork at the Princes Highway/Henty Highway intersection.
2. The suggestion of a tree planted Boulevard between Westlakes Road and Garden Street be included as an option in development of the Open Space Strategy.

**MOTION****MOVED Cr Oberlander**

1. **A report is prepared with input from VicRoads that investigates preferences and limitations for signage and/or artwork at the Princes Highway/Henty Highway intersection.**
2. **The suggestion of a tree planted Boulevard between Westlakes Road and Garden Street be included as an option in development of the Open Space Strategy.**

**SECONDED Cr Rank****CARRIED**



**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING 30 JUNE 2015**

(Separate circulation to Councillors, CEO and Group Managers)

(DocSetID: 1905374, 1916142)

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

Author: Stephen Kerrigan, Group Manager Planning and Economic Development

Executive Summary

The purpose of this report is to brief Councillors on a recommendation from the Tourism Advisory Committee regarding the Special Interest Number Plates (SINP).

Background

The role of the Tourism Advisory Committee is to provide information and advice to Council on (1) marketing and promotion; (2) policy relating to development of Tourism product; and (3) identification of new ideas.

Report

At the Tourism Advisory Committee meeting held 30 June 2015 it was recommended:

*"That Council set aside \$25,000 for the 'Special Interest Number Plates'.*

The SINP were allocated \$5,000 in 2014/15 budget. The estimated cost for 100 sets of plates was \$20,000.

The 2015/16 budget includes an allocation of \$20,000 and \$5,000 will be carried forward from the 2014/15 budget. This will provide Council with \$25,000 for this project.

Funds for purchase of the plates will be offset by sales (if achieved).

a. Council Plan Linkage and Policy Context

Theme 2 – Diverse economic base  
Tourism and Events Strategy 2015

Destination marketing will be developed with Great Ocean Road Regional Tourism and SINP could form part of the Tourism Strategy.

**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING 30 JUNE 2015**

(continued)

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

c. Consultation and/or communication processes

Community feedback has been sought via newspaper advertising, facebook, surveys during the June 2015 Kelpie Festival and Council's website.

d. Risk Management

None applicable to this paper.

e. Resource Implications

There are no additional resource implications.

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 environmental considerations relevant to this report.

h. Budget Implication

The 2015/16 budget includes \$20,000 expenditure and \$15,000 income from sales.

Officer Recommendation

That Council note the Tourism Advisory Committee recommendation and advise the committee that a budget allocation of \$20,000 has been provided for 2015/16.

**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING 30 JUNE 2015**

(continued)

**MOTION**

**MOVED Cr Stephens**

That Council note the Tourism Advisory Committee recommendation and advise the committee that a budget allocation of \$20,000 has been provided for 2015/16.

**SECONDED Cr Rank**

**CARRIED**

**E1. ASSEMBLY OF COUNCILLORS RECORDS – 17 JUNE 2015 – 14 JULY 2015 (INCLUSIVE)**

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

(DocSetID: 1897406,1901373,1915054,1905374,1916142,1908053,1915244)

Group Manager: Karena Prevett, Group Manager Corporate Services  
Author: Kim Ballantyne, 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 – 17 JUNE 2015 – 14 JULY 2015 (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 Monday 17 June 2015 to midnight on 14 July 2015. 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 IGP for Portland Advisory Committee (aoC) (DocSetID: 1897406);
- Meeting Record of the Council Meeting Briefing Session Tuesday 23 June 2015 (DocSetID: 1901373);
- Meeting Record of the Councillors and CEO, Tuesday 23 June 2015 (DocSetID: 1915054);
- Meeting Record of the Tourism Advisory Committee, Tuesday 30 June 2015 (DocSetID: 1905374,1916142);
- Meeting Record of Council Meeting Briefing Session Thursday 2 July 2015 (DocSetID: 1908053);and
- Meeting Record of Councillors Workshop Tuesday July 14 2015 (DocSetID: 1915244).

**E1. ASSEMBLY OF COUNCILLORS RECORDS – 17 JUNE 2015 – 14 JULY 2015 (INCLUSIVE)**

(continued)

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.

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 17 June 2015 to 14 July 2015 (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 Wednesday, 17 June 2015 to midnight on Tuesday 14 July 2015 (both dates inclusive).

**E1. ASSEMBLY OF COUNCILLORS RECORDS – 17 JUNE 2015 – 14 JULY 2015  
(INCLUSIVE)**

(continued)

**MOTION**

**MOVED Cr Northcott**

**That Council receive the report on Assembly of Councillors Records (including records of those titled as committees) for the period Wednesday, 17 June 2015 to midnight on Tuesday 14 July 2015 (both dates inclusive).**

**SECONDED Cr Oberlander**

**CARRIED**

F. MANAGEMENT REPORTS**F1. REVIEW OF COUNCIL PLAN – 2014/15 AND 2015/16 KEY STRATEGIC ACTIVITIES**

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

(DocSetID: 2339584, 2339544)

CEO: Greg Burgoyne, Chief Executive Officer  
Author: Greg Burgoyne, Chief Executive Officer

Executive Summary

Council prepared and submitted to the Minister for Local Government the Council Plan 2013-17. Council has also adopted and published the key strategic activities statement providing an annual action plan to the Council Plan. This report records final progress against the key strategic activities for 2014/15 (Year 2 of the Plan) and the establishment of key strategic activities for 2015/16 (Year 3 of the Plan).

Background

1. The Council Plan 2013-17 provides the future direction and resources to achieve Council's vision and the community's aspirations. The Plan includes a statement of intent, a list of four themes supported by strategies and performance indicators to measure progress against the themes. The strategic objectives are:

*Theme 1 – An engaged, healthy, connected and proud community.*

Objective 1 – A community where we belong, we can actively participate and are positive about our future.

*Theme 2 – Diverse economic base.*

Objective 2 – Thriving economy full of opportunities and resilience.

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

Objective 3 – a place where our livelihoods and quality of life complement our natural and built assets.

*Theme 4 – Govern in a responsible and responsive way.*

Objective 4 – A community that trusts us to deliver in their long term best interest.



## **F1. REVIEW OF COUNCIL PLAN – 2014/15 AND 2015/16 KEY STRATEGIC ACTIVITIES**

(continued)

### Report

The Council Plan was developed through a series of ongoing workshops with Council. Further consultation and opportunities for community input were provided during the exhibition period. Consideration has also been given to commentary from Council's auditor. The Council Plan 2013-2017 was adopted by Council at the meeting held on 25 June 2013. Over the four years of the Plan 15 measures are set to assess performance. Many of the measures are broken down to assess annual achievements – others are only assessed at the end of the 4 year term of the Plan.

Up and until 2014, Council was required to prepare and publish key strategic activities within the annual budget. The key strategic activities provide an annual work plan linked to the Council Plan objectives. As at 30 June 2015, 51 of the 67 key strategic activities with dates set for attainment in the 12 months of the reporting period were achieved (eg 1 July 2014 to 30 June 2015). Of the 16 key strategic activities which were not achieved, two were achieved after the target date set in the Council Plan. Appendix 1, separately circulated with this report, provides a final report on these key strategic activities.

Additionally, the key strategic activities for 2015/16 (Year 3 of the Plan) are established as a focus for Council's activities during the coming year. Appendix 2, separately circulated with this report, provides detail of the suggested key strategic activities for 2015/16.

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

The Council Plan is the key four year planning document of Council. More specifically this progress report links directly to Theme 4 – Govern in a responsible and responsive way.

#### b. Legislative and Legal Considerations

The Victorian State Government's reporting framework, the *Local Government Amendment (Performance Reporting and Accountability) Act 2014*, no longer requires the key strategic activities to be included in Council's annual budget. However, the key strategic activities provide a meaningful, tangible way to monitor and inform of progress against the Council Plan.

**F1. REVIEW OF COUNCIL PLAN – 2014/15 AND 2015/16 KEY STRATEGIC ACTIVITIES**

(continued)

c. Consultation and/or communication processes implemented or proposed

Regular reporting on progress towards the attainment of the four year Council Plan provides an easy way for Council and the community to monitor progress.

This report assists in providing Councillors with current information in relation to the progress of Council against these key strategic indicators and ultimately the Council Plan 2013-17.

d. Risk Management

The Council Plan articulates the strategic actions of Council. There is minimal risk to achievements at this time.

e. Resource Implications

Resources continue to be aligned to the strategic actions of the Council Plan.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities was considered in the preparation of the Council Plan.

g. Sustainability and Environmental Considerations

The Council Plan incorporates key sustainability and environmental considerations and they are reflected in the themes shown in the Plan.

h. Budget Implications

The implementation of the Council Plan was anticipated and is the basis for allocated budgets.

Conclusion

It is anticipated that the yearly review of the Council Plan will reaffirm the current relevance of key directions and performance targets within the Council Plan.

**F1. REVIEW OF COUNCIL PLAN – 2014/15 AND 2015/16 KEY STRATEGIC ACTIVITIES**

(continued)

**Officer Recommendation**

1. That Council notes the final progress and status of the 2014/15 Key Strategic Activities in Appendix 1 of this report.
2. That Council adopts the 2015/16 Key Strategic Activities as outlined in Appendix 2 of this report.

**MOTION****MOVED Cr Rank**

1. **That Council notes the final progress and status of the 2014/15 Key Strategic Activities in Appendix 1 of this report.**
2. **That Council adopts the 2015/16 Key Strategic Activities as outlined in Appendix 2 of this report.**

**SECONDED Cr Stephens****CARRIED**

**F2. MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN DRAFT ACTION PLAN 2015-16**

(Separate circulation to Councillors, CEO and Group Managers)  
(DocSetID: 1876726)

Group Manager: Edith Farrell, Group Manager Community and Culture  
Author: Ann Kirkham, Active Communities Manager

*Executive Summary*

The Municipal Public Health and Wellbeing Plan (MPHWP) 2013-2017 was endorsed and adopted by Council in October 2013. The Action plan for 2014-15 was endorsed and adopted by Council in June 2014 and a progress report on the 2015-15 Action Plan was presented to Council in June 2015.

This report provides a draft Action Plan 2015-16, to meet the overall goals of the MHWBP 2013-17, for consideration.

*Background*

The MPHWP is a statutory requirement under the Public Health and Wellbeing Act 2008 (s26) and integrates with the Council Plan. It guides the work of Council and partner organisations and is aligned with the State Public Health and Wellbeing Plan. The MHWBP takes a 'whole of system' and 'whole of life' approach.

An annual Action Plan is developed for each year of the MPHWP in order to achieve the overall goals. Each goal is supported by a number of strategies stating what we are going to do, a series of activities that indicate how we are going to do it and the stakeholders involved.

*Report**MHWBP Draft Action Plan 2015-16*

The Draft Action Plan 2015-16 outlines the proposed direction for the coming 12 months. It takes into consideration that there is a third and final Action Plan, to be developed for 2016-17, that will complete stage three of the implementation of the MHWBP.

The Draft Action Plan for 2015-16 is attached for consideration.

a. *Council Plan Linkage and Policy Context*

The MPHWP is a priority action of the Council Plan 2013-2017, and is in accordance with the key theme of an 'Engaged, healthy, connected and proud community'.

**F2. MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN DRAFT ACTION PLAN 2015-16**

(continued)

b. Legislative and Legal Considerations

The Public Health and Wellbeing Act 2008 (s26) stipulates that the Council must, in consultation with the Secretary, prepare a municipal public health and wellbeing plan within the period of 12 months after each general election of the Council.

c. Consultation and/or communication processes implemented or proposed

Consultation has been undertaken in the development of the Action Plan across Council with relevant departments and work units taking into consideration the partnership and collaborative work currently underway with health and community organisations.

d. Risk Management

Risks have been managed through the consultation processes, ensuring that partners and Council staff are engaged in and 'own' the implementation of the MPHWP.

e. Resource Implications

There are no resource implications as the MPHWP Draft Action Plan 2015-16 is informed by organisational work plans and the Health Promotion Plans of partner organisations. It will also form the basis of future grant applications to government.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered and favours a number of the key strategic considerations within the MPHWP.

g. Sustainability and Environmental Considerations

The MPHWP Draft Action Plan 2015-16 incorporate key sustainability and environmental considerations.

**F2. MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN DRAFT ACTION PLAN 2015-16**

(continued)

h. Budget Implications

The activities included in the Draft Action Plan for 2015-16 are funded within the Council Budget or the budgets of partner organisations. Where funding is required, this has been identified and the item will be the subject of external funding submissions or applications.

Conclusion

The MPHWP is a tool that identifies the ways that Council and the community can work together to promote the health and wellbeing of all residents. It aims to lead and inspire the broader community effort towards creating an environment that will ensure good health, on equal terms, for all residents.

The Draft Action Plan for 2015-16 is the second year in the implementation of the Plan.

Officer Recommendation

That Council endorse the Municipal Public Health and Wellbeing Action Plan for 2015-16.

**MOTION**

**MOVED Cr Rank**

**That Council endorse the Municipal Public Health and Wellbeing Action Plan for 2015-16.**

**SECONDED Cr Stephens**

**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 options for the delivery of library services at the Casterton Town Hall and Library on Saturdays for a six-month trial period.

#### Background

Following on from a successful trial of extended Saturday hours at the Portland Library, Council endorsed a decision at the May 2015 meeting:

1. *That Council provide in principle support to trial the extended opening hours to the Casterton Customer Service Centre, incorporating the library service provision.*
2. *That Officers provide an additional report, detailing trial options and indicative costs of up to \$5000 be allocated from the 2015/2016 budget.*

The Casterton Library branch is located at the Casterton Customer Service Centre and Town Hall and is currently staffed by Customer Service Officers between the hours of 9am – 5pm Monday to Friday.

The trial of hours would be between 9am and 12pm Saturdays for a six-month period to gauge community support for additional access to services.

There are 1600 registered Casterton Library members.

The Customer Service Centre staff currently provide Library services and transactions from the Customer Service desk. The Centre is also an agency for Bank of Melbourne and VicRoads.

#### Report

The option of opening the Casterton Customer Service Centre as well as the Library branch was considered; however, there are several possible of adverse issues related to this approach:

- Two staff would be required to staff the Centre at a cost \$8700.00 for the six-month trial;
- Opening the Customer Service Centre on a Saturday provides customers with a service point only with the remainder of Council services and staff unavailable to follow-up issues until the Monday;

**F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL**

(continued)

- Providing Saturday Customer Service at Casterton sets a precedent which could result in demand for Saturday opening at Heywood and Portland Council Customer Service Centres; and
- The aim of the trial is to determine popularity for opening the Casterton Library branch and not the add-on services provided by Council from the site.

Opening the Library branch only would require the employment of 1 Library staff officer at a lesser cost of \$2,988.75 for the six-month trial period.

This is \$5,700 less than if two officers were employed to staff the Library and Customer Service Centre.

A Library service desk, PC, printing would be required within the branch to support Library transactions (loans).

A separate people counter would be purchased to collect visitor numbers.

Library users would still need access to the lower floor amenities in the foyer area of the building and adjacent to Library branch.

Providing separate zoned alarms for the building should be considered to assist staff to secure unused areas of the building on Saturdays.

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.*

b. Legislative and Legal Considerations

The Library Service complies with the *Privacy Act* in relation to all personal information held pertaining to records.



**F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL**

(continued)

c. Consultation and/or communication processes implemented or proposed

In January 2015 the Library Service used a direct mail out to Shire residents of a survey seeking feedback on preferred hours of operations as well as Councillor Update and media coverage.

The survey results showed 37% of Casterton respondents preferred Saturday Library openings hours.

A communication strategy will be undertaken in the initial stages of the trial to alert the community to the change of hours.

d. Risk Management

Risks associated with the introduction of a trial period of extended hours relate to poor community support or alternatively, public backlash if the hours cease at the conclusion of the trial period.

e. Resource Implications

Establishing a trial of Saturday hours would require employment of one Library staff member either through internal or external requisition.

Additional resources would be required to set up the staff desk within the Library space requiring IT support and utilising existing PC and software. Some additional resources may be required, for example a desk, chair, cupboard etc. These costs would be absorbed within the Library's operational budget.

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 resource use through implementation of best practice procedures, which contribute to the long term sustainability of the library service.

**F3. CASTERTON LIBRARY EXTENDED HOURS TRIAL**

(continued)

h. Budget Implications

Casterton Library Extended Hours Trial		
Library-only service Access via separate external door		
Staffing:	1 x Library officer	
9am - 12pm Saturdays		
3hrs @ \$39.85 p/hr including oncosts @\$119.55		\$2,880.00
24 week trial		
Door counter		\$500.00
Equipment		\$500.00
Other works/furniture		\$1500.00
Total per Six-month Trial		\$5,380.00

Officer Recommendation

1. That Council approve a trial of Saturday morning hours at the Casterton Library from August 2015 to February 2016.
2. That the trial excludes the operation of the Customer Service Centre.
3. That a further report to Council be provided on the outcome of the trial of the extended hours at its conclusion.

**MOTION****MOVED Cr Northcott**

1. **That Council approve a trial of Saturday morning hours at the Casterton Library from August 2015 to February 2016.**
2. **That the trial excludes the operation of the Customer Service Centre.**
3. **That a further report to Council be provided on the outcome of the trial of the extended hours at its conclusion.**

**SECONDED Cr Stephens****CARRIED**

#### **F4. PROTECTED DISCLOSURE ACT 2012 (VIC) POLICY AND PROCEDURES REVIEW**

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

(DocSetID: 1696880)

CEO: Greg Burgoyne, CEO

Author: Karena Prevett, Group Manager Corporate Services

##### Executive Summary

The *Protected Disclosure Act 2012* became effective upon the repeal of the *Whistleblowers Protection Act 2001* in February 2013.

##### Background

The *Protected Disclosure Act 2012* provides protection for persons who disclose information about improper conduct by public bodies and public officers. It also provides protection from detrimental action in reprisal of a disclosure and provides for confidentiality of the content of the aforementioned disclosures.

Council's Policy has been reviewed and the names associated with positions are the only recommended updates to the document.

##### Report

Key points from the policy are as follows:

- Protected disclosures only apply to improper conduct or detrimental conduct;
- The Independent Broad-based Anti-corruption Commission (IBAC) is the central agency for protected disclosures;
- Where IBAC believes that a disclosure satisfies the protected disclosure criteria, IBAC will either investigate the matter themselves or refer to another entity such as the Victorian Ombudsman. Council are removed from the investigation process;
- Disclosures can be made by individuals or a group of individuals;
- Disclosures must be made in private; and
- Disclosures relating to a Councillor must be made to IBAC or the Victorian Ombudsman. Disclosures relating to the Chief Executive Officer should be made to IBAC.

**F4. PROTECTED DISCLOSURE ACT 2012 (VIC) POLICY AND PROCEDURES REVIEW**

(continued)

a. Council Plan Linkage and Policy Context

Sharing and Improving our Accountability.

b. Legislative and Legal Considerations

*Whistleblowers Protection Act 2001, Protected Disclosure Act 2012, Independent Broad-based Anti-Corruption Commission Act 2011, Russell Kennedy Solicitors, Code of Conduct Policy, Freedom of Information Act 1982.*

c. Consultation and/or communication processes implemented or proposed

Consultation with Russell Kennedy Solicitors and IBAC.

d. Risk Management

The role of whistleblowing may expose systemic corruption within an Organisation.

e. Resource Implications

Some staff resourcing required to update policy / procedure / welfare documentation and to communicate policy.

f. Charter of Human Rights and Responsibilities

The aim of this paper is to protect the welfare of persons who make Disclosures.

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implications

Minimal impact in updating policy / procedure / welfare documentation and subsequent communication.

**F4. PROTECTED DISCLOSURE ACT 2012 (VIC) POLICY AND PROCEDURES REVIEW**

(continued)

**Conclusion**

In response to a review of the Policy and Procedures document, the names associated with the positions of CEO and Group Manager Corporate Services have been updated.

**Officer Recommendation**

That the revised Protected Disclosure Act 2012 (Vic) Policy and Procedures document be adopted by Council.

**MOTION**

**MOVED Cr Northcott**

**That the revised Protected Disclosure Act 2012 (Vic) Policy and Procedures document be adopted by Council.**

**SECONDED Cr Oberlander**

**CARRIED**

**F5. REVIEW OF COUNCIL'S FRAUD PREVENTION POLICY**

(Separate circulation to Councillors, CEO & Group Managers)

(DocSetID: 1894511)

CEO: Greg Burgoyne, Chief Executive Officer

Author: Karena Prevett, Group Manager Corporate Services

**Background**

The Fraud Prevention Policy was authored in 2010 by Internal Auditor Mr Danny Keating, and subsequently endorsed by the Audit Committee and adopted by Council as an organizational policy.

A review of the policy has been undertaken and was received by the Audit Committee on June 18 2015.

**Report**

Key points from the policy include:

- Defining Council, Management, Employee and Audit responsibilities with regard to fraud prevention;
- Detailing Council's commitment to provide training to employees on fraud awareness;
- The mechanisms for reporting and subsequent investigations of fraudulent activity /behaviour; and
- Consequences faced by individuals who commit fraud.

a. Council Plan Linkage and Policy Context

Theme 4 – Govern in a responsive and responsible manner

b. Legislative and Legal Considerations

Equal opportunity, Anti-discrimination & Anti-bullying Policy

*Protected Disclosure Act Vic (2012)*

Information Privacy Policy

Charter of Human Rights and Responsibilities

c. Consultation and/or communication processes implemented or proposed

Consultation with JLT Insurers & WBA Consultants

**F5. REVIEW OF COUNCIL'S FRAUD PREVENTION POLICY**

(continued)

d. Risk Management

The role of fraud prevention may expose systemic corruption within an Organisation

e. Resource Implications

Some staff resourcing required to update policy document

f. Charter of Human Rights and Responsibilities

N/A

g. Sustainability and Environmental Considerations

Nil

h. Budget Implications

Minimal impact in updating policy documentation

Conclusion

In response to a review of the policy, the document has been condensed to remove those elements that are more procedural in nature. However, the fundamental elements of the original policy remain in the revised document.

Officer Recommendation

That the revised Fraud Prevention Policy be adopted by Council.

**MOTION**

**MOVED Cr Stephens**

**That the revised Fraud Prevention Policy be adopted by Council.**

**SECONDED Cr Northcott**

**CARRIED**

**F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

Group Manager: Edith Farrell, Group Manager Community and Culture  
Author: Anne Deam, Manager Aged and Disability Services

*Executive Summary*

The purpose of this report is to seek Council's approval for the 2015 - 2016 fees and charges structure for the Home and Community Care (HACC) Program as set by the State Government Department of Health and Human Services (DHHS).

This report also seeks approval from Council to increase the Full Cost fees by 2% in accordance with our adopted fees and charges schedule.

*Background*

The HACC program is a joint Commonwealth and State Government Program. The Aged and Disability Services Unit provides HACC services for clients and their families throughout the Shire, including home care, personal care, respite care, property maintenance, meals on wheels and planned activity group. Traditionally the new HACC fees are set by State Government DHHS every year and are included in the draft Budget which was on public exhibition from 13 May to 23 June 2015. Unfortunately notification on the fees and charges was not received in time to enable inclusion in the draft budget.

The Aged and Disability Services Unit also provides service to post-acute care clients, veterans home care clients and community aged care package clients on a full cost recovery basis. Full cost recovery fees historically have been set at an increase of 10%.

*Report*

This year DHHS delayed finalising the HACC fees and charges until the announcement by the Commonwealth Government of a uniform, national Commonwealth Home Support Program (CHSP) Fees Policy to apply in Victoria from July 1<sup>st</sup> 2016. The national fee policy will be based on the feedback of the consultation draft and will introduce a set of fees principles following further consultation.

This report proposes that full cost recovery fees are brought in line with the Council's adopted fees and charges schedule of 2%. This increase will meet basic costs associated with travel and employment expenses.



**F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

a. Council Plan Linkage and Policy Context

The Council Plan 2013 - 2017 indicates a commitment under theme one of an “engaged, healthy connected and proud community”.

b. Legislative and Legal Considerations

The Commonwealth Government will not immediately introduce a uniform, National CHSP Fees Policy until 1 July 2016.

c. Consultation and/or communication processes implemented or proposed

The proposed fees and charges schedule is 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 HACC and Full Cost Recovery is proposed as more conservative than previous years in line with Consumer Price Index (CPI).

e. Resource Implications

The software programs and internal systems have already been established to manage the fees and charges proposal; therefore there will be no direct impact on resources.

Clients and Service Providers will need to be made aware of the change in fees. A letter will be sent to each family prior to any fee change

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.

## **F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

### 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 HACC providers in block grants for the next 3 years. There is no additional cost to Council for the provision of this service.

### Officer Recommendation

1. That Council adopts the HACC Fees and Charges Schedule for 2015 - 2016 as per table below.

HACC Fees and Charges 2015/2016	Fees 2014/2015 Includes GST	New charge 2015/2016 Includes GST
Meals on Wheels		
Low & Medium Rate	➤ \$8.70 per meal	➤ \$8.90
High Rate	➤ Full Cost Recovery	➤ Full Cost Recovery
Planned Activity Group (PAG) Kurrajong/Riverwood		
Low	➤ \$7.30 per session	➤ \$7.40 per session
Medium Rate	➤ \$7.30 per session	➤ \$7.40 per session
High Rate – CORE	➤ \$12.80 per session	➤ \$13.40 per session
High Rate – HIGH	➤ \$18.00 per session	➤ \$18.70 per session
PAG Meals Portland	➤ \$7.00 per meal	➤ \$8.00 per meal
PAG Meals Heywood	➤ \$7.00 per meal	➤ \$8.00 per meal
Home Care		
Low	➤ \$5.80 per hr	➤ \$5.90 per hr
Medium Rate	➤ \$14.50 per hr	➤ \$14.80 per hr
High Rate	➤ \$31.50 per hr	➤ \$45.00 per hr
Home Maintenance (minimum one (1) hour charge)		
Low	➤ \$11.60 per hr	➤ \$11.80 per hr
Medium Rate	➤ \$17.40 per hr	➤ \$17.70 per hr
High Rate	➤ \$45.80 per hr	➤ \$46.70 per hr
Tipping Charge for Lawn Clippings	➤ \$3.50 per	➤ \$3.50 per visit
Tipping Charge for other items	➤ To be negotiated	➤ To be negotiated
Low Rate – Mow and Tip	➤ \$14.90	➤ \$14.90
Medium Rate – Mow and Tip	➤ \$21.50	➤ \$21.50
High Rate – Mow and Tip	➤ \$51.40	➤ \$51.40

## **F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

HACC Fees and Charges 2015/2016	Fees 2014/2015 Includes GST	New charge 2015/2016 Includes GST
Personal Care		
Low rate	➤ \$4.30 per hr	➤ \$4.40 per hr
Medium rate	➤ \$8.40 per hr	➤ \$8.90 per hr
High rate	➤ \$35.30 per hr	➤ \$45.00 per hr
In Home Respite		
Low rate	➤ \$2.90 per hr	➤ \$3.00 per hr
Medium rate	➤ \$4.40 per hr	➤ \$4.40 per hr
High rate	➤ \$32.50 per hr	➤ \$45.00 per hr

2. That Council adopts the Full Cost Recovery Fees and Charges Schedule for 2015 - 2016 as per table below.

Aged & Disability Services Full Cost Recovery Schedule of Fees and Charges 2015 -2016		
	Fees & Charges 2014/2015 Includes GST	Fees & Charges 2015/2016 Includes GST
Planned Activity Group (PAG) Kurrajong/Riverwood High Rate – CORE Includes Meal	➤ \$19.80 per session (Rate \$12.80 + meal \$7.00)	➤ \$21.40 per session (Rate \$13.40 + meal \$8.00)
High Rate – HIGH Includes Meal	➤ \$25.00 per session (Rate \$18.00 + meal \$7.00)	➤ \$26.70 per session (Rate \$18.70 + meal \$8.00)
Home Care	➤ \$49.60 per hour	➤ \$50.60 per hour
Home Care – Linkage Rate	➤ \$31.50 per hour	➤ \$45.00 per hour
Property Maintenance e.g. lawn mowing	➤ \$63.00 per hour	➤ \$64.30 per hour
(minimum one (1) hour charge) Property Maintenance – Linkage rate	➤ \$45.80 per hour	➤ \$46.70 per hour

## **F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

Aged & Disability Services Full Cost Recovery Schedule of Fees and Charges 2015 -2016		
Tip Charge for Lawn Clippings	➤ \$4.30	➤ \$4.40
Combined Lawn Mowing and Tipping Fee	➤ \$64.15	➤ \$65.45
Tip Charge for other items (to be negotiated with the client)		
Home Modifications e.g. rail installation (minimum one (1) hour charge, plus cost of materials)	➤ \$64.15 per hour	➤ \$65.45 per hour
Meals on Wheels – Portland	➤ \$14.25 per meal	➤ \$14.55 per meal
Meals on Wheels – Heywood	➤ \$15.40 per meal	➤ \$15.70 per meal
Meals on Wheels - Casterton	➤ \$12.80 per meal	➤ \$13.05 per meal
Personal Care	➤ \$49.60 per hour	➤ \$50.60 per hour
Personal Care/Weekend		
• Time & ½ (where applicable)	➤ \$62.90 per hour	➤ \$64.20 per hour
• Double Time (where applicable)	➤ \$76.25 per hour	➤ \$77.80 per hour
Personal Care/Public Holiday	➤ \$87.00 per hour	➤ \$88.80 per hour
Personal Care – Linkage Rate	➤ \$35.30 per hour	➤ \$45.00 per hour
Respite Care		
In Home, Drive or other activity	➤ \$50.80 per hour	➤ \$51.80 per hour
Respite Care Linkage Rate	➤ \$32.50 per hour	➤ \$45.00 per hour
Respite Care – Travel	➤ \$1.60 km	➤ \$1.65 per km
Respite Care Out of Hours	➤ \$62.90 per hour	➤ \$64.20 per hour
Respite/Public Holiday (Minimum one hour)	➤ \$84.30 per hour	➤ \$86.00 per hour

**F6. HACCC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

3. That the new fees and charges become effective from the 3 August 2015 and the Fees and Charges Schedule for 2015-2016 be updated to reflect these charge rates.
4. That officers write to the Department of Health and Human Services to seek alignment on notification for future fees and charges with Councils budgeting timelines for statutory advertising of the draft budget.

## **F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

### **MOTION**

**MOVED Cr Northcott**

1. That Council adopts the HACC Fees and Charges Schedule for 2015 - 2016 as per table below.

<b>HACC Fees and Charges 2015/2016</b>	<b>Fees 2014/2015 Includes GST</b>	<b>New charge 2015/2016 Includes GST</b>
<b>Meals on Wheels</b>		
<b>Low &amp; Medium Rate</b>	➤ \$8.70 per meal	➤ \$8.90
<b>High Rate</b>	➤ Full Cost Recovery	➤ Full Cost Recovery
<b>Planned Activity Group (PAG) Kurrajong/Riverwood</b>		
<b>Low</b>	➤ \$7.30 per session	➤ \$7.40 per session
<b>Medium Rate</b>	➤ \$7.30 per session	➤ \$7.40 per session
<b>High Rate – CORE</b>	➤ \$12.80 per session	➤ \$13.40 per session
<b>High Rate – HIGH</b>	➤ \$18.00 per session	➤ \$18.70 per session
<b>PAG Meals Portland</b>	➤ \$7.00 per meal	➤ \$8.00 per meal
<b>PAG Meals Heywood</b>	➤ \$7.00 per meal	➤ \$8.00 per meal
<b>Home Care</b>		
<b>Low</b>	➤ \$5.80 per hr	➤ \$5.90 per hr
<b>Medium Rate</b>	➤ \$14.50 per hr	➤ \$14.80 per hr
<b>High Rate</b>	➤ \$31.50 per hr	➤ \$45.00 per hr
<b>Home Maintenance (minimum one (1) hour charge)</b>		
<b>Low</b>	➤ \$11.60 per hr	➤ \$11.80 per hr
<b>Medium Rate</b>	➤ \$17.40 per hr	➤ \$17.70 per hr
<b>High Rate</b>	➤ \$45.80 per hr	➤ \$46.70 per hr
<b>Tipping Charge for Lawn Clippings</b>	➤ \$3.50 per	➤ \$3.50 per visit
<b>Tipping Charge for other items</b>	➤ To be negotiated	➤ To be negotiated
<b>Low Rate – Mow and Tip</b>	➤ \$14.90	➤ \$14.90
<b>Medium Rate – Mow and Tip</b>	➤ \$21.50	➤ \$21.50
<b>High Rate – Mow and Tip</b>	➤ \$51.40	➤ \$51.40

**F6. HACCC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

<b>HACC Fees and Charges 2015/2016</b>	<b>Fees 2014/2015 Includes GST</b>	<b>New charge 2015/2016 Includes GST</b>
<b>Personal Care</b>		
Low rate	➤ \$4.30 per hr	➤ \$4.40 per hr
Medium rate	➤ \$8.40 per hr	➤ \$8.90 per hr
High rate	➤ \$35.30 per hr	➤ \$45.00 per hr
<b>In Home Respite</b>		
Low rate	➤ \$2.90 per hr	➤ \$3.00 per hr
Medium rate	➤ \$4.40 per hr	➤ \$4.40 per hr
High rate	➤ \$32.50 per hr	➤ \$45.00 per hr

2. That Council adopts the Full Cost Recovery Fees and Charges Schedule for 2015 - 2016 as per table below.

<b>Aged &amp; Disability Services Full Cost Recovery Schedule of Fees and Charges 2015 -2016</b>		
	<b>Fees &amp; Charges 2014/2015 Includes GST</b>	<b>Fees &amp; Charges 2015/2016 Includes GST</b>
<b>Planned Activity Group (PAG)</b>		
Kurrajong/Riverwood High Rate – CORE Includes Meal	➤ \$19.80 per session (Rate \$12.80 + meal \$7.00)	➤ \$21.40 per session (Rate \$13.40 + meal \$8.00)
High Rate – HIGH Includes Meal	➤ \$25.00 per session (Rate \$18.00 + meal \$7.00)	➤ \$26.70 per session (Rate \$18.70 + meal \$8.00)
<b>Home Care</b>	➤ \$49.60 per hour	➤ \$50.60 per hour
<b>Home Care – Linkage Rate</b>	➤ \$31.50 per hour	➤ \$45.00 per hour
<b>Property Maintenance e.g. lawn mowing</b>	➤ \$63.00 per hour	➤ \$64.30 per hour
(minimum one (1) hour charge) <b>Property Maintenance – Linkage rate</b>	➤ \$45.80 per hour	➤ \$46.70 per hour

**F6. HACCC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

<b>Aged &amp; Disability Services Full Cost Recovery Schedule of Fees and Charges 2015 -2016</b>		
Tip Charge for Lawn Clippings	➤ \$4.30	➤ \$4.40
Combined Lawn Mowing and Tipping Fee	➤ \$64.15	➤ \$65.45
Tip Charge for other items (to be negotiated with the client)		
Home Modifications e.g. rail installation (minimum one (1) hour charge, plus cost of materials)	➤ \$64.15 per hour	➤ \$65.45 per hour
Meals on Wheels - Portland	➤ \$14.25 per meal	➤ \$14.55 per meal
Meals on Wheels - Heywood	➤ \$15.40 per meal	➤ \$15.70 per meal
Meals on Wheels - Casterton	➤ \$12.80 per meal	➤ \$13.05 per meal
Personal Care	➤ \$49.60 per hour	➤ \$50.60 per hour
Personal Care/Weekend		
• Time & ½ (where applicable)	➤ \$62.90 per hour	➤ \$64.20 per hour
• Double Time (where applicable)	➤ \$76.25 per hour	➤ \$77.80 per hour
Personal Care/Public Holiday	➤ \$87.00 per hour	➤ \$88.80 per hour
Personal Care - Linkage Rate	➤ \$35.30 per hour	➤ \$45.00 per hour
Respite Care		
In Home, Drive or other activity	➤ \$50.80 per hour	➤ \$51.80 per hour
Respite Care Linkage Rate	➤ \$32.50 per hour	➤ \$45.00 per hour
Respite Care - Travel	➤ \$1.60 km	➤ \$1.65 per km
Respite Care Out of Hours	➤ \$62.90 per hour	➤ \$64.20 per hour
Respite/Public Holiday (Minimum one hour)	➤ \$84.30 per hour	➤ \$86.00 per hour



**F6. HACC AND FULL COST RECOVERY FEES AND CHARGES SCHEDULE 2015 - 2016**

(continued)

- 3. That the new fees and charges become effective from the 3 August 2015 and the Fees and Charges Schedule for 2015-2016 be updated to reflect these charge rates.**
  
- 4. That officers write to the Department of Health and Human Services to seek alignment on notification for future fees and charges with Councils budgeting timelines for statutory advertising of the draft budget.**

**SECONDED Cr Rank**

**CARRIED**

## **F7. APPOINTMENT OF TWO COUNCILLORS AS MEMBERS OF THE REVIEW COMMITTEE FOR THE ARTS & CULTURE AND CULTURAL COLLECTION STRATEGIC PLANS**

Group Manager: Edith Farrelll, Group Manager Community & Culture  
Author: Karl Hatton, Arts & Culture Manager

### Executive Summary

This paper is to request Council to appoint two Councillors as members of the Review Committee for updating of the Arts & Culture and Cultural Collection Strategic Plans, as per the Review Process approved at the Council Workshop in April this year.

### Background

At the Council Workshop on 14 April 2015, Council approved a process for undertaking concurrent reviews of both the current Arts & Culture Strategic Plan and the Cultural Collection Strategic Plan. Part of this process included the establishment of a Review Committee.

The approved review process proposed that membership of the Review Committee would include two Councillors, all relevant Council officers, and a number of Shire residents.

### Report

The review process proposed that after an initial meeting, the Review Committee would divide into two sub-committees. One of these sub-committees will undertake a review of the Arts & Culture Strategic Plan and the other sub-committee will undertake a review of the Cultural Collection Strategic Plan.

The two Councillors appointed to the Review Committee will each assume the role of chairing one of these two sub-committees.

It is requested that Council appoint two Councillors as members of the Review Committee, and to undertake the role of chairing the sub-committees as outlined.

**F7. APPOINTMENT OF TWO COUNCILLORS AS MEMBERS OF THE REVIEW COMMITTEE FOR THE ARTS & CULTURE AND CULTURAL COLLECTION STRATEGIC PLANS**

(continued)

a. Council Plan Linkage and Policy Context

Council has had a Five Year Strategic Plan for both Arts & Culture and the Cultural Collection in place for a number of years, and reviews and updates these on a regular basis, to ensure they are meeting the on-going needs and interest of the community.

b. Legislative and Legal Considerations

There is no Legislation or Legal Consideration directly associated with the review and updating of the two Strategic Plans

c. Consultation and/or communication processes implemented or proposed

Council publicly advertised for Expressions of Interest to participate in the Review Committee, and during the review process, opportunity will be provided where appropriate, to consult with other major stakeholders within the Shire, who may have an interest in the development of the new Strategic Plans.

d. Risk Management

There are no identifiable Risks associated with the review process.

e. Resource Implications

Relevant Council Officers will be involved in the overall review, from the beginning to the end of the process. This task is considered to be part of the normal duties of the Officers concerned, so there are no significant resource implications.

f. Charter of Human Rights and Responsibilities

The review process will ensure that as per the Charter of Human Rights, all Shire residents and stakeholders have access to relevant information about both the process and the outcome.

g. Sustainability and Environmental Considerations

There are no Sustainability or Environmental Considerations that relate to the review process.

**F7. APPOINTMENT OF TWO COUNCILLORS AS MEMBERS OF THE REVIEW COMMITTEE FOR THE ARTS & CULTURE AND CULTURAL COLLECTION STRATEGIC PLANS**

(continued)

h. Budget Implication

There are no Budget Implications as any minimal costs associated with the review process are covered within the existing allocated budget.

Officer Recommendation

That Council approve the appointment of Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ as members of the Review Committee, and that these Councillors also assume the role of chair for each of the two sub-committees, with one sub-Committee conducting a review of the Arts & Culture Strategy, and the other sub-committee conducting a review of the Cultural Collection Strategy.

**MOTION**

**MOVED Cr Oberlander**

**That Council approve the appointment of Councillor Stephens and Councillor Rank as members of the Review Committee, and that these Councillors also assume the role of chair for each of the two sub-committees, with one sub-Committee conducting a review of the Arts & Culture Strategy, and the other sub-committee conducting a review of the Cultural Collection Strategy.**

**SECONDED Cr Rank**

**CARRIED**

**MOTION****MOVED Cr Stephens**

**That Council in accordance with Clause 4.4.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013, include a late report 'Appointment of Representatives to Great Ocean Road Regional Tourism Limited' for consideration within the open section of this Council Meeting.**

**SECONDED Cr Oberlander****CARRIED****F8. APPOINTMENT OF REPRESENTATIVES TO GREAT OCEAN ROAD REGIONAL TOURISM LIMITED**

Group Manager: Karena Prevett, Group Manager Corporate Services  
Author: Andrea Bolte, Executive Assistant to the CEO

*Executive Summary*

The purpose of this report is to enable Council to appointment representatives to the Great Ocean Road Regional Tourism Limited Board.

*Background*

At the Ordinary Council meeting held on 26 May 2015, Council resolved as follows 'in camera':

*MOTION**MOVED Cr Stephens*

- 1. That Council adopt the Draft Tourism and Events Strategy 2015-2018 dated 25 May 2015 and commence implementation following the adoption of the 2015/2016 Budget.*
- 2. That the Tourism Advisory Committee provides recommendations on implementation at the earliest opportunity after adoption.*
- 3. That subject to adoption of the Tourism initiatives in Council's 2015/2016 Budget, an allocation will include membership of Great Ocean Road Regional Tourism Limited for 2015/2016.*

*SECONDED Cr Rank**CARRIED*

**F8. APPOINTMENT OF REPRESENTATIVES TO GREAT OCEAN ROAD REGIONAL TOURISM LIMITED**Report

In line with Council's in camera resolution of 26 May 2015, it is now appropriate to appoint Council representatives to the Great Ocean Road Tourism Limited Board.

a. Council Plan Linkage and Policy Context

Theme 2 Diverse economic base: Build on diversity of the Shire for tourism through nature-based tourism opportunities.

b. Legislative and Legal Considerations

Nil associated.

c. Consultation and/or communication processes implemented or proposed

Notification of Council committee representation will be sent to relevant staff. Great Ocean Road Regional Tourism Limited will be notified in writing of the Council's representative to the Board.

d. Risk Management

Nil associated.

e. Resource Implications

Nil associated.

f. Charter of Human Rights and Responsibilities

The requirements of the Victorian Charter of Human Rights and Responsibilities have been considered.

g. Sustainability and Environmental Considerations

Nil associated.

h. Budget Implications

Costs associated with Councillors attending external committees are included in Council budgets.

**F8. APPOINTMENT OF REPRESENTATIVES TO GREAT OCEAN ROAD REGIONAL TOURISM LIMITED**

(continued)

**Conclusion**

It is recommended that Council appoint representatives to Great Ocean Road Regional Tourism Limited Board.

**Officer Recommendation**

1. That Council appoint Cr Anita Rank as its representative to the Great Ocean Road Regional Tourism Limited Board for 2015.
2. That Cr Karen Stephens be appointed as Council's alternative representative to Great Ocean Road Regional Tourism Limited Board for 2015.

**MOTION****MOVED Cr Stephens**

1. **That Council appoint Cr Anita Rank as its representative to the Great Ocean Road Regional Tourism Limited Board for 2015.**
2. **That Cr Karen Stephens be appointed as Council's alternative representative to Great Ocean Road Regional Tourism Limited Board for 2015.**

**SECONDED Cr Oberlander****CARRIED**

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:

1. Commonwealth Government – Financial Assistance Grants

**MOTION**

**MOVED Cr Stephens**

**That Council determine that this item be designated as urgent business, within the Open section of the Council Meeting, in accordance with clause 4.15.2 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013.**

**SECONDED Cr Oberlander**

**CARRIED**

**MOTION**

**MOVED Cr Stephens**

**That Council:**

1. **Acknowledge the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Councils services and infrastructure.**
2. **Acknowledge that the Council has received federal grant funding in 2014-2015.**
3. **Will ensure that this federal funding, and other funding provided by the federal government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including Annual Reports.**

**SECONDED Cr Oberlander**

**CARRIED**



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

- E1. Assembly of Councillors Records – 17 June 2015-14 July 2015 (Inclusive)
- F1. Review of Council Plan – 2014/15 and 2015/16 Key Strategic Key Activities
- F4. Protected Disclosure Act 2012 (VIC Policy and Procedures Review)

*Separate Circulation to Councillors, CEO and Group Managers*

- D1. Recommendation IGP for Portland Advisory Committee Meeting
- D2. Recommendation Tourism Advisory Committee Meeting 30 June 2015
- F2. Municipal Public Health and Wellbeing Plan Draft Action Plan 2015/16
- F5. Review of Councils Fraud Prevention Policy

*'IN CAMERA' Separate Circulation to Councillors, CEO and Group Managers*

- G1. 2014/2015 Glenelg Shire Inclusive Business Awards
- G2. Receipt of Audit Committee Minutes Thursday 18 June 2015
- G3. Contract 2014-15-69 Provision Of Various Concrete Works to Glenelg Shire Council
- G4. Contract 2014-15-68 Provision of Asphalt Work to Glenelg Shire Council
- G5. In Contract 2014-15-67 Provision of Sealing Aggregate and Other Quarry Products to Glenelg Shire Council

Recommendation

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

**MOTION****MOVED Cr Rank**

**The documents separately circulated to Councillors, CEO, Group Managers and available 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 (a), (c), (3) (d) and (1) (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, Acting Group Manager Assets and Infrastructure, Council Support Coordinator to consider the following reports:

G. In Camera Reports:

- G1. 2014/2015 Glenelg Shire Inclusive Business Awards
- G2. Receipt of Audit Committee Minutes Thursday 18 June 2015
- G3. Contract 2014-15-69 Provision of Various Concrete Works to Glenelg Shire Council
- G4. Contract 2014-15-68 Provision of Asphalt Works to Glenelg Shire Council
- G5. Contract 2014-15-67 Provision of Sealing Aggregate and Other Quarry Products To Glenelg Shire Council

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC:**MOTION****MOVED Cr Rank**

That the Council Meeting be closed to members of the public pursuant to Section 89 (a), (c), (3) (d) and (1) (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, Acting Group Manager Assets and Infrastructure, Council Support Coordinator to consider the following reports:

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- G5. Contract 2014-15-67 Provision of Sealing Aggregate and Other Quarry Products To Glenelg Shire Council**

**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 at 7.35 pm.**

**SECONDED Cr Rank**

**CARRIED**

**CLOSURE OF COUNCIL MEETING 7.35pm**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.35pm.

**I HEREBY CERTIFY THAT PAGES 1 TO 87 INCLUDING PAGES 52 to 86 (IN CAMERA) ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.**

CR ROBERT HALLIDAY  
MAYOR

**25 August 2015**

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