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**Glenelg Shire Council**  
**Minutes of the Ordinary Council Meeting held on**  
**Tuesday, 11 December at 7.00pm at**  
**Portland Customer Service Centre, Portland**  
**Cliff Street, Portland**

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31

TIME:

7.00pm

PRESENT:

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 Community Services (Ms Edith Farrell), Director Assets (Mr Rob Alexander), Director Corporate Services (Mr David Hol) and Council Support Coordinator (Ms Kylie Walford).

OPENING PRAYER:

The Chief Executive Officer opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Chief Executive Officer read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Mayor Cr Anita Rank.

APPOINTMENT OF TEMPORARY CHAIRPERSON:**MOTION**

**MOVED Cr Wilson**

**That Cr Halliday be appointed as Temporary Chairperson.**

**SECONDED Cr Stephens**

**CARRIED**

CONFIRMATION OF MINUTES:Recommendation

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

CONFIRMATION OF MINUTES:**MOTION****MOVED Cr Hawker**

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

**SECONDED Cr White****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:

Nil.

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 NOVEMBER 2018 – 5 DECEMBER 2018 (INCLUSIVE)**

Director: David Hol, Director 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.

Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 15 November 2018 – Wednesday 5 December 2018 (inclusive).

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

**That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 15 November 2018 – Wednesday 5 December 2018 (inclusive).**

**SECONDED Cr McDonald****CARRIED***Background/Key Information:*

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).

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.*

**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 NOVEMBER 2018 – 5 DECEMBER 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.”*

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 15 November 2018 – Wednesday 5 December 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 Local Tourist Association meeting held on 13 November 2018 (DocSetID: 2500187);
- Assembly of Councillors – Councillors Workshop held on Tuesday 13 November 2018 (DocSetID: 2496249);
- Meeting Record of the Volunteering and Wellbeing Advisory Committee meeting held on 14 November 2018 (DocSetID: 2504407);
- Meeting Record of the Municipal Fire Planning Committee Notes held on 15 November 2018 (DocSetID: 2504402);
- Meeting Record of the Municipal Emergency Management Planning Committee held on 15 November 2018 (DocSetID: 2504401)
- Assembly of Councillors – Councillor and Acting CEO Briefing held on 27 November 2018 (DocSetID: 2504394);
- Assembly of Councillors – Councillors Briefing session held on Tuesday 27 November 2018 (DocSetID: 2502394);
- Deputation by Sea Change held on Tuesday 4 December 2018 (DocSetID: 2503752);
- Assembly of Councillors - Councillors Workshop meeting held on 4 December 2018 (DocSetID: 2504370);

**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 NOVEMBER 2018 – 5 DECEMBER 2018 (INCLUSIVE)**

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management 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.

d. Financial and Resource Implications and Opportunities

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 15 NOVEMBER 2018 – 5 DECEMBER 2018 (INCLUSIVE)**

(continued)

**Separate Circulations – Non Confidential**

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Meeting Record of the Local Tourist Association meeting held on 13 November 2018	2500187
2.	Assembly of Councillors – Councillors Workshop held on Tuesday 13 November 2018	2496249
3.	Meeting Record of the Volunteering and Wellbeing Advisory Committee meeting held on 14 November 2018	2504407
4.	Meeting Record of the Municipal Fire Planning Committee Notes held on 15 November 2018	2504402
5.	Meeting Record of the Municipal Emergency Management Planning Committee held on 15 November 2018	2504401
6.	Assembly of Councillors – Councillors and Acting CEO Briefing held on 27 November 2018	2504394
7.	Assembly of Councillors – Councillors Briefing session held on Tuesday 27 November 2018	2502394
8.	Deputation by Sea Change held on Tuesday 4 December 2018	2503752
9.	Assembly of Councillors - Councillors Workshop meeting held on 4 December 2018	2504370

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

**That Council, in accordance with Clause 4.4.3 of the Glenelg Shire Council Meeting Procedure, include a late item F7. RV Friendly Park Henty Park for consideration within the Management Reports section of this Council Meeting.**

**SECONDED Cr Wilson****CARRIED****F. MANAGEMENT REPORTS:****F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Greg Burgoyne, Chief Executive Officer

**Executive Summary**

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

**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 Stephens****CARRIED****Background/Key Information:**

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

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 or functions of a Councillor during the period of leave;

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

- b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;
  - 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  
  
Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.
  - b. Legislative, Legal and Risk Management 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. Financial and Resource Implications and Opportunities  
  
Nil.

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

**Separate Circulation – 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.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM DocSetID</i>
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)	2504372

**F2. GENDER EQUITY & INCLUSION PLAN 2018-2021**

CEO: Greg Burgoyne, Chief Executive Officer

**Executive Summary**

Glenelg Shire Council's Draft Gender Equity and Inclusion Plan, 2018–2021 has been developed from the outcomes of the Local Government Listen, Learn and Lead Gender Equity Program (LLL). Glenelg was successful in being chosen to participate in the state government pilot for the LLL which enabled research and data gathering within the organisation to inform the draft gender and inclusion plan. The plan identifies key strategies and actions for achieving gender equity and inclusion for Council.

**Recommendation**

1. That Council endorse the Glenelg Shire Council Gender Equity & Inclusion Plan 2018-2021.
2. That Council commits to working towards achieving an equitable and inclusive workplace.

**MOTION****MOVED Cr Hawker**

1. That Council endorse the Glenelg Shire Council Gender Equity & Inclusion Plan 2018-2021.
2. That Council commits to working towards achieving an equitable and inclusive workplace.

**SECONDED Cr Stephens****CARRIED****Background/Key Information:**

Glenelg Shire Council obtained funding in 2017 to deliver the Local Government Listen, Learn and Lead Gender Equity Program to support Council's advancement of women in local government leadership. The aims of the program were to develop insight into the supports and barriers to gender equity within council, to share learnings and identify opportunities for organisational change and action.

The framework for the Draft Gender Equity and Inclusion Plan, 2018–2021 was developed based on the themes that emerged through the LLL program and staff consultation. The plan outlines Glenelg Shire Council's commitment to gender equity and inclusion and identifies strategies and actions that support an equitable and inclusive workplace.

**F2. GENDER EQUITY & INCLUSION PLAN 2018-2021**

(continued)

Implementation, as outlined in the plan, will take the form of short, medium and longer term actions. It will be supported by the Organisational Development unit, the Level Playing Field (LPF) Gender Equity and Inclusion Working Group, the Community Services Department and internal and external stakeholders.

The plan is intended to be a practical, working document that will be reviewed and monitored to inform and update future strategies, actions and opportunities for organisational development. It will guide the development and enhancement of a workplace culture in which the principles of gender equity, inclusion and respect underpin our policies and processes and organisational values; respect, integrity, teamwork, service excellence and innovation.

Council's support of this plan will ensure that organisation becomes known for being a leading organisation that is committed to a culture of gender equity, opportunity and inclusion. This in turn will enhance the organisation's reputation as a workplace of choice, optimise social and economic productivity and outcomes, and ultimately, contribute to the prevention of family violence.

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.

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

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

c. Legislative, Legal and Risk Management Considerations

The Draft Gender Equity and Inclusion Plan, 2018–2021 has been developed with reference to the following:

- Free from violence - Victoria's strategy to prevent family violence and all forms of violence against women;
- Safe and Strong: A Victorian Gender Equality Strategy; and
- The Royal Commission into Family Violence, Report and recommendations.

**F2. GENDER EQUITY & INCLUSION PLAN 2018-2021**

(continued)

c. Consultation and/or communication processes implemented or proposed

As part of the LLL program focus groups were held in late 2017 with participants from across the organisation. More than 60 staff took part and provided feedback on the perceived supports and barriers to gender equity within the organisation. The CEO facilitated the sessions with the assistance of Council's Gender Equity Officer.

The framework for the Draft Gender Equity and Inclusion Plan, 2018–2021 was developed based on the six key themes that emerged through the LLL program and staff consultation:

- Attitudes, Mindset and Workplace Culture;
- Salary Banding, Remuneration and Time Fractions of Work;
- Flexible Work Structures;
- Professional Development and Advancement Opportunities;
- Gendered Division of Work; and
- Digital Connectivity.

d. Financial and Resource Implications and Opportunities

Glenelg Shire Council obtained state government funding in 2017 to deliver the Local Government Listen, Learn and Lead Gender Equity Program. This funding provided the resources to employ a Gender Equity Officer to administer the focus groups and prepare the acquittal report, detailing the program findings.

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Draft Gender Equity and Inclusion Plan, 2018 – 2021	2469577

**F3. CONTRACT 2018-19-03 ALL ABILITIES PLAY SPACE DETAILED DESIGN AND CONSTRUCTION**

Director: Robert Alexander, Director Assets

**Executive Summary**

This report is to brief Council on the tender evaluation process for the all abilities play space detailed design and construction under Contract 2018-19-03 and provides recommendations regarding the award of this contract.

**Recommendation**

1. That Council award Contract 2018-19-03 for the All Abilities Play Space Detailed Design and Construction to Red Rock Landscapes 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 and endorse variations as applicable relating to this contract.

**MOTION****MOVED Cr Wilson**

1. **That Council award Contract 2018-19-03 for the All Abilities Play Space Detailed Design and Construction to Red Rock Landscapes 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 and endorse variations as applicable relating to this contract.**

**SECONDED Cr Hawker****CARRIED****Background/Key Information:**

This contract is to design and construction the all abilities play space on the Portland Foreshore.

Public Tenders were called on Friday 7 September 2018 and closed at 3pm on Thursday 11 October 2018.

At the closure of the tender submission period a one (1) submission was received for evaluation from Red Rock Landscapes Pty Ltd.



**F3. CONTRACT 2018-19-03 ALL ABILITIES PLAY SPACE DETAILED DESIGN AND CONSTRUCTION**

(continued)

The Tender Evaluation Panel considered the tender submissions taking into account the selection criteria and weighting which covers previous experience and capabilities, methodology, economic contribution to the Glenelg Shire Council region and the level of commitment demonstrated to maximize environmental sustainability. The tenderers references were also contacted as independent reference points for the evaluation.

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that Contract 2018-19-03 be awarded to Red Rock Landscapes Pty Ltd.

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.

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

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

Tenders were invited in accordance with Council's procurement policy and communications with prospective tenderers were via Council's Tender link website to ensure a fair and transparent platform for tendering.

Notification to the preferred tenderer will also be provided following Council's resolution to relating to this contract.

d. Financial and Resource Implications and Opportunities

The contract will be managed by current resources within the organisation. The cost of the all abilities play space will be funded through Councils 2018-2019 capital budget.

**F3. CONTRACT 2018-19-03 ALL ABILITIES PLAY SPACE DETAILED DESIGN AND CONSTRUCTION**

(continued)

**Separate Circulation – 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):*

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	All Abilities Play Space Detailed Design and Construction Contract 2018-19-03 Tender Evaluation Matrix	Contains contractual matters - section 89 (2) (d) of the Local Government Act 1989	2495839

**F4. CONTRACT 2018-19-08 PROVISION OF TRADE SERVICES TO THE GLENELG SHIRE COUNCIL**

Director: Robert Alexander, Director Assets

**Executive Summary**

This report is to brief Council on the tender evaluation process for the Provision of Trade Services to the Glenelg Shire Council under Contract 2018-19-08 and provides recommendations regarding the awarding of this contract.

**Recommendation**

1. That Council award Contract 2018-19-08 for the Provision of Trade Services to the following tenderers:

- The Trustee for McIntosh Family Trust;
- Barco Treelopping and Traffic Management Pty Ltd;
- The Trustee for Porter Berry Consultants Unit Trust TA Berry Whyte Surveyor Pty Ltd;
- Paul Anthony Banfield;
- Cavan Constructions Pty Ltd TA Locate Cables;
- Chubb Fire & Security Pty Ltd;
- Darren James Wittingslow;
- Kempe Engineering Pty Ltd;
- Days Electrical Contracting Pty Ltd TA Laser Electrical Portland;
- Damon Yuill TA Portland Dynamic Visual;
- TM & LM Doherty Plumbing Pty Ltd;
- Woodrowe Tree Technicians Pty Ltd TA Woodrowe Traffic Management;
- The Trustee for Sharman Family Trust;
- R & M Electrical Pty Ltd;
- Leigh William Killey TA Casterton Plumbing & Gasfitting;
- Peter John Miles;
- Scott Troy McFarlane TA Seabreeze Design;
- The Trustee for King Family Trust;
- Robertson Plumbing Gas & Sheetmetal Pty Ltd;
- Dylan Ashley Ayton;
- Bunnik Pty Ltd;
- JR & KJ Cram TA Jamie Cram Glass & Aluminium;
- Andrew Michael Bryant TA Portland Signworks;
- J & J Pridham Pty Ltd TA Ace Sheet Metal Portland
- Bob McPherson Plumbing Pty Ltd;
- MD & SM Ruge;
- DR & KR Hutchinson Rural Contractors Pty Ltd;
- Geoffrey Colin Sturzaker TA South Coast Pump Services;
- Warrnambool Locksmiths Pty Ltd;
- GC & LE Hollis TA Bluewater Painting; and
- The Trustee for Decarnae Family Trust TA G & N Menzel Electrical.

**F4. CONTRACT 2018-19-08 PROVISION OF TRADE SERVICES TO THE GLENELG SHIRE COUNCIL**

(continued)

2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contact in accordance with the contract documentation.

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

1. That Council award Contract 2018-19-08 for the Provision of Trade Services to the following tenderers:
  - The Trustee for McIntosh Family Trust;
  - Barco Treelopping and Traffic Management Pty Ltd;
  - The Trustee for Porter Berry Consultants Unit Trust TA Berry Whyte Surveyor Pty Ltd;
  - Paul Anthony Banfield;
  - Cavan Constructions Pty Ltd TA Locate Cables;
  - Chubb Fire & Security Pty Ltd;
  - Darren James Wittingslow;
  - Kempe Engineering Pty Ltd;
  - Days Electrical Contracting Pty Ltd TA Laser Electrical Portland;
  - Damon Yuill TA Portland Dynamic Visual;
  - TM & LM Doherty Plumbing Pty Ltd;
  - Woodrowe Tree Technicians Pty Ltd TA Woodrowe Traffic Management;
  - The Trustee for Sharman Family Trust;
  - R & M Electrical Pty Ltd;
  - Leigh William Killey TA Casterton Plumbing & Gasfitting;
  - Peter John Miles;
  - Scott Troy McFarlane TA Seabreeze Design;
  - The Trustee for King Family Trust;
  - Robertson Plumbing Gas & Sheetmetal Pty Ltd;
  - Dylan Ashley Ayton;
  - Bunnik Pty Ltd;
  - JR & KJ Cram TA Jamie Cram Glass & Aluminium;
  - Andrew Michael Bryant TA Portland Signworks;
  - J & J Pridham Pty Ltd TA Ace Sheet Metal Portland
  - Bob McPherson Plumbing Pty Ltd;
  - MD & SM Ruge;
  - DR & KR Hutchinson Rural Contractors Pty Ltd;
  - Geoffrey Colin Sturzaker TA South Coast Pump Services;
  - Warrnambool Locksmiths Pty Ltd;
  - GC & LE Hollis TA Bluewater Painting; and
  - The Trustee for Decarnae Family Trust TA G & N Menzel Electrical.

**F4. CONTRACT 2018-19-08 PROVISION OF TRADE SERVICES TO THE GLENELG SHIRE COUNCIL**

(continued)

- 2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.**
- 3. That the Director Assets be authorised to negotiate and execute further extensions of the contact in accordance with the contract documentation.**

**SECONDED Cr McDonald****CARRIED****Background/Key Information:**

A key strategic and ongoing high spend category of Council is the ongoing use and outsourcing of key trade services. These services are typically used in the ongoing maintenance, operational requirements, safety and legislative requirements of key assets under Council's responsibility.

The term of the contract will be two (2) years and six (6) months with Council reserving the right to extend the contract if it so desires by adding an addition two (2) by one (1) year extension options.

Public Tenders were called on Thursday 6 September 2018 and closed at 3pm on Thursday 4 October 2018.

At the closure of the tender submission period a total of thirty six (36) submissions were received. Tender submissions were received via Tenderlink from:

- The Trustee for McIntosh Family Trust;
- The Trustee for the Trewavis Constructions Trust;
- Australian Essential Services Group Pty Ltd;
- Barco Treelopping and Traffic Management Pty Ltd;
- The Trustee for Porter Berry Consultants Unit Trust TA Berry Whyte Surveyor Pty Ltd;
- Paul Anthony Banfield;
- Cavan Constructions Pty Ltd TA Locate Cables;
- Chubb Fire & Security Pty Ltd;
- Darren James Wittingslow;
- Dean James Hollis TA Dean Hollis Plumbing;
- Kempe Engineering Pty Ltd;
- Days Electrical Contracting Pty Ltd TA Laser Electrical Portland;
- Damon Yuill TA Portland Dynamic Visual;
- TM & LM Doherty Plumbing Pty Ltd;
- Urban Initiatives Pty Ltd
- Woodrowe Tree Technicians Pty Ltd Ta Woodrowe Traffic Management;
- The Trustee for Sharman Family Trust;
- R & M Electrical Pty Ltd;
- Leigh William Killey TA Casterton Plumbing & Gasfitting;

**F4. CONTRACT 2018-19-08 PROVISION OF TRADE SERVICES TO THE GLENELG SHIRE COUNCIL**

(continued)

- Peter John Miles;
- Scott Troy McFarlane TA Seabreeze Design;
- The Trustee for King Family Trust;
- Robertson Plumbing Gas & Sheetmetal Pty Ltd;
- Dylan Ashley Ayton;
- Bunnik Pty Ltd;
- JR & KJ Cram TA Jamie Cram Glass & Aluminium;
- Andrew Michael Bryant TA Portland Signworks;
- J & J Pridham Pty Ltd TA Ace Sheet Metal Portland;
- Bob McPherson Plumbing Pty Ltd;
- MD & SM Ruge;
- DR & KR Hutchinson Rural Contractors Pty Ltd;
- Geoffrey Colin Sturzaker TA South Coast Pump Services;
- Warrnambool Locksmiths Pty Ltd;
- GC & LE Hollis TA Bluewater Painting;
- The Trustee for Decarnae Family Trust TA G & N Menzel Electrical; and
- CEG Integrated Services Pty Ltd.

The Tender Evaluation Panel considered the tender submissions taking into account the selection criteria and weighting which covers Cost, Availability resources and capacity, OHS, record of past performance, economic contribution to the Glenelg Shire Council region and the level of commitment demonstrated to maximize environmental sustainability.

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.

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

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

Tenders were invited in accordance with Council's procurement policy and communications with prospective tenderers were via Council's Tender link website to ensure a fair and transparent platform for tendering.

Notification to the preferred tenderers will also be provided following Council's resolution to relating to this contract.

**F4. CONTRACT 2018-19-08 PROVISION OF TRADE SERVICES TO THE GLENELG SHIRE COUNCIL**

(continued)

d. Financial and Resource Implications and Opportunities

Cost for the provision of the Services for this contract will be incorporated within adopted budgets.

Separate Circulation – 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.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Contract 2018-19-08 Provision of Trade Services to the Glenelg Shire Council Tender Evaluation Matrix	Contains contractual matters - section 89 (2) (d) of the Local Government Act 1989	2497544

**F5. CONTRACT 2017-18-32 PORTLAND THERMAL PIPELINE REPLACEMENT DESIGN AND CONSTRUCT**

Director: Robert Alexander, Director Assets

**Executive Summary**

This report is to brief Council on the tender evaluation process for the Portland Thermal Pipeline Replacement Design and Construct under Contract 2017-18-32 and provides recommendations regarding the award of this contract.

**Recommendation**

1. That Council award Contract 2017-18-32 for the Portland Thermal Pipeline Replacement Design and Construct to TM & LM Doherty Plumbing Pty Ltd.
2. That the Director Assets be authorised to negotiate contractual terms and conditions to be included in the contract.
3. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
4. That the Director Assets be authorised to complete all financial payments and endorse variations as applicable relating to this contract.

**MOTION**

**MOVED Cr Wilson**

**That Item F5. Contract 2017-18-32 Portland Thermal Pipeline Replacement Design and Construct lay on the table.**

**SECONDED Cr McDonald**

**CARRIED**

**Background/Key Information:**

This contract is to undertake the replacement of the Portland Thermal Pipeline Replacement.

Public Tenders were called on Thursday 14 June 2018 and closed at 3pm on Thursday 26 July 2018. A total of two submissions were received for evaluation from TM & LM Doherty Plumbing Pty Ltd, and Vic Tech Consulting & Construction Pty Ltd.

The Tender Evaluation Panel have considered the tender submissions taking into account the selection criteria and weighting which covers previous relevant experience, experience and capability of the nominated key personnel including subcontractors, management systems (quality, safety, and environmental), proposed methodology, program, price, record and economic contribution.



## **F5. CONTRACT 2017-18-32 PORTLAND THERMAL PIPELINE REPLACEMENT DESIGN AND CONSTRUCT**

(continued)

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that Contract 2017-18-32 be awarded to TM & LM Doherty Plumbing Pty Ltd.

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.

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

Tenders were invited in accordance with Council's procurement policy and communications with prospective tenderers were via Council's Tender link website to ensure a fair and transparent platform for tendering.

Notification to the successful tender will also be provided following Council's resolution to award the contract.

d. Financial and Resource Implications and Opportunities

The contract will be managed by current resources within the organisation. The cost of the Portland Thermal Pipeline will be funded through Council's budget allocation for this project.

### Separate Circulation – 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
1.	Contract No. 2017-18-32 Portland Thermal Pipeline Replacement Design and Construct), Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the Local Government Act 1989	2474667

## **F6. 2019 DARTMOOR CHILDREN'S CENTRE KINDERGARTEN & CHILDCARE PROGRAM FEES & CHARGES**

Director: Edith Farrell, Director Community Services

### Executive Summary

This paper is to provide to information to Councillors on the proposed 2019 Dartmoor Children's Centre fees and charges for the delivery of kindergarten and childcare program.

### Recommendation

That Council endorse the fees and charges for the 2019 delivery of kindergarten and a childcare program at the Dartmoor Children's Centre and amend the Glenelg Shire Council 2018/2019 fees and charges schedule:

2019 Kindergarten & 2019 Childcare:

	Times and Days	Cost to families 2019
Kindergarten Program	Tuesday, Wednesday, Thursday 9am-2pm (5 hrs per day)	\$1,496 annual fee \$1,346.40 annual fee (If paid in full by 31 March)
Childcare Program	Tuesday, Wednesday 9am-2pm (5 hrs per day) Thursday 9 – 5 pm	\$45.80 per five hour session (new fee) \$73.25 per day (new fee)

### **MOTION**

**MOVED Cr Stephens**

**That Council endorse the fees and charges for the 2019 delivery of kindergarten and a childcare program at the Dartmoor Children's Centre and amend the Glenelg Shire Council 2018/2019 fees and charges schedule:**

**2019 Kindergarten & 2019 Childcare:**

	Times and Days	Cost to families 2019
<b>Kindergarten Program</b>	<b>Tuesday, Wednesday, Thursday 9am-2pm (5 hrs per day)</b>	<b>\$1,496 annual fee \$1,346.40 annual fee (If paid in full by 31 March)</b>
<b>Childcare Program</b>	<b>Tuesday, Wednesday 9am-2pm (5 hrs per day) Thursday 9 – 5 pm</b>	<b>\$45.80 per five hour session (new fee) \$73.25 per day (new fee)</b>

**SECONDED Cr McDonald**

**CARRIED**

**F6. 2019 DARTMOOR CHILDREN'S CENTRE KINDERGARTEN & CHILDCARE PROGRAM FEES & CHARGES**

(continued)

**Background/Key Information:**

Dartmoor Children's Centre is owned and managed by Council, forming part of the Early Years Management model.

In 2016 the kindergarten program and occasional care program were unable to be offered due to low enrolments. In 2017 and 2018, Council has provided occasional care one day per week, which is a professionally facilitated program for children and families.

Three confirmed kindergarten enrolments have been received for the 2019 Dartmoor Children's Centre kindergarten program. Therefore the fees and charges are required to be adopted for this period.

The above fees are based on the adopted 2018/2019 fees for kindergarten programs delivered by Council. The childcare program fees are based on the 2019 Kathleen Millikan Centre long day care charges (no meal provision and rounded to the nearest 5 cents). It should be noted that the fees and charges for childcare and kindergarten services operate to calendar years and hence the required amendment to 2018/19 financial year fees and charges policy.

The funded kindergarten program will operate five hours three days per week (15 hours per week) and will have an integrated childcare program delivered.

The Thursday extended childcare program (9am to 5pm) is currently being considered and the fee may or may not be utilised.

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

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

b. **Legislative, Legal and Risk Management Considerations**

Provision of care and education requires compliance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

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

Ongoing consultation continues, with the most recent community meeting being held on 15 November 2018, to be undertaken with the Dartmoor community, service users and education and care staff.

d. **Financial and Resource Implications and Opportunities**

Department of Education and Training Rural kindergarten funding of \$80,955, will be received for 2019.

**F7. RV FRIENDLY SITE HENTY PARK**

Director: David Hol, Director Corporate Services

**Executive Summary**

This report provides a further update on the operations of the Recreational Vehicle (RV) site at Henty Park, Portland. This report identifies an opportunity to engage a third party to assist in the oversight and compliance monitoring of the RV friendly site at Henty Park and authorises the Chief Executive Officer to negotiate and enter into an agreement for support services for this location.

**Recommendation**

That Council endorses the Chief Executive Officer to negotiate and enter into an agreement with a third party for the provision of support services at the RV site at Henty Park.

**MOTION****MOVED Cr Wilson**

**That Council endorses the Chief Executive Officer to negotiate and enter into an agreement with a third party for the provision of support services at the RV site at Henty Park.**

**SECONDED Cr Stephens****CARRIED****Background/Key Information:**

Council applied for RV Friendly status for Portland with the Campervan and Motorhome Club of Australia (CMCA) in January 2016 with Henty Park positioned as the best location to accommodate this growing touring market in accordance with the RV Friendly Town location guidelines.

Henty Park is a 48 hour RV friendly Park. This was reduced from 72 hours in April 2017 due to the popularity of the site and need to better manage the visitor demand on the space.

An opportunity has now presented itself for Council to enter into an arrangement with a third party to assist in promotion and monitoring of the facility.

This opportunity provides cross benefits for all concerned and it is recommended that the Chief Executive Officer be authorized to negotiate appropriate terms and enter into an agreement with a third party for the provision of support services for the site.

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

The following link with the following council plan themes:

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

**F7. RV FRIENDLY SITE HENTY PARK**

(continued)

**b. Legislative, Legal and Risk Management Considerations**

Council's General Local Law 2018 includes provisions pertaining to Motorised Recreation Vehicles.

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

Extensive public consultation was undertaken during the introduction of RV Friendly status for Henty Park, including the installation of new signage to ensure vehicles are compliant. It is proposed further education is completed via social media channels to mitigate any non-compliant vehicles and impact to local caravan park operators.

**d. Financial and Resource Implications and Opportunities**

The ongoing cost to manage and maintain Henty Park's RV Friendly camping spot is absorbed within the tourism unit and local law operating budgets.

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS: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 Local Tourist Association meeting held on 13 November 2018
- E1. (2) Assembly of Councillors – Councillors Workshop held on Tuesday 13 November 2018
- E1. (3) Meeting Record of the Volunteering and Wellbeing Advisory Committee meeting held on 14 November 2018
- E1. (4) Meeting Record of the Municipal Fire Planning Committee Notes held on 15 November 2018
- E1. (5) Meeting Record of the Municipal Emergency Management Planning Committee held on 15 November 2018
- E1. (6) Assembly of Councillors – Councillors and Acting CEO Briefing held on 27 November 2018
- E1. (7) Assembly of Councillors – Councillors Briefing session held on Tuesday 27 November 2018
- E1. (8) Deputation by Sea Change held on Tuesday 4 December 2018
- E1. (9) Assembly of Councillors - Councillors Workshop meeting held on 4 December 2018
- F2. (1) Draft Gender Equity and Inclusion Plan, 2018 – 2021

*Separate Circulation to Councillors, CEO and Directors*

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F3. (1) All Abilities Play Space Detailed Design and Construction Contract 2018-19-03 Tender Evaluation Matrix
- F4. (1) Contract 2018-19-08 Provision of Trade Services to the Glenelg Shire Council Tender Evaluation Matrix
- F5. (1) Contract No. 2017-18-32 Portland Thermal Pipeline Replacement Design and Construct), Tender Evaluation Matrix

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION: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 COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE TEMPORARY CHAIRPERSON DECLARED THE MEETING CLOSED AT 7.25pm.

CR ROBERT HALLIDAY  
TEMPORARY CHAIRPERSON

**22 JANUARY 2019**

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