



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 27 June 2017 at 7.00pm at
Portland Customer Service Centre
71 Cliff Street, Portland

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TIME:

7.00pm

PRESENT:

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

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne),
Director Community Services (Ms Edith Farrell), Director Assets (Mr Paul Healy),
Director Corporate Services (Mrs Karena Prevett), Planning Manager (Mr Matt Berry)
and Council Support Coordinator (Mrs Kylie Walford).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on
Tuesday 23 May 2017 and the Special Committee of Council held on
Tuesday 13 June 2017 as circulated, be confirmed.

MOTION**MOVED Cr Stephens**

**That the minutes of the Ordinary Council Meeting held on
Tuesday 23 May 2017 and the Special Committee of Council held on
Tuesday 13 June 2017 as circulated, be confirmed.**

SECONDED Cr Wilson**CARRIED**

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

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

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

Cr Wilson declared an Indirect Conflict of Interest in Item F12. Planning Application P17012 - Proposed Service Station and Item B1. Planning Application P17012 - Proposed Service Station. Cr Wilson has advised the Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

Cr Hawker declared an Indirect Conflict of Interest in Item F12. Planning Application P17012 - Proposed Service Station and Item B1. Planning Application P17012 - Proposed Service Station. Cr Hawker has advised the Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

Cr Stephens declared an Indirect Conflict of Interest in Item F21. Aged and Disability Fees and Charges Schedule 2017 – 2018. Cr Stephens has advised the Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

Mr Burgoyne declared an indirect Conflict of Interest in Items F6. Cape Bridgewater Structure Plan, Item F7. Amendment C89 Portland Heritage Gap Study and Item F8. Glenelg Planning Scheme Amendment C61.

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:1. 2017/2018 Draft Budget

Mr David Wilson of Portland asked the following questions.

- a. *Would the Mayor be prepared to advise ratepayers and residents the reason why she did not prepare her own original introduction for this budget that relates uniquely to this Shire as some other mayors have done in their shire?*

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

(continued)

Mayor Cr Rank advised that with regards to the preparation of that part of the budget, it is a template being used and approved by the Auditor General's Office. Council does comply with that template with regards to ensuring that all the elements of that template are included into the introduction. Mayor Rank advised that she has input into the Mayor's message before it goes into the document.

- b. *Do Council and Councillors believe the 2017/18 Draft Budget being presented tonight for adoption is in a format so the residents and ratepayers of this shire can understand?*

Mayor Cr Rank advised that the budget is prepared in accordance with the relevant Accounting Standards and in accordance with the Victorian Auditor General, and is in a format that the residents and ratepayers of this shire can understand.

- c. *Do Council and Councillors believe any ratepayer can obtain any additional value for their rate dollar as mentioned in the Mayor's introduction from this budget; - or is the presentation of budget just an exercise for Council and Councillors to tick the boxes required by the State Government?*

Mayor Cr Rank advised that Council has spent a considerable time with regards to input into the budget and that Council believes that ratepayers can obtain additional value from their rate dollar in the 2017/2018. With regards to the implementations that have been put in place and the services we are trying to deliver, the Mayor advised that she will be able to answer further in more detail when the budget and Council Plan have been presented regarding the benefits that the ratepayers will be receiving from this budget and the Council Plan.

QUESTIONS FROM THE GALLERY:

1. Rating Strategy

Mr Michael Byrne of Cape Bridgewater asked the following questions.

Ararat Rural City Council created a storm across the Victorian Agriculture sector with a controversial vote to scrap farm differential in favour of a uniform municipal rate across the shire. This rating strategy is up for adoption with or without amendment at tonight's Ararat Rural City Council Meeting. Anita, on behalf of the Glenelg Shire Council, can you give the rural community of the Glenelg Shire a solemn undertaking that this rating strategy will not be pursued during this term of electoral office?

Mayor Rank gave an undertaking on the basis that there are things that have been put in place that will not allow that to occur moving forward. The Mayor asked the CEO to provide a further response on how that can not happen moving forward and why we would not allow that to happen.

QUESTIONS FROM THE GALLERY:

(continued)

Mr Burgoyne advised that the decision rests with Council, however the process for setting differential rates changed two years ago whereby it is a requirement to have extensive community consultation over a six month period with the opportunity for ratepayers to present their case. The fundamental part of that process is the establishment and the development of a business case to support the rate strategy. Any attempt by this Council to change the rate differential would need to go through that process.

2. Primary Production Land Rebate

Mr Michael Byrne of Cape Bridgewater asked the following questions.

Reading from a recent Glenelg Shire Budget Paper titled Primary Production Land Rebate, the rebate be granted to achieve the following objectives:

- *To promote economic growth to discourage the proliferation of non-agricultural activities; and*
- *Protection enhancements of natural resources and the biodiversity of the area.*

Anita, does the Glenelg Shire still adhere with these stated objectives or has it an open mind to the abandonment of these highly valued principles, if need be?

Mayor Cr Rank advised that Council adheres to these principles and Council has picked up some of those principles in the Budget and the Council Plan. We do, hand on heart adhere to those principles.

A. NOTICES OF MOTION:**A1. NOTICE OF MOTION 3-2016-17 NATIONAL DISABILITY INSURANCE SCHEME**Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Notice of Motion 3 -2016/2017 – National Disability Insurance Scheme	2300149

In accordance with Section 4.13 of the Council's Governance Local Law 2013 and associated Meeting Procedure, I give notice of my intention to move the following Motion at the Ordinary Council meeting to be held on 27 June 2017.

1. That Council investigate the option of becoming an NDIS provider to ensure that our residents receive suitable programs and services, including younger people with a disability who are currently receiving services through Council can continue to access Council services and programs.
2. That Council receive a full report on the benefits to community along with the relevant resource requirements and potential budget implications that would be incurred by Council should it elect to nominate as a provider.

Signed: Cr Gilbert Wilson

Date: 19 June 2017

MOTION**MOVED Cr Wilson**

1. That Council investigate the option of becoming an NDIS provider to ensure that our residents receive suitable programs and services, including younger people with a disability who are currently receiving services through Council can continue to access Council services and programs.
2. That Council receive a full report on the benefits to community along with the relevant resource requirements and potential budget implications that would be incurred by Council should it elect to nominate as a provider.

SECONDED Cr Halliday**CARRIED**

Cr Wilson re-declared an Indirect Conflict of Interest in Item B1. Planning Application P17012 - Proposed Service Station and left the meeting at 7.13pm.

Cr Hawker re-declared an Indirect Conflict of Interest in Item B1. Planning Application P17012 - Proposed Service Station and left the meeting at 7.13pm.

B. DEPUTATIONS:

B1. PLANNING APPLICATION P17012 - PROPOSED SERVICE STATION

Planning Manager, Mr Berry provided a briefing to the Council on Item B1. Planning Application P17012 – Proposed Service Station.

Mr Bryan Waldron provided a deputation to Council objecting to the Planning Application P17012 - Proposed Service Station.

Mr Peter Thomas provided a deputation to Council objecting to the Planning Application P17012 - Proposed Service Station.

Cr Wilson returned to the Meeting at 7.28pm.

Cr Hawker returned to the Meeting at 7.28pm.

MOTION

MOVED Cr Stephens

In accordance with clause 4.4.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013, that item B2. Planning Application 16005 – Proposed Shooting Range, be included in the Ordinary Council Meeting Agenda, under section B. Deputations.

SECONDED Cr McDonald

CARRIED

B2. PLANNING APPLICATION 16005 - PROPOSED SHOOTING RANGE

Planning Manager, Mr Berry provided a briefing to the Council on Item B2. Planning Application 16005 – Proposed Shooting Range.

Mr Phil Johnstone provided a deputation to Council in support of Planning Application 16005 – Proposed Shooting Range.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE MEETING
5 JUNE 2017 RECOMMENDATION**

Director: Paul Healy, Director Assets

Author: Paul Healy, Director Assets

Separate Circulation – Non Confidential

No.	Separate Circulation	ECM
1.	Meeting Record of the Local Port of Portland Bay Advisory Committee Meeting held on Monday 5 June 2017	2296157

Executive Summary

The purpose of this report is to brief Council on the recommendation contained in the Local Port of Portland Bay Advisory Committee meeting record of 5 June 2017.

Background

The role of the Local Port of Portland Bay Advisory Committee is to provide information and advice to Council on:

1. Policy relating to legislation surrounding operation of the Harbour;
2. Issues identified by Port users; and
3. Operational issues that may affect the Port of Portland Pty Ltd and Local Port of Portland Bay.

Report

One recommendation was proposed at the meeting:

Committee Recommendation that Council write to POPL requesting (1) that the planning of the slipway be undertaken in a coordinated approach between Council and the Port of Portland and that (2) POPL support any Council funding applications for the Trawler Wharf extension.

a. Council Plan Linkage and Policy Context

Theme 2 - Objective 2.

Build Portland Bay and foreshore as economic attractor.

b. Legislative and Legal Considerations

Council as Local Port Manager has a clearly defined and gazetted legislative obligations including the *Marine Safety Act 2010*, the *Port Management Act 1995* and Local Port Regulations.

**D1. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE MEETING
5 JUNE 2017 RECOMMENDATION**

(continued)

c. Consultation and/or communication processes

The Local Port undertakes regular community and user consultation sessions which are a requirement of Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and the Local Port's Safety and Environmental Management Plan (SEMP).

d. Risk Management

The Local Port of Portland Bay SEMP is the key document for identifying and mitigating of risk.

e. Resource Implications

There are no 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

The Local Port of Portland Bay SEMP is the key document for identifying environmental considerations in the operation of the Local Port.

h. Budget Implications

There are no budget implications to Council.

Officer Recommendation

That Council note the recommendation in the minutes of the Local Port of Portland Bay Advisory Committee Meeting dated 5 June 2017 and that a letter be written to the Port of Portland Pty Ltd.

MOTION

MOVED Cr White

That Council note the recommendation in the minutes of the Local Port of Portland Bay Advisory Committee Meeting dated 5 June 2017 and that a letter be written to the Port of Portland Pty Ltd.

SECONDED Cr McDonald

CARRIED

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 11 MAY 2017 – 15 JUNE 2017 (INCLUSIVE)**

Director: Karena Prevett, Director Corporate Services

Author: Rachael Fellows, Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM DocSetID</i>
1.	Meeting Record of the Volunteering and Wellbeing Advisory Committee held on Friday 19 May 2017	2288852
2.	Assembly of Councillors – Councillors and CEO Meeting Record Tuesday 23 May 2017	2289219
3.	Assembly of Councillors – Councillor Briefing Session Tuesday 23 May 2017	2288533
4.	Meeting Record of the Local Port of Portland Bay Advisory Committee Monday 5 June 2017	2296157
5.	Assembly of Councillors – Municipal Health and Wellbeing Plan Tuesday 6 June 2017	2294912
6.	Assembly of Councillors Deputation – Great South Coast Regional Justice Group – Prevention of Alcohol Misuse Tuesday 13 June 2017	2299349
7.	Assembly of Councillors – Child Safe Standards and Equal Opportunity Training Tuesday 13 June 2017	2297889
8.	Assembly of Councillors – Councillors Workshop Tuesday 13 June 2017	2299417

E1. ASSEMBLY OF COUNCILLORS RECORDS 11 MAY 2017 – 15 JUNE 2017 (INCLUSIVE)

(continued)

Separate Circulations – Confidential

The separate circulations 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.	Meeting Record of the Glenelg Municipal Fire Management Planning Committee Thursday 25 May 2017.	Any other matter which the Council or Special Committee Considers would prejudice the Council or any person – Section 89 (2) (h) of the Local Government Act 1989.	2297393
2.	Meeting Record of the Glenelg Municipal Emergency Management Planning Committee Thursday 25 May 2017.	Any other matter which the Council or Special Committee Considers would prejudice the Council or any person – Section 89 (2) (h) of the Local Government Act 1989.	2297392

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.*

E1. ASSEMBLY OF COUNCILLORS RECORDS 11 MAY 2017 – 15 JUNE 2017 (INCLUSIVE)

(continued)

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

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

Report

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Tuesday 11 May 2017 – Tuesday 15 June 2017 (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 Volunteering and Wellbeing Advisory Committee held on Friday 19 May 2017 (DocSetID: 2288852);
- Assembly of Councillors – Councillors and CEO Meeting Record held on Tuesday 23 May 2017 (DocSetID: 2289219);
- Assembly of Councillors – Councillor Briefing Session held on Tuesday 23 May 2017 (DocSetID: 2288533);
- Confidential Meeting Record of the Glenelg Municipal Fire Management Planning Committee Thursday 25 May 2017 (DocSetID: 2297393);
- Confidential Meeting Record of the Glenelg Municipal Emergency Management Planning Committee Thursday 25 May 2017.
- Meeting Record of the Local Port of Portland Bay Advisory Committee held on Monday 5 June 2017 (DocSetID: 2296157);
- Assembly of Councillors – Municipal Health and Wellbeing Plan held on Tuesday 6 June 2017 (DocSetID: 2294912);

E1. ASSEMBLY OF COUNCILLORS RECORDS 11 MAY 2017 – 15 JUNE 2017 (INCLUSIVE)

(continued)

- Assembly of Councillors Deputation – Great South Coast Regional Justice Group – Prevention of Alcohol Misuse held on Tuesday 13 June 2017 (DocSetID: 2299349);
- Assembly of Councillors – Child Safe Standards and Equal Opportunity Training held on Tuesday 13 June 2017 (DocSetID: 2297889);
- Assembly of Councillors – Councillor Workshop held on Tuesday 13 June 2017 (DocSetID: 2299417).

a. Council Plan Linkage and Policy Context

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. Legislative and Legal Considerations

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

c. Consultation and/or communication processes implemented or proposed

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

e. Risk Management

Nil.

f. Resource Implications

Nil.

g. Charter of Human Rights and Responsibilities

Nil.

E1. ASSEMBLY OF COUNCILLORS RECORDS 11 MAY 2017 – 15 JUNE 2017 (INCLUSIVE)

(continued)

h. Budget Implication

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

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

Conclusion

This report is a summary of the Assembly of Councillors records for the period Thursday 11 May 2017 – Thursday 15 June 2017 (inclusive).

Officer Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 11 May 2017 – Thursday 15 June 2017 (inclusive).

MOTION**MOVED Cr Hawker**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 11 May 2017 – Thursday 15 June 2017 (inclusive).

SECONDED Cr McDonald**CARRIED**

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCE REPORT – MAY 2017**

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

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Monthly Finance Report – May 2017	2294958

Executive Summary

The Finance Report up to the 31 May 2017 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this Council Agenda.

Background

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

Report

The 2016/2017 Annual Budget was adopted by Council on 28 June 2016.

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

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

F1. MONTHLY FINANCE REPORT – MAY 2017

(continued)

The report has been prepared on an accrual basis to ensure accurate matching of income and expenditure, both operating and capital items, for the year ending 31 May 2017.

The finance report provides a high level of financial reporting.

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

a. Council Plan Linkage and Policy Context

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

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

b. Legislative and Legal Considerations

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

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Risk Management

Not applicable.

e. Resource Implications

Not applicable.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

As outlined in monthly finance report.

F1. MONTHLY FINANCE REPORT – MAY 2017

(continued)

Conclusion

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

Officer Recommendation

That the Monthly Finance Report for the period ending 31 May 2017 be received.

MOTION

MOVED Cr Stephens

That the Monthly Finance Report for the period ending 31 May 2017 be received.

SECONDED Cr McDonald

CARRIED

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

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

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2298217

Executive Summary

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

Background

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

Report

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

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

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
 - d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.
- (2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.
- a. Council Plan Linkage and Policy Context
Theme 4 – Govern in a responsible and responsive way.
 - b. Legislative and Legal Considerations
Section 66B of the *Local Government Act 1989*.
 - c. Consultation and/or communication processes implemented or proposed
Councillors are required to submit Leave of Absence requests in writing to the Chief Executive Officer.

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

A register will be held by the Chief Executive Officer and reported monthly to Council.
 - d. Risk Management
Not applicable.
 - e. Resource Implications
Nil.
 - f. Charter of Human Rights and Responsibilities
This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

Nil.

Conclusion

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

Officer Recommendation

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

MOTION

MOVED Cr Halliday

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 McDonald

CARRIED

F3. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: ADOPTION AND CONSIDERATION OF SPECIAL COMMITTEE RECOMMENDATIONS

Director: Edith Farrell, Director Community Services
 Author: Liz Regent, Strategic Planner

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Draft Glenelg Shire Council Plan 2017-2021	2300487
2.	Summary of Consultation Submissions Table	2300478

Executive Summary

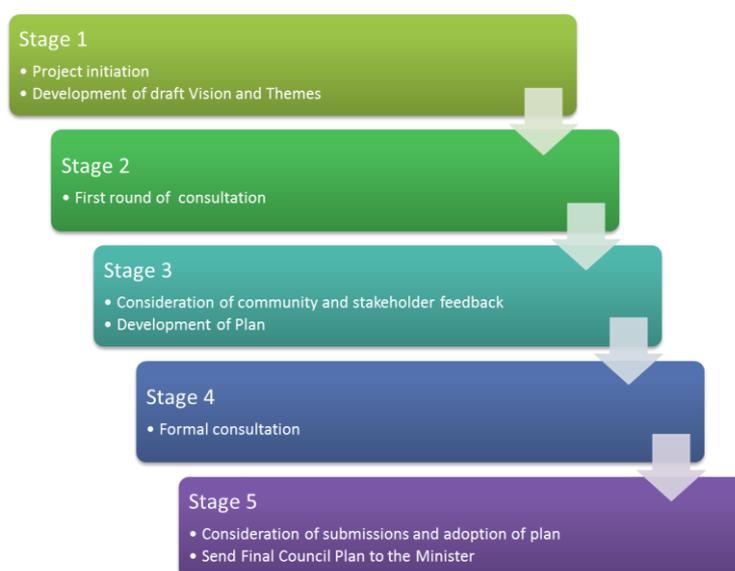
This report recommends that Council consider the recommendations of the Special committee held to hear from submitters and resolve to adopt the Draft Glenelg Shire Council Plan 2017-2021 and submit the plan to the minister in accordance with the provisions of section 125 of the *Local Government Act 1989*.

The draft Council plan is required to be prepared every four years following a council election and must be submitted to the minister by 30 June 2017.

Background

The Draft Glenelg Shire Council Plan 2017-21 provides Council's direction for the next four years. It is a medium term strategic document required under section 125 of the *Local Government Act 1989* to be prepared every four years following the election of a new Council. It provides a list of outcomes that Council will work towards over the next four years.

The process of preparing the Council Plan has been divided into 5 stages.



F3. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: ADOPTION AND CONSIDERATION OF SPECIAL COMMITTEE RECOMMENDATIONS

(continued)

This report recommends that Council consider the submissions received during exhibition, the recommendations of the Special Committee held to hear from submitters and adopt a revised Glenelg Shire Council Plan 2017-2021 to submit to the Minister, stage 5 of the diagram above.

The formal exhibition period commenced on 28 April 2017 and ended on 31 May 2017.

Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later.

Council must also consider recommendations of a special committee held to hear from submitters. This report provides a summary of the special committee meeting and recommendations arising from the meeting held on 13 June 2017.

Report

In January 2017 Council engaged Liminal by Design to facilitate community engagement for the new Council Plan. This engagement involved workshops with Councilors, community workshops (6), community events (2), listening posts(4), staff workshops, stakeholder meetings and online forum discussions (yoursayglenelg) during February and March.

Feedback received during consultation was then the subject of three further workshops to develop the draft Council Plan.

The Local Government Better Practice Guide 2015-2016 (DELWP) provides a detailed explanation of how to write required provisions and identifies a number of components of the plan that are optional and generally included by councils throughout the state. The Draft Glenelg Shire Council Plan 2017-21 has been prepared in accordance with the provisions of this document.

There were eight (8) submissions received during the formal exhibition period. A full summary of the feedback, officer response and proposed changes to the Draft Glenelg Shire Council Plan 2017-21 are included in attachment 2.

Proposed amendments to the Glenelg Sire council plan have been identified in attachment 1 (Consultation Summary Table)

The special committee meeting held on 13 June 2017 gave submitters the opportunity to be heard in accordance with section 223 of the Local government Act 1989. Three submitters made a presentation to this special committee.

F3. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: ADOPTION AND CONSIDERATION OF SPECIAL COMMITTEE RECOMMENDATIONS

(continued)

The special committee recommendations are identified in attachment 2.

The draft Council Plan 2017-21 complies with the provisions of both the *Local Government Act 1987* and Local Government Better Practice Guide 2015-16 (DELWP). The changes recommended by the special committee and in response to submissions have been incorporated into the revised attached draft Glenelg Shire Council Plan 2017-21.

a. Council Plan Linkage and Policy Context

This report proposes to adopt a new Glenelg Shire Council Plan 2017-21. The draft Glenelg Shire Council Plan 2017-21 recognises previous commitments and where relevant, the need to complete work undertaken in the previous plan period.

b. Legislative and Legal Considerations

The proposed Draft Council Plan must be prepared in accordance the provisions of section 125 of the *Local Government Act 1989* and has been formally exhibited for 28 days in accordance with these provisions. Six submissions were received and one submitter requested to be heard. A Special Committee heard the person in accordance with section 223 of the *Local Government act 1989*. In accordance with the provisions of section 223 of the Local Government act 1989, this report also addresses the recommendations of the special committee meeting held on 13 June 2017.

c. Consultation and/or communication processes implemented or proposed

Council undertook extensive informal consultation with the community in early 2017 and this feedback has informed the preparation of the Draft Council Plan 2017-21. This consultation exceeds that required under the *Local Government Act 1989*. Formal consultation as required under section 125 of the *Local Government Act 1989* was undertaken for 28 days between 28 April 2017 and 31 May 2017. The feedback received during this period is considered in this report.

d. Risk Management

The extensive consultation process minimizes risk and provides for a transparent process when preparing the Council Plan.

e. Resource Implications

Consideration has been given to available resources when preparing the Draft Council Pan 2017-21. The Strategic Resource Plan will specifically address resource implications for implementation of the Council Plan.

F3. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: ADOPTION AND CONSIDERATION OF SPECIAL COMMITTEE RECOMMENDATIONS

(continued)

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered. The consultation throughout this project has and will continue to enable participation by residents in public affairs and local democracy.

g. Sustainability and Environmental Considerations

The Glenelg Shire Council Plan 2017-21 addresses Council's direction regarding sustainability and environmental performance improvements over the next 4 years. Specific attention is given to reducing carbon footprint and using renewable energy.

h. Budget Implication

The Glenelg Shire Council Plan 2017-21 has been prepared within budget. The Strategic Resource Plan will specifically address budget implications associated with implementation of the Council Plan 2017-21.

Conclusion

The draft plan has been prepared following consideration of our current commitments, an understanding of the needs of the community and public feedback received during consultation.

The Special Committee to hear submissions on the Council Plan met on 13 June 2017. Recommendations of the Special Committee are shown in Attachment 2. Amendments to the Glenelg Shire Council Plan 2017-21 have been incorporated as recommended by the Special Committee in response to issues raised by submitters.

The Draft Council Plan 2017-21 complies with the provisions of both the *Local Government Act 1989* and *Local Government Better Practice Guide 2015-16 (DELWP)* and is therefore ready for adoption and submission to the minister in accordance with section 125 of the *Local Government Act 1989*.

F3. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: ADOPTION AND CONSIDERATION OF SPECIAL COMMITTEE RECOMMENDATIONS

(continued)

Officer Recommendation

That Council:

1. Consider the recommendations of the Special Committee held on 13 June 2017 (Attachment 2).
2. Adopt the revised Draft Glenelg Shire Council Plan 2017-2021 (Attachment 1) incorporating amendments identified in attachment 2.
3. Submit the adopted Glenelg Shire Council Plan 2017-21 and adopted Strategic Resource Plan 2017/18-20/21 to the Minister in accordance with the provisions of section 125 of the Local Government Act.
4. Council staff thanks the 8 community members who made a formal submission and update the online platform to acknowledge and thank community members for their involvement in the Council Plan development process.
5. Council officers develop a communication plan to ensure ongoing engagement on progress of the plan and report progress to Council annually.

MOTION**MOVED Cr Stephens**

That Council:

1. **Consider the recommendations of the Special Committee held on 13 June 2017 (Attachment 2).**
2. **Adopt the revised Draft Glenelg Shire Council Plan 2017-2021 (Attachment 1) incorporating amendments identified in attachment 2.**
3. **Submit the adopted Glenelg Shire Council Plan 2017-21 and adopted Strategic Resource Plan 2017/18-20/21 to the Minister in accordance with the provisions of section 125 of the *Local Government Act*.**
4. **Council staff thanks the eight community members who made a formal submission and update the online platform to acknowledge and thank community members for their involvement in the Council Plan development process.**
5. **Council officers develop a communication plan to ensure ongoing engagement on progress of the plan and report progress to Council annually.**

SECONDED Cr Wilson

CARRIED

F4. DRAFT COUNCIL BUDGET 2017/18 AND DRAFT STRATEGIC RESOURCE PLAN 2017/18-2020/21: ADOPTION

Director: Karena Prevett, Director Corporate Services

Author: Karena Prevett, Director Corporate Services

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocsetID
1.	Draft Budget 2017/18	2278748
2.	Draft Strategic Resource Plan 2017/18-2020/21	2300482

Executive Summary

The purpose of this Report is to recommend that Council adopt the Draft Council Budget 2017/2018 and adopt the Draft Strategic Resource Plan 2017/18-2020/21.

Background

Under the *Local Government Act 1989*, Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year and a copy submitted to the Minister within 28 days of adoption.

Under the *Local Government Act 1989*, Council is required to prepare and adopt a Strategic Resource Plan. The Strategic Resource Plan must include at least the next 4 financial years and address both the financial and non-financial resources of Council. Council must review the Strategic Resource Plan during the preparation of the Council Plan and adopt no later than 30 June each year.

Additionally Council is required to make a declaration of differential rates, rate rebates and an annual service charge in accordance with the requirements of the *Local Government Act 1989*.

Report

The Draft Council Budget and Draft Strategic Resource Plan have been prepared in accordance with section 126, 127, 129 and 223 of the *Local Government Act 1989* and publicly notified for 28 days from 12 May until 9 June 2017.

During this time, one(1) submission was received that identified the following matter for consideration:

- Submitter 1- Dartmoor Resident- Suggested the creation of a dump point for caravans to use to promote tourists visiting the township and area
 - OFFICER RESPONSE- Consider Dump Points for RV friendly locations in the future (budget dependent)

As part of the statutory process to adopt the Budget and Strategic Resource Plan, the Council is required to consider submissions received in accordance with section

F4. DRAFT COUNCIL BUDGET 2017/18 AND DRAFT STRATEGIC RESOURCE PLAN 2017/18-2020/21: ADOPTION

(continued)

223 of the *Local Government Act 1989*. As the submitter chose not to appear in person to present their submission to Council, their submission will be considered under this report and corresponding decision.

At this point in time no changes are proposed to the Draft Council Budget 2017/18 or Draft Strategic Resource Plan 2017/18-2020/21 in response to the submission.

Council must also make a declaration of differential rates in accordance with the requirements of the *Local Government Act 1989*.

As part of the budget process, Council has decided that the net General rate revenue will increase by 2.0%.

The following table illustrates valuation changes between 2014 and 2016 general valuations by class of land with the changes to net revenue between 2015/16 and 2016/17. The table does not include classes of land exempt to rate capping (Cultural and Recreational Land and rating agreements). Net rate revenue means gross rate revenue less rebates.

Type or class of land	Valuation Change (Decrease)	Rating Change (Decrease)
General Land	-3.20%	2.50%
Commercial/Industrial Land	-9.40%	5.08%
Primary Production Land	-8.20%	-2.00%
Recreational Land	0.20%	6.93%
Overall	-6.00%	1.06%

Overall rate revenue is influenced by individual movements in the Capital Improved Value (CIV) of properties based upon independent valuations as at 1 January 2016. The CIV is also influenced by the number of rateable properties, which can fluctuate from year to year. The impact of these valuations and property movements are summarized below:

Type or class of land	2016/2017 \$'000	2017/2018 \$'000	Change
General Land	1,922,553	1,937,092	0.8%
Commercial/Industrial Land	329,287	330,262	0.3%
Primary Production Land	1,815,563	1,812,362	-0.2%
Recreation Land	2,670	2,667	-0.1%
Cultural & Recreational Lands	7,877	8,247	4.7%
Port of Portland	100,898	47,186	-53.2%
Pacific Hydro	217,440	217,440	0.0%
Portland Aluminium	327,000	327,000	0.0%
Total value of land	4,723,288	4,682,256	-0.9%

F4. DRAFT COUNCIL BUDGET 2017/18 AND DRAFT STRATEGIC RESOURCE PLAN 2017/18-2020/21: ADOPTION

(continued)

As part of the budget preparation process each year, the Assets Department calculate the cost of the garbage collection service and recommend a collection charge.

Although the Council has a long-term objective of full cost recovery for this service, the proposed garbage collection charge incorporates known costs. It does not include the potential significant costs that are included in the regional waste management strategy or the legal requirements for future obligations to rehabilitate landfill sites.

The proposed annual service charge for garbage for 2017/18 is \$269.70 per service, which is a 2.0% increase on the 2016/17 charge of \$264.45.

a. Council Plan Linkage and Policy Context

This report links to the Council Plan, particularly key objective: (4) - Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

Under the *Local Government Act 1989*, Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year and a copy submitted to the Minister within 28 days of adoption.

Under the *Local Government Act 1989*, Council is required to prepare and adopt a Strategic Resource Plan. The Strategic Resource Plan must include at least the next 4 financial years and address both the financial and non-financial resources of Council. Council must review the Strategic Resource Plan during the preparation of the Council Plan and adopt no later than 30 June each year.

Section 158(1) of the *Local Government Act 1989* requires that a Council must at least once in respect of each financial year declare its rates and service charges. As the date of declaration must appear on the rate notice, this declaration must be done prior to the 30 June each year and must be completed prior to the issue of the rate notices.

c. Consultation and/or communication processes implemented or proposed

Consultation is required to be carried out in accordance with sections 125, 127 and 223 of the *Local Government Act 1989*. The documents have been advertised in accordance with the relevant provisions of the *Local Government Act 1989*.

d. Risk Management

Not applicable.

F4. DRAFT COUNCIL BUDGET 2017/18 AND DRAFT STRATEGIC RESOURCE PLAN 2017/18-2020/21: ADOPTION

(continued)

e. Resource Implications

The Council Budget and Strategic Resource Plan outline the resource implications of delivering the Council Plan.

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

The rating of properties within the Glenelg Shire looks to promote the use of suitable land for agricultural purposes.

h. Budget Implication

The adoption of the Draft Council Budget 2017/18 provides Council's financial intentions for the period 1 July 2017 to 30 June 2018.

The Rating declaration can be found in Section 15.2 of the Draft Council Budget 2017/18 and Draft Strategic Resource Plan 2017/18-2020/21 and is in line with the rating strategy for 2017/18.

Conclusion

The Draft Council Budget 2017/18 and the Draft Strategic Resource Plan 2017/18-2020/21 have been prepared in accordance with the relevant provisions of the *Local Government Act 1989* and Regulations. One submission was received during the formal exhibition period and there are no changes proposed in response to this submission.

The Draft Council Budget 2017/18 and the Draft Strategic Resource Plan 2017/18-2020/21 is therefore presented to Council for adoption.

F4. DRAFT COUNCIL BUDGET 2017/18 AND DRAFT STRATEGIC RESOURCE PLAN 2017/18-2020/21: ADOPTION

(continued)

Officer Recommendation

1. That it be noted that the submission on the Draft Council Budget 2017/2018 has been considered by Council prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 15.2 of the Draft Council Budget 2017/2018.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Draft Council Budget 2017/2018 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Draft Strategic Resource Plan 2017/18-2020/21 (Attachment 2).
5. That Council gives public notice that the Council Budget 2017/2018 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2017/18 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

F4. DRAFT COUNCIL BUDGET 2017/18 AND DRAFT STRATEGIC RESOURCE PLAN 2017/18-2020/21: ADOPTION

(continued)

MOTION

MOVED Cr Stephens

1. That it be noted that the submission on the Draft Council Budget 2017/2018 has been considered by Council prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 15.2 of the Draft Council Budget 2017/2018.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Draft Council Budget 2017/2018 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Draft Strategic Resource Plan 2017/18-2020/21 (Attachment 2).
5. That Council gives public notice that the Council Budget 2017/2018 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2017/18 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

SECONDED Cr White

CARRIED

F5. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 1 JUNE 2017

CEO: Greg Burgoyne, Chief Executive Officer
 Author: Scott Millard, Corporate Coordinator

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocsetID
1.	Draft Glenelg Shire Council Audit Committee Charter	2291577
2.	Draft Audit Committee Meeting Plan	2291576
3.	Proposed Internal Audit Plan July 2017 to June 2018	2291619

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
4.	Minutes of the Audit Committee Meeting held on Thursday 1 June 2017	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2296913

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 1 June 2017 and to submit the recommendations from the Committee for Council's consideration.

Background

The role of the Audit Committee is to monitor and advise Council on the corporate governance, financial management, and risk management of the Glenelg Shire.

The Audit Committee Charter requires that the Committee's Minutes be presented to Council to ensure that an effective communication mechanism between the Committee and Council occurs and to ensure that the Council is fully informed on the Committee's activities.

F5. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 1 JUNE 2017

(continued)

Report

The Audit Committee Meeting held on Thursday 1 June 2017 considered the following items:

Item No.	Item Description
1.	Risk Management Report March to May 2017
2.	Strategic Risk Register Review
3.	Disaster Recovery Plan
4.	Internal Audit – Review of Council’s Occupational Health and Safety Processes, Procedures, Incidents and Training
5.	Monthly Finance Report – April 2017
6.	Audit Register Review
7.	Internal Audit – Review of Council’s Heavy Fleet Utilisation and Procurement Options
8.	Internal Audit – Review of Council’s Credit Card Usage
9.	Status of Annual Budget Process
10.	Internal Audit – Review of Council’s Petty Cash
11.	Council Plan Progress Update
12.	Review of Audit Committee Charter
13.	Review of Audit Committee Meeting Plan
14.	Internal Audit Plan July 2017 to June 2018
15.	Audit Committee Self-Assessment Surveys
16.	Update on the Expression of Interest for Independent Members
17.	Organisational Update

The following recommendations from the meeting are submitted to Council for consideration:

Item 12 Review of Audit Committee Charter

That the Audit Committee recommends to Council that the Draft Audit Committee Charter be adopted.

Moved: Member Krause

Seconded: Cr Rank

CARRIED

F5. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 1 JUNE 2017

(continued)

Item 13 Review of Audit Committee Meeting Plan

That the Audit Committee recommends to Council that the Draft Audit Committee Meeting Plan be adopted.

Moved: Cr McDonald

Seconded: Member Saunders

CARRIED

Item 14 Internal Audit Plan July 2017 to June 2018

That the Audit Committee recommends to Council that it adopts the proposed Internal Audit Plan July 2017 to June 2018.

Moved: Member Saunders

Seconded: Member Tobin

CARRIED

a. Council Plan Linkage and Policy Context

The role of the Audit Committee links to the Council Plan, Theme 4 – Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

Under section 139 of the *Local Government Act 1989* (the “Act”) Council is required to establish an audit committee and operate this committee under specific guidelines. The Audit Committee’s role also links to and supports a range of Glenelg Shire policies, procedures and guidelines including the Fraud Prevention Policy; Investment Policy; Procurement Policy; Councillor Code of Conduct and Staff Code of Conduct.

c. Consultation and/or communication processes implemented or proposed

The minutes from each meeting are provided to Audit Committee members for review.

d. Risk Management

A key element of the internal audit function is to assist with the mitigation of risk.

e. Resource Implications

Nil.

F5. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 1 JUNE 2017

(continued)

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

The 2016/17 Council budget contains a budget to support the Audit Committee and to undertake an internal audit program during the financial year. Management and staff time to support the Committee and internal audit projects is an indirect cost.

Conclusion

It is recommended that Council receive the Audit Committee Minutes for the Meeting held on Thursday 1 June 2017.

Officer Recommendation

That Council:

1. Receive the Minutes of the Audit Committee Meeting held on Thursday 1 June 2017;
2. Adopts the Audit Committee Charter, separate circulation No. 1;
3. Adopts the Audit Committee Meeting Plan, separate circulation No. 2; and
4. Adopts the Internal Audit Plan July 2017 to June 2018, separate circulation No. 3.

F5. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 1 JUNE 2017

(continued)

MOTION

MOVED Cr McDonald

That Council:

- 1. Receive the Minutes of the Audit Committee Meeting held on Thursday 1 June 2017;**
- 2. Adopts the Audit Committee Charter, separate circulation No. 1;**
- 3. Adopts the Audit Committee Meeting Plan, separate circulation No. 2; and**
- 4. Adopts the Internal Audit Plan July 2017 to June 2018, separate circulation No. 3.**

SECONDED Cr Stephens

CARRIED

Mr Burgoyne re-declared an Indirect Conflict of Interest in Items F6. Cape Bridgewater Structure Plan, F7. Amendment C89 Portland Heritage Gap Study and F8. Glenelg Planning Scheme Amendment C61: Corrections and left the meeting at 8.04pm.

Director of Community Services, Ms Farrell assumed the chair of the CEO.

F6. CAPE BRIDGEWATER STRUCTURE PLAN

Director: Karena Prevett, Director Corporate Services

Author: Matt Berry, Planning Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Cape Bridgewater Structure Plan May 2017	2290587

Executive Summary

This paper recommends that Council adopt the final Cape Bridgewater Structure Plan as per the attached circulation.

Background

In 2016 Council commenced the preparation of a Structure Plan for Cape Bridgewater. The purpose of the Structure Plan is to identify the location of a settlement boundary for Cape Bridgewater and provide guidance on future land uses within the settlement, taking into account tourism supply and demand.

The structure plan was exhibited late January to early March 2017. Fifteen (15) submissions were received which generally supported the structure plan as it relates to the existing settlement. A number of submissions raised concerns about the nomination of the proposed 'Blowholes Precinct' and the inclusion of this precinct within the proposed settlement boundary.

Report

After considering all submissions, the final structure plan identifies the Blowholes Precinct as the preferred location for tourist accommodation within Cape Bridgewater. The structure plan recommends the precinct be included within the settlement boundary and be rezoned to facilitate tourism uses (Rural Activity Zone).

A tourism assessment undertaken as part of the project identified there is demand for tourist accommodation within Cape Bridgewater and the surrounding area. The Blowholes Precinct provides stunning views along Bridgewater Bay, generating the 'wow' factor which is considered essential to the success of tourist accommodation investment.

F6. CAPE BRIDGEWATER STRUCTURE PLAN

(continued)

In response to concerns raised in submissions, Council explored an option which reduces the proposed settlement boundary to the existing settlement. The purpose of this option is while not precluding development within the Blowholes Precinct, it provides greater flexibility to consider tourist accommodation proposals on other sites adjoining the settlement.

However on balance it is recommended to proceed with the Blowholes Precinct as preferred location by Council for tourist accommodation. This ultimately provides certainty in Cape Bridgewater where tourist accommodation is to be encouraged and under what conditions.

If the Structure Plan is adopted then a further report to Council to implement recommendations will be submitted to commence a planning scheme amendment.

a. Council Plan Linkage and Policy Context

Theme 3 - Manage and sustain our natural and built assets.
The completion of the structure plan will meet a Key Strategic Activity.

b. Legislative and Legal Considerations

The Cape Bridgewater Structure Plan will be developed in accordance with the requirements and objectives of the *Planning and Environment Act 1987*, directions issued by the Minister for Planning (Ministerial Directions) and relevant practice notes/ guidelines issued by the Department of Environment, Land, Water and Planning.

c. Consultation and/or communication processes implemented or proposed

The draft structure plan was exhibited late January to early March 2017 where 15 submissions were submitted. The final plan has considered these with track changes made to clearly show how it has been amended.

A future planning scheme amendment to implement the structure plan will require formal exhibition under the *Planning and Environment Act 1987*. This will allow further public input and opportunity for an independent planning panel to review them.

d. Risk Management

Consultation of the plan to local residents, landowners and stakeholders has been undertaken to seek advice on all relevant matters. This assists in managing risks to ensure all known issues are considered.

e. Resource Implications

The project has been resourced by the Strategic Planning Unit.

F6. CAPE BRIDGEWATER STRUCTURE PLAN

(continued)

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered. The project has considered section 15 and 18 to allow public feedback into its development and review.

g. Sustainability and Environmental Considerations

The Structure Plan addresses sustainability and environmental considerations. The Blowholes Precinct identified for preferred tourist accommodation is considered to pose the least impact and risk both to and from the environment.

h. Budget Implication

The Structure Plan has been undertaken under Councils operational budget. All external costs of the project have amounted to \$112, 000 (ex GST).

Conclusion

In conclusion it is recommended that the Cape Bridgewater Structure Plan be adopted as per tracked changes contained in the attached circulation.

Officer Recommendation

That Council adopt the Cape Bridgewater Structure Plan.

MOTION

MOVED Cr Hawker

That Council adopt the Cape Bridgewater Structure Plan.

SECONDED Cr McDonald

CARRIED

F7. AMENDMENT C89 PORTLAND HERITAGE GAP STUDY

Director: Karena Prevett, Director Corporate Services
Author: Matt Berry, Planning Manager

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Amendment C89 Explanatory report	2288448
2.	C89 Clause 22.06	2288449
3.	Schedule to the Heritage Overlay Schedule to Clause 43.01	2288446
4.	C89 Maps for Exhibition	2288447

Executive Summary

This report recommends that Council resolve to seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Amendment C89 to the Glenelg Planning Scheme.

Amendment C89 implements the findings of the Portland Heritage Gap Study which was adopted by Council in 23 August 2016. It provides news and updated heritage overlay controls to protect places of most significant heritage value in the Portland environs.

Background

The heritage provisions of the Glenelg Planning Scheme are based on the 1981 Portland Urban Conservation Study. The Portland Heritage Gap study reviews the findings of this study based on *Victoria's Framework of Historical Themes*, the *Burra Charter* and HERCON criteria. The study also investigated places in Portland and surrounds that may have previously been missed by either the Portland Urban Conservation Study or Glenelg Heritage Study- Stage 1 (2002) and Glenelg Heritage Study Stage 2 (2006).

The Portland Heritage Gap study *Review and Recommendations report* made recommendations for protection of places using criteria identified in the Victorian Planning Practice Note 1 (applying the Heritage Overlay - 2012).

Report

Amendment C89 proposes to add 45 individual places to the Heritage overlay of the Glenelg Planning Scheme. Of these, 19 are already covered by the Portland heritage Precinct Heritage overlay (HO165) but were found to have individual significance worthy of listing. The remaining 28 places, 9 of which are on public land, have not previously been identified by a heritage study as locally significant.

F7. AMENDMENT C89 PORTLAND HERITAGE GAP STUDY

(continued)

The Amendment also proposes to increase the extent of the Portland Heritage Precinct to cover Blair, Cameron and Palmer Street between Julia and Gawler Street covering 46 new places. The amendment also proposes to reduce the extent of the Portland Heritage Precinct (HO165) by removing it from the area south of the ring road.

The proposed amendment will also introduce local policy to the planning scheme that specifically identifies places that are contributory and non-contributory within the Portland Heritage Precinct (HO165). This will clarify the number of places that can be considered under the Vicsmart application process whilst also distinguishing places to be considered under the normal process. These implements one of the recommendations outlined in recent VCAT decision P693/2016 to update the heritage schedule of when trees, fences and outbuildings are significant.

The amendment documentation is attached in the separate circulation detailing specific changes to the Glenelg Planning Scheme.

a. Council Plan Linkage and Policy Context

Theme 3 to Manage and Sustain our Natural and Built Assets supports the progress of this amendment.

b. Legislative and Legal Considerations

The Amendment helps to implement the objectives of Section 4 of the *Planning and Environment Act 1987*:

- 4 (1)(a) “to provide for the fair, orderly, economic and sustainable use, and development of land”;
- (d) “to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value”;
- 4 (1)(e) “to protect public utilities and other assets and enable the orderly provision and coordination of public utilities and other facilities for the benefit of the community”; and
- 4 (1)(g) “to balance the present and future interests of all Victorians”.

The Amendment also helps implement recommendations from the recent Tribunal Case P693/2016 to recognise trees, fences and outbuildings in the appropriate columns to the schedule of the heritage overlay.

F7. AMENDMENT C89 PORTLAND HERITAGE GAP STUDY

(continued)

c. Consultation and/or communication processes implemented or proposed

The planning scheme amendment will be publicly exhibited in accordance with Section 19 of the Act. Individual notices will be sent to all affected landowners and public notices will be published in the Portland Observer.

Informal targeted consultation has been undertaken with affected landowners since the adoption of the report on 23 August 2016. Two landowners have requested their properties be removed from the amendment. These properties are:

- The corkscrew; and
- Avonmore.

Heritage advice has been received in support of removal from of the corkscrew but not Avonmore. Amendment documentation has been amended to reflect this change.

Support from the Department of Environment Land Water and Planning (DELWP) has also been received in pursuing this Amendment.

d. Risk Management

Giving formal notice of the Amendment will minimize any risks associated with processing this Amendment.

e. Resource Implications

The Planning Unit is resourced to process the planning scheme amendment. A small increase in the number of permit applications is anticipated but well within the capacity for Council to manage in a timely manner. The increase however is offset by the benefit of conservation of these places.

In terms of resource implications on landowners the main impact is requirement of planning permit for works or demolition. To assist Council has fee waivers for heritage permit applications and also the Grants and Loans Scheme available for restoration work.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered. The public notification will enable participation by residents in public affairs.

g. Sustainability and Environmental Considerations

The heritage overlay encourages the long-term sustainability of the places listed.

F7. AMENDMENT C89 PORTLAND HERITAGE GAP STUDY

(continued)

h. Budget Implication

All statutory fees to undertake the Planning Scheme Amendment are covered by the Planning Unit's operational budget.

Conclusion

The proposed amendment is considered to be appropriate as per reasons detailed in the attached explanatory report – see circulation of separate documents.

Officer Recommendation

That Council seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C89 to implement the Portland Heritage Gap Study as per documentation attached in the separate circulation.

MOTION

MOVED Cr Wilson

That Council seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C89 to implement the Portland Heritage Gap Study as per documentation attached in the separate circulation.

SECONDED Cr Halliday

CARRIED

F8. GLENELG PLANNING SCHEME AMENDMENT C61: CORRECTIONS

Director: Karena Prevett, Director Corporate Services
Author: Jacob Clements, Strategic Planner

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Amendment C61 Explanatory Report	2294552
2.	C61 Maps	2294554
3.	Changes to Schedule to the Heritage Overlay	2294553

Executive Summary

The purpose of this paper is to brief Council on Amendment C61 to correct anomalies and errors within the Glenelg Planning Scheme.

This report recommends that Council seek authorisation of the Minister for planning to prepare and exhibit Amendment C61.

Background

VicRoads requested a 'C' number and written consent to undertake an administrative amendment on 12 July 2013 to correct the zoning of Road Zone 1 within the Shire. Subsequently Council assigned 'C61' and granted consent, subject to additional road zone changes, on 21 August 2013. Since this time no progress has occurred on the amendment by VicRoads. Now Council has received VicRoads consent to pursue these as part of correcting other errors in the scheme.

A list of errors and anomalies in the Glenelg Planning Scheme dating back to 2013 has been compiled since then. The amendment seeks to correct these.

Report

Amendment C61 proposes to correct anomalies and errors within the Glenelg Planning Scheme on land at various locations throughout the Glenelg Shire. The changes are proposed to the scheme maps to amend zones and overlays to make the necessary corrections, including the changes to the road zones and rail reserves to reflect the use and management of the land.

Changes are also proposed to the Schedule to the Heritage Overlay and the overlay mapping where errors have been identified and ratified by Council's heritage advisor where necessary.

A complete list of the proposed changes and justification can be found in Attachment 1 – Explanatory Report. The mapping and planning scheme ordinance changes can be found at Attachment 2 and 3.

F8. GLENELG PLANNING SCHEME AMENDMENT C61: CORRECTIONS
(continued)a. Council Plan Linkage and Policy Context

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

Theme 4 - Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

The Amendment helps to implement the following objectives under Section 4 of the *Planning and Environment Act 1987*:

- 4(1) (a) “to provide for the fair, orderly, economic and sustainable use, and development of land”;
- 4(1) (b) “to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity”; and
- 4(1) (g) “to balance the present and future interests of all Victorians”.

c. Consultation and/or communication processes implemented or proposed

Authorisation from the Minister for planning is required prior to exhibition of the amendment. A request to the Minister to consider an exemption from full exhibition is to be requested under Section 20(2) of the *Planning and Environment Act 1987* to forego public notice in newspapers.

Individual notification is to be given to prescribed Ministers, landowners and occupiers of affected land. Notice of the Amendment will appear in the State Government Gazette.

VicRoads have provided support for the proposed changes.

d. Risk Management

The amendment is proposed to mitigate the risk of existing errors found in the planning scheme.

e. Resource Implications

The amendment will provide a more accurate planning scheme and reduce officer time spent on interpreting planning controls that are unclear or inaccurate.

F8. GLENELG PLANNING SCHEME AMENDMENT C61: CORRECTIONS

(continued)

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered. The public exhibition process allows people to exercise their human rights under Section 15 and 18 to the freedom of expression and to take part in public life.

g. Sustainability and Environmental Considerations

The amendment will result in a more effective and efficient planning scheme.

h. Budget Implication

All statutory fees to undertake the Planning Scheme Amendment are to be covered by the operation budget.

Conclusion

The proposed amendment is considered appropriate and necessary as detailed in the explanatory report (Attachment 1). As such it is recommended that Council resolve to seek authorisation for the amendment as detailed below.

Officer Recommendation

1. That Council seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C61.
2. That Council seek reduced notice under Section 20 (2) of the *Planning and Environment Act 1987* to exhibit the amendment for a period of two weeks by:
 - a. Letters to owners and occupiers of affected properties;
 - b. Notice in the government gazette; and
 - c. Notice to prescribe Ministers.

F8. GLENELG PLANNING SCHEME AMENDMENT C61: CORRECTIONS

(continued)

MOTION

MOVED Cr Wilson

1. That Council seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C61.
2. That Council seek reduced notice under Section 20 (2) of the *Planning and Environment Act 1987* to exhibit the amendment for a period of two weeks by:
 - a. Letters to owners and occupiers of affected properties;
 - b. Notice in the government gazette; and
 - c. Notice to prescribe Ministers.

SECONDED Cr Hawker

CARRIED

Mr Burgoyne returned to the meeting at 8.12pm.

F9. PORTLAND INTEGRATED GROWTH PLAN ADVISORY COMMITTEE

Director: Karena Prevett, Director Corporate Services
Author: Matt Berry, Planning Manager

Executive Summary

The purpose of this paper is to brief Council on the Portland Integrated Growth Plan Advisory Committee (IGPAC). The paper provides considers options regarding discontinuing the IGPAC and whether a replacement Committee is warranted.

Background

After the most recent Council election in October 2016 Council resolved to re-instate the Portland Integrated Growth Plan Advisory Committee (IGPAC). However despite multiple rounds of advertising seeking nominations there has been insufficient interest to form a committee.

Following this a Workshop Presentation was held in March 2017 to consider alternative options. Feedback provided at the Workshop recognised limitations of continuing the IGPAC and that a refresh was needed. Several options were touted:

- New Committee to assist Council Plan;
- A community reference group for Portland Structure Plan;
- Combine with Tourism Advisory Committee; or
- Discontinue the IGPAC.

From the Council Workshop it was agreed that another detailed briefing would be provided on the most appropriate option to move forward with.

Report

This report considers the three options above. To combine the Tourism Advisory Committee option was previously disregarded. The considerations recommend that Council discontinues the Portland Integrated Growth Plan Advisory Committee (IGPAC).

- New Committee to assist Council Plan (CPAC);

The appointment of a new CPAC to replace the IGPAC has several key benefits to Council. First and foremost the Council Plan is backed financially by the Strategic Resource Plan. This means that actions and strategies identified will have funding available to enable them be implemented. In addition the CPAC applies to entire municipality and not just Portland. It will be able to implement meaningful public works that benefit the community.

F9. PORTLAND INTEGRATED GROWTH PLAN ADVISORY COMMITTEE

(continued)

The CPAC will be able engage with recent interest from community members about the Council Plan. They can continue to be engaged in help assist in implementing actions/strategies over the term of the Council Plan.

Accordingly this option is considered the most appropriate if a replacement to the IGPAC is required. One reason not to pursue this is that ordinarily any significant project on the Council would go out for community consultation. So an ongoing committee could be 'doubling' up on community consultation.

- A community reference group for Portland Structure Plan;

Another option would be to replace the IGPAC with a community reference group to advise the Portland Structure Plan. This structure plan is currently being prepared with the majority of work to be done during 2017/18 financial year. The plan will inform land use planning outcomes in Portland.

However there are limitations with community input on this plan compared to the CPAC. This will be restricted to Portland and to land use planning outcomes on private land. It will not include public works or the wide array of plans being considered by CPAC. Unless a funded project for public works such as the Portland CBD streetscape upgrade is included a new committee is of limited benefit. Also standard consultation with community input would be sought on the Structure Plan.

As such this option is not recommended to replace the IGPAC.

- Discontinue the IGPAC.

To simply discontinue the IGPAC would save resources of Council in running a committee.

Council's current modus operandi in significant projects is to undertake public consultation. This reduces the need for an ongoing committee like IGPAC or even a replacement like CPAC from being in existence to seek community input. For this reason to discontinue the IGPAC without replacement is unlikely to pose an adverse impact for Council.

a. Council Plan Linkage and Policy Context

The current IGPAC does not readily align with the proposed Council Plan. If a new Committee is set up around the Council plan it would directly link.

b. Legislative and Legal Considerations

The IGPAC Committee was an advisory committee established by Council as described in Section 3 of the *Local Government Act 1989*. To discontinue this requires further resolution of Council.

F9. PORTLAND INTEGRATED GROWTH PLAN ADVISORY COMMITTEE

(continued)

c. Consultation and/or communication processes implemented or proposed

Despite multiple rounds of expressions of interest advertised insufficient members were nominated to form the IGPAC.

To discontinue the IGPAC would not adversely impact on Council's ability to consult as any major project now undergoes public consultation.

d. Risk Management

The purpose of the IGPAC was to seek advice and assistance from community members in the implementation of Council projects. To discontinue it would not adversely impact on Council's ability to consult as any major project now undergoes public consultation.

e. Resource Implications

To discontinue IGPAC will also save on use of Council resources.

If a new committee was sought to replace this it would not pose any more resource burden to Council. However any new Committee will need be backed by Council Strategic Resource Plan to implement strategies and actions.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

g. Sustainability and Environmental Considerations

There are no sustainability and environmental considerations.

h. Budget Implication

As previously identified, a major shortcoming of the Integrated Growth Plan was lack of budget to implement recommendations. Accordingly to discontinue the IGPAC will assist in managing expectations of Council's budgets and what projects can be funded.

Conclusion

In conclusion it is recommended the Portland Integrated Growth Plan Committee is to be discontinued. Any remaining outcomes on from this plan not included in the Council plan, will be noted and made available for future new initiatives if funding comes available for such projects.

F9. PORTLAND INTEGRATED GROWTH PLAN ADVISORY COMMITTEE

(continued)

Officer Recommendation

1. That Council discontinue the Portland Integrated Growth Plan Advisory Committee.
2. That Council thank the two nominations and inform them of this decision.

MOTION**MOVED Cr White**

1. That Council discontinue the Portland Integrated Growth Plan Advisory Committee.
2. That Council thank the two nominations and inform them of this decision.

SECONDED Cr Halliday**CARRIED**

F10. STRATHDOWNIE DRAINAGE AREA – ADOPTION SPECIAL CHARGE 2016/2017

Director: Karena Prevett, Director Corporate Services
 Author: Toni Saunders, Accountant

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Strathdownie Map	2263955

Separate Circulations – Confidential

The separate circulations 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.	Letter from Submitter One	Personnel matters – Section 89 (2) (a) of the Local Government Act 1989.	2294809

Executive Summary

The purpose of this report is to report on the submissions received for the proposed Strathdownie Drainage area special charge for 2016/2017 and to recommend that the special charge be declared.

Background

The Strathdownie Drainage Area Advisory Committee was established by the Council on 14 May 1996. The Strathdownie Drainage Area Advisory Committee is responsible for providing advice to Council on the setting of annual drainage charges and the operation, maintenance and development of the Strathdownie drainage area.

The drainage area contains 173 assessments and covers an area of approximately 51,620 hectares.

Report

At the Council meeting held on the 26 April 2017, Council resolved to give notice of its intention to consider the declaration of a special charge for the properties located in the constituted Strathdownie drainage area for the 2016/2017 financial year.

F10. STRATHDOWNIE DRAINAGE AREA – ADOPTION SPECIAL CHARGE 2016/2017

(continued)

This special charge will raise \$16,000.00. One submission was received from the 173 assessments within the Strathdownie Drainage Area. The submission asks to be removed from the Strathdownie Drainage Area.

a. Council Plan Linkage and Policy Context

The Strathdownie Drainage Area – Proposed Special Charge 2016/2017 links to the Council Plan, particularly theme: (3) – manage and sustain our natural and built assets and (4) – govern in a responsible and responsive way.

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Nil.

d. Risk Management

Nil.

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implication

The indirect cost of staff time to administer the special charge is included in the salary budgets for the Corporate Services Department – Finance Unit. Any internal engineering advice provided is an indirect cost and is funded by salary budgets within the Assets Department.

Similar to previous years, the proposed Strathdownie Drainage Special Charge was included in the 2016/2017 budget and was based on no increase in the overall charge.

F10. STRATHDOWNIE DRAINAGE AREA – ADOPTION SPECIAL CHARGE 2016/2017

(continued)

Officer Recommendations

1. That it be noted that one submission on the Strathdownie Drainage Area – Special Charge 2016-2017 has been considered by Council prior to considering the Motion to adopt the Strathdownie Drainage Area – Special Charge 2016-2017.
2. That a Special Charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2016/2017 financial year.
3. That the special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.
4. That the total estimated revenue in 2016/2017 financial year from the Special Charge be \$16,000.00
5. That the Special Charge be due and payable by the 31 July 2017.
6. That the rate of ten per cent (10.0%) be specified as the rate of interest set by Council for the purposes of Section 172(2) of the *Local Government Act 1989* and further, that this rate be effective and so set until a new rate of interest is set in accordance with Section 172(2) of the *Local Government Act 1989*.

**F10. STRATHDOWNIE DRAINAGE AREA – ADOPTION SPECIAL CHARGE
2016/2017**

(continued)

MOTION

MOVED Cr Stephens

1. That it be noted that one submission on the Strathdownie Drainage Area – Special Charge 2016-2017 has been considered by Council prior to considering the Motion to adopt the Strathdownie Drainage Area – Special Charge 2016-2017.
2. That a Special Charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2016/2017 financial year.
3. That the special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.
4. That the total estimated revenue in 2016/2017 financial year from the Special Charge be \$16,000.00
5. That the Special Charge be due and payable by the 31 July 2017.
6. That the rate of ten per cent (10.0%) be specified as the rate of interest set by Council for the purposes of Section 172(2) of the *Local Government Act 1989* and further, that this rate be effective and so set until a new rate of interest is set in accordance with Section 172(2) of the *Local Government Act 1989*.

SECONDED Cr Halliday

CARRIED

F11. PLANNING APPLICATION P16005 – PROPOSED SHOOTING RANGE

Director: Karena Prevett, Director Corporate Services
 Author: Imogen Holton-McPhee, Statutory Planner

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	P16005 Delegate Report	2278222
2.	P16005 Application Plans Portland Field and Game Association Application Letter from Portland Heywood Field and Game Proposed Clay Target Shooting Range Map Letter and Map from John Murphy	2245482 2123511 2283482 2278938
3.	P16005 Submissions Multiple letters from Objectors Letter from Victorian National Parks and The Wilderness Society	2285365 2296857
4.	P16005 Notice of Decision	2283254

Executive Summary

This paper is to brief Councillors on the planning application P16005, which seeks planning approval for the use of a Restricted Recreation Facility (Shooting Range) at Plantation Road, Nelson. The application has been referred to Council for determination in line with Council's Planning Delegation and Decision Guidelines Policy.

This report recommends that a Notice of Decision for a planning permit be approved subject to conditions.

Background

The application has been submitted by the Portland Field and Game Association. The site of the proposed range is located across two parcels of land, under the same ownership, with the leasable site for the range being approximately 35ha, with the two properties having a combined total of over 300ha.

The site is within the Farming Zone, and is affected by the Environmental Significance Overlay – Schedule 1.

The Planning Department has undertaken consultation with the applicant to amend the proposal to no longer include less appropriate elements such as the development of a club house and removal of native vegetation.

Report

The proposed use would consist of three 'Shoots' being carried out per month, taking place on the first Sunday, and the second and fourth Wednesday's. The application for the use of the land includes an informal parking area, and the formalisation of vehicle access utilising an existing cleared track.

F11. PLANNING APPLICATION P16005 – PROPOSED SHOOTING RANGE

(continued)

The shoots are proposed to utilise moveable targets and shooting stands that will not require the removal of vegetation. It is proposed that nontoxic steel shots will be used by the club, and biodegradable clay targets.

The key issues for the assessment of the application include:

- Whether the proposed use of the land for a Restricted Recreation Facility (Shooting Range) responds appropriately to the relevant provisions of the State and Local Planning Policy Framework;
- Whether the proposed use of land for a Restricted Recreation Facility (Shooting Range) will have a detrimental impact on the amenity of the surrounding area;
- Whether the proposed use of land for a Restricted Recreation Facility (Shooting Range) will have an impact on the natural coastal resources and values of the area; and
- Whether the proposed use of land for a Restricted Recreation Facility (Shooting Range) will permanently remove high value farming land from agricultural production.

The Delegate Report in Attachment 1 details the considerations.

a. Council Plan Linkage and Policy Context

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

b. Legislative and Legal Considerations

Planning and Environment Act 1987 gives a legal basis for the Glenelg Planning Scheme.

The Glenelg Planning Scheme sets out policies and provisions for use, development and protection of land. Planning schemes are legal documents prepared by the Council or the Minister and approved by the Minister.

c. Consultation and/or communication processes implemented or proposed

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*.

A total of 7 objections were received, with 1 subsequently being withdrawn. The submissions are contained in Attachment 3.

F11. PLANNING APPLICATION P16005 – PROPOSED SHOOTING RANGE

(continued)

d. Risk Management

The permit application has been assessed in accordance with the Glenelg Planning Scheme – refer to Attachment 1.

e. Resource Implications

The assessment of permit applications is part of normal operations of the Planning Unit.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered when preparing this paper.

g. Sustainability and Environmental Considerations

The Delegate Report in Attachment 1 details the considerations.

h. Budget Implication

Costs associated with assessment of planning permit applications are included in the Planning Unit's operational budget.

Conclusion

The Delegate Report (Attachment 1) recommends that permit application P16005 be approved based on the grounds listed.

As there are submissions to the proposal a Notice of Decision is recommended to be issued as contained in Attachment 4. This will allow submitters the opportunity to appeal to the Victorian Civil and Administrative Tribunal if they are not satisfied with Council's decision.

Officer Recommendation

That Council grant a permit for the use of land for a Restricted Recreation Facility (Shooting Range), in accordance with the plans contained in separate circulations marked Attachment 2 and conditions in the Notice of Decision marked Attachment 4.

F11. PLANNING APPLICATION P16005 – PROPOSED SHOOTING RANGE

(continued)

MOTION

MOVED Cr Wilson

That Council grant a permit for the use of land for a Restricted Recreation Facility (Shooting Range), in accordance with the plans contained in separate circulations marked Attachment 2 and conditions in the Notice of Decision marked Attachment 4.

SECONDED Cr Halliday

CARRIED

Cr Wilson re-declared an Indirect Conflict of Interest in Item F12. Planning Application P17012 - Proposed Service Station and left the meeting at 8.21pm.

Cr Hawker re-declared an Indirect Conflict of Interest in Item F12. Planning Application P17012 - Proposed Service Station and left the meeting at 8.21pm.

F12. PLANNING APPLICATION P17012 - PROPOSED SERVICE STATION

Director: Karena Prevett, Director Corporate Services

Author: Imogen Holton-McPhee, Statutory Planner

Separate Circulations– Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	P17012 Delegate Report	2243030
2.	P17012 Application Plans Planning Application 140B Percy Street Portland P17012 Revised Plans P17012 Vehicle Manoeuvres Plans Southern Town Planning Report SONUS Environmental Noise Assessment Traffic Impact Assessment	2241981 2282828 2274826 2241984 2248139 2248138
3.	P17012 Objections Submissions (7)	2288170
4.	P17012 Notice of Decision	2279669

Executive Summary

This paper is to brief Councillors on the planning application P17012, which seeks planning approval for the use and development of a service station, car wash and convenience restaurant at 140B Percy Street, Portland. The application has been referred to Council for determination in line with Council's Planning Delegation and Decision Guidelines Policy.

This report recommends that a Notice of Decision for a planning permit be approved subject to conditions.

Background

The application has been submitted by 'On the Run' a South Australian company operating under the Peregrine Corporation. The site is made up of two parcels of land known as Lot 1 on TP 819, and Crown Allotment 18A Section 7, Parish of Portland, 140B and 142 Percy Street, Portland. The site is within the Commercial 2 Zone, and is approximately 2028m² in area.

Report

The proposed development would consist of 3 dual pump stations, a control building, which will contain a convenience store and convenience restaurant, a single lane drive-through associated with the convenience restaurant, and a single-bay drive-through car wash and associated plant room. The application also seeks planning approval for signage, a reduction in car parking spaces, waiver of loading bay provision, variation to car wash requirements and creation of access in Road Zone Category 1.

F12. PLANNING APPLICATION P17012 - PROPOSED SERVICE STATION

(continued)

The key issues for assessment of the application include:

- Whether the proposed use and development of a Service Station and Convenience Restaurant responds appropriately to the relevant provisions of the State and Local Planning Policy Framework;
- Whether the proposed use and development of a Service Station and Convenience Restaurant is consistent with the purpose and decision guidelines of the relevant Particular Provisions; and
- Whether the proposed use and development of a Service Station and Convenience Restaurant will have an impact on the amenity of the surrounding area.

The Delegate Report in Attachment 1 provides a detailed assessment of the proposal. The Planning Unit is able to support the proposal under the decision guidelines of the Glenelg Planning Scheme and approval is recommended.

a. Council Plan Linkage and Policy Context

Council Plan 2013-2017 – Diverse Economic Base – Support economic development.

b. Legislative and Legal Considerations

Planning and Environment Act 1987 gives a legal basis for the Glenelg Planning Scheme.

The Glenelg Planning Scheme sets out policies and provisions for use, development and protection of land. Planning schemes are legal documents prepared by the Council or the Minister and approved by the Minister.

c. Consultation and/or communication processes implemented or proposed

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*.

A total of 8 objections were received. Seven submissions are contained in Attachment 3. One of the submissions was rejected because it was made on primarily commercial grounds. This was under Section 57 (2A) of the Act which provides a strong legislative basis for new businesses having a 'fair go' and not allow other businesses to object on maintaining a commercial advantage.

d. Risk Management

The permit application has been assessed in accordance with the Glenelg Planning Scheme – refer to Attachment 1.

F12. PLANNING APPLICATION P17012 - PROPOSED SERVICE STATION

(continued)

e. Resource Implications

The assessment of permit applications is part of normal operations of the Planning Unit.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered when preparing this paper.

g. Sustainability and Environmental Considerations

The Delegate Report in Attachment 1 details the considerations, and with appropriate conditions can adequately address them.

h. Budget Implication

Costs associated with assessment of planning permit applications are included in the Planning Unit's operational budget. The applicant paid \$3,833.55 in fees to Council to assess the permit application.

Conclusion

The Delegate Report (Attachment 1) recommends that permit application P17012 be approved based on the grounds listed.

As there are submissions to the proposal a Notice of Decision is recommended to be issued as contained in Attachment 4. This will allow submitters the opportunity to appeal to the Victoria Civil and Administrative Tribunal if they are not satisfied with Council's decision.

Officer Recommendation

That Council grant a planning permit for the use and development of a service station, car wash, and convenience restaurant, in accordance with plans contained in separate circulations marked Attachment 2 and permit description and conditions in the Notice of Decision marked Attachment 4.

MOTION

MOVED Cr Halliday

That Council grant a planning permit for the use and development of a service station, car wash, and convenience restaurant, in accordance with plans contained in separate circulations marked Attachment 2 and permit description and conditions in the Notice of Decision marked Attachment 4.

SECONDED Cr Stephens

CARRIED

Cr Wilson returned to the meeting at 8.24pm.

Cr Hawker returned to the meeting at 8.24pm.

F13. BANKING AND BILL PAYMENT SERVICES (CONTRACT NO. 2017016) TENDER EVALUATIONS AND RECOMMENDATION

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

Separate Circulations - Confidential

The separate circulations 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.	WCPL Bank Tender Participant Rankings	Contractual matters – section 89 (2)(d).	2287118
2.	2017 Banking Tender Final Evaluation Matrix	Contractual matters – section 89 (2)(d).	2287141

Executive Summary

This paper is to brief Directors on the completed collaborative tender process for Council's Banking and Bill Payment Services (Contract No. 2017016).

Background

The contract for the provision of Banking and Bill Payment Services (Contract No. 2012-13-19) with National Australia Bank (NAB) commenced on 1 June 2013 and is due to expire on 30 June 2017. The initial contract period concluded in 2016 and an option for an additional 1 year extension was exercised.

Report

With the requirement to undertake a tender process for the provision of banking and bill payment services in 2017, a decision was made to undertake a collaborative banking tender process with Corangamite Shire Council, Golden Plains Shire Council and Warrnambool City Council. Whitmore Consulting Pty Ltd (WCPL) was engaged to provide assistance and guidance for the tender. The tender was coordinated by Corangamite Shire Council and included general / transactional banking and bill payment services.

F13. BANKING AND BILL PAYMENT SERVICES (CONTRACT NO. 2017016)
TENDER EVALUATIONS AND RECOMMENDATION

(continued)

The criteria and weighting to assess evaluations was set as follows:

Criteria	Weighting
Price	25%
Product	20%
Relationship	20%
Community Commitment – not limited to branch representation	20%
Implementation	5%
Innovation	5%
Level of Local Content	5%

The agreed weighting to assess the evaluations differs to the Glenelg Shire Council Procurement Policy as there was a need to cater to four Councils and the individual needs of those Councils.

The tender process for the provision of Banking and Bill Payment Services has now been completed. The following tenders were received and evaluated:

- Australia and New Zealand Banking Group Limited (ANZ);
- Commonwealth Bank of Australia;
- National Australia Bank Ltd;
- Westpac Banking Corporation.

On an individual basis, WCPL cites NAB as the preferred tenderer for Glenelg Shire as they have the best pricing of the conforming tenderers, in addition to no implementation costs. An internal evaluation conducted by the internal evaluation panel also places NAB as the preferred tenderer (refer to attached ECM 2287141).

a. Council Plan Linkage and Policy Context

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

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

b. Legislative and Legal Considerations

Section 186 of the *Local Government Act 1989*.

F13. BANKING AND BILL PAYMENT SERVICES (CONTRACT NO. 2017016)
TENDER EVALUATIONS AND RECOMMENDATION

(continued)

c. Consultation and/or communication processes implemented or proposed

Consultation with participating Councils and the engaged contractor was undertaken throughout the process.

d. Risk Management

Not applicable.

e. Resource Implications

Awarding of the tender process to NAB will remove the implementation process and costs as Council currently already utilises the NAB under an existing contract.

f. Charter of Human Rights and Responsibilities

The banking tender has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

Based on the report provided by WCPL, estimated costs are detailed in the Annexure. A minimal increase in what Council currently pays compared with the new tender price is recognised and has been provided for in the 2017/18 budget.

Conclusion

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that National Australia Bank Ltd is the recommended Banking and Bill Payment Services provider.

F13. BANKING AND BILL PAYMENT SERVICES (CONTRACT NO. 2017016)
TENDER EVALUATIONS AND RECOMMENDATION

(continued)

Officer Recommendation

1. That Council award Contract No. 2017016 for the supply of Banking and Bill Payment Services to National Australia Bank Ltd for a period of three (3) years with an option to extend a further two (2) years.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Director Corporate Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Corporate Services be authorised to complete all financial payments and documents in relation to this contract.

MOTION**MOVED Cr McDonald**

1. **That Council award Contract No. 2017016 for the supply of Banking and Bill Payment Services to National Australia Bank Ltd for a period of three (3) years with an option to extend a further two (2) years.**
2. **That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.**
3. **That the Director Corporate Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.**
4. **That the Director Corporate Services be authorised to complete all financial payments and documents in relation to this contract.**

SECONDED Cr White**CARRIED**

F14. CONTRACT 2016-17-37 SUPPLY AND DELIVERY OF BITUMINOUS PRODUCTS

Director: Paul Healy, Director Assets
Author: David Owen, Manager Assets and Works

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	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract 2016-17-37 Supply and Delivery of Bituminous Products, Tender Evaluation Matrix, dated 17 May 2017	Contains contractual matter - section 89 (2) (d) of <i>Local Government Act 1989</i>	2286790

Executive Summary

This report is to brief Council on the process for calling tenders for the Supply and Delivery of Bituminous Products for the purposes of road patching and sealing works conducted by the Glenelg Shire Council Works Unit.

The term of the contract will be three (3) years with Council reserving the right to extend the contract if it so desires by adding an extra 4 x 1 year options.

Background

The current contract for the supply of these products expires on 30 June 2017 and no further options to extend the current contract are available. As such Council required a new contract to be entered into to cover future supply. The previous contract has served Council well and was deemed a suitable format for advertising for the supply of products under a new contract.

Report

Public tenders were called from Thursday, 20 April 2017 and on the tender closing date of Thursday, 11 May 2017 at 3pm, a total of four (4) responses were received for evaluation.

Tender submissions were received from:

1. Downer EDI Works Pty Ltd;
2. Fulton Hogan Industries Pty Ltd;
3. Sami Bitumen Technologies Pty Ltd; and
4. Viva Energy Australia Pty Ltd.

F14. CONTRACT 2016-17-37 SUPPLY AND DELIVERY OF BITUMINOUS PRODUCTS

(continued)

The Tender Evaluation Panel have considered the tender submissions taking into account the price, performance and capacity to undertake the works, compliance with OHS requirements, expertise in the industry, local economic contribution and the environmental sustainability impact on Council.

a. Council Plan Linkage and Policy Context

Theme 3 - Manage and sustain our natural and built assets

b. Legislative and Legal 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 was via Councils Tenderlink website to ensure a fair and transparent platform for tendering.

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

d. Risk Management

The appointed Contractors will be required to provide assurance that products supplied under this contract comply with appropriate Australian Standards as they apply to industry and to Council's satisfaction.

In addition to the above, any appointed Contractor will be bound by Council's Guidelines, Policies and Procedures for dealing with risk management and occupational health and safety.

e. Resource Implications

Nil.

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

The tender evaluation matrix contains sustainability and environmental considerations as key criteria and has considered each submission's impact on this area.

F14. CONTRACT 2016-17-37 SUPPLY AND DELIVERY OF BITUMINOUS PRODUCTS

(continued)

h. Budget Implication

Expenditure associated with this tender will be incorporated into future budget forecasts and are allowed for in both operational and capital works budgets for roadworks. The costs for the recommended tenders will be within budget allocations.

Conclusion

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that all four suppliers be appointed under the panel contract arrangement.

1. Downer EDI Works Pty Ltd;
2. Fulton Hogan Industries Pty Ltd;
3. Sami Bitumen Technologies Pty Ltd; and
4. Viva Energy Australia Pty Ltd.

Officer Recommendation

1. That Council award Contract 2016-17-37 for the supply and delivery of Bituminous Products to the following for a period of three (3) years:
 - a. Downer EDI Works Pty Ltd;
 - b. Fulton Hogan Industries Pty Ltd;
 - c. Sami Bitumen Technologies Pty Ltd; and
 - d. Viva Energy Australia Pty Ltd.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Assets be authorised to complete all financial payments and documents in relation to this contract.

F14. CONTRACT 2016-17-37 SUPPLY AND DELIVERY OF BITUMINOUS PRODUCTS

(continued)

MOTION

MOVED Cr Wilson

1. That Council award Contract 2016-17-37 for the supply and delivery of Bituminous Products to the following for a period of three (3) years:
 - a. Downer EDI Works Pty Ltd;
 - b. Fulton Hogan Industries Pty Ltd;
 - c. Sami Bitumen Technologies Pty Ltd; and
 - d. Viva Energy Australia Pty Ltd.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Assets be authorised to complete all financial payments and documents in relation to this contract.

SECONDED Cr McDonald

CARRIED

Director Corporate Services Ms Prevett left the meeting at 8.25pm.

Planning Manager Mr Berry left the meeting at 8.25pm.

Director Corporate Services Ms Prevett returned to the meeting at 8.27pm.

F15. PORTLAND LANDFILL REHABILITATION PROGRESS REPORT

Director: Paul Healy, Director Assets
Author: David Hol, Project Planning and Facilities Manager

Executive Summary

This report provides an update to Council on the progress of rehabilitation works associated with Council's Portland Landfill. This report is in accordance with Key Strategic Activity Theme 3, Objective 3, to sustainably manage landfill legacy committed to by Council in the effective management of its Environmental and Waste Management responsibilities.

Background

The Portland Landfill is an EPA licensed facility that requires rehabilitation as part of the requirements of the licence associated with the site. Filling activities have ceased as the new Portland Transfer Station opened 16 October 2016.

To guide activities at the Portland Landfill a Rehabilitation Plan has been developed. A primary component of this rehabilitation work is the installation of a landfill cap. Landfill capping is a containment system that forms a barrier between the waste in the landfill and the external environment. The cap looks to restrict surface water infiltration into the waste mass, as well minimising emissions (such as landfill gas) from the landfill. A landfill cap is generally formed by several layers, each of which have a specific function in achieving overall desired performance requirements.

The EPA have agreed that the oldest areas of the site, being stage 1 and 2, may be capped to the 1992 licence requirement. This standard requires a suitable clay cap (or equivalent) be installed at the site. Stage 3 is required to be rehabilitated to the current standards.

Designs for stage 1 & 2 were completed in February 2016 and submitted to EPA for approval. Signoff by the EPA was received in March 2016. After the tender process, the contract for the capping works was awarded 20 October 2016.

Following on from capping works associated with stages 1 and 2, additional work will be required for the capping of stage 3 and the nearby asbestos disposal area. Discussions have been held with the EPA regarding the standard of the landfill cap in these areas and design options.

Report

Current Works Stages 1 and 2

As part of the rehabilitation plan various areas have been re-profiled. Works on the installation and compacting of the sub-layer and the clay capping layer have now been completed. The final topsoil layer has commenced and is expected to be completed along with the vegetation planting by later this year. Reinstatement of any road damage to Derril Road and Maling's road will be undertaken at the completion

F15. PORTLAND LANDFILL REHABILITATION PROGRESS REPORT

(continued)

of the construction period. The completion of the contract is currently on schedule to be completed by late 2017 subject to favourable weather conditions.

Overall the works are tracking well. A number of minor issues have been experienced throughout the project which were resolved as part of routine contract management discussions. The expert independent consultancy engaged by Council to oversee the project together with the experience of the independent auditor required as part of the EPA obligations have resulted in a successful project delivery with the high level of risk associated with this project being mitigated and subsequently any variations and expenses have been contained.

The works contractor has extensive earthmoving experience which has been of benefit with this project and in conjunction with the independent expert advice has allowed the project to remain on budget and on time. As this stage it is envisaged that this project will be delivered within the approved Capital expenditure of \$6,000,000.

Future works - stage 3

Stage 3 capping works are to be constructed in accordance with the latest Best Practice Environmental Management (BPEM). The initial cost estimate for this work is approximately \$10 million. In addition there will also need to be a landfill gas management program installed as well as the capping of the asbestos area.

There may be an opportunity to implement an alternative capping system known as a Phytocap. It is believed that should we be successful with this approach, capping costs for stage 3 could be significantly reduced. To pursue this option, investigatory works are required to prove the soils in the region will be suitable for such a design. Initial work has been done with early results looking positive however further design and modelling work is required to support this option.

To use a Phytocap, the EPA requires the installation of a Lysimeter to monitor moisture movement through the cap with such work running generally over a 5 year period. Normally landfill cells are capped with the Phytocaps and the Lysimeter at the same time however it will be proposed to the EPA that the Lysimeter only is installed at this time and performance monitored over an agreed period as a trial prior to the final cap being installed. This is to ensure that this type of cap will meet performance requirements in the longer term given the site specific issues of soil types and weather patterns associated with the location.

Approval for this procedure needs to be discussed and endorsed by the EPA. Staff has made initial contact with the EPA to arrange a time to meet and go through this proposed methodology and are currently awaiting a response.

F15. PORTLAND LANDFILL REHABILITATION PROGRESS REPORT

(continued)

Landfill gas management and capping of the asbestos area will be incorporated into the design of the capping system. The early cost estimates for these works are in the range of \$3m.

After capping works are complete across the site, the post closure phase of the site will commence. Annual monitoring costs in the order of \$250k-\$300k are expected to be incurred for the next 30 years. These costs include the regular monitoring of gas and groundwater results as well as maintenance and replacement of associated infrastructure such as bores and the leachate interception system.

A process has already commenced to introduce an environmental overlay on the 500m surrounding the site. This is required to assess any particular development that may be impacted by landfill operations.

a. Council Plan Linkage and Policy Context

The rehabilitation of the GSC's Portland Landfill has strong links to the Council plan, specifically;

Theme three: "Manage and sustain our natural and built assets" the Portland Landfill rehabilitation is listed as a priority action. Further to this the Glenelg Shire Council Waste Management Strategy 2013-2017 identifies the following strategies which are also being addressed:

- Strategy 2: Engage in actions to deliver the best possible waste service in a financially responsible manner; and
- Strategy 6: Waste management operations comply with State and Federal regulatory requirements.

Within theme four (4) the following strategy is being addressed:

- Maximise the effectiveness of our resources.

b. Legislative and Legal Considerations

The action to develop a rehabilitation plan for the Portland Landfill is addressing the EPA licence requirements for the operation of the Portland Landfill site, specifically the ongoing rehabilitation of landfill cells. Glenelg Shire Council is required to comply with the EPA licence conditions, as outlined in the *Environment Protection Act 1970*.

c. Consultation and/or communication processes implemented or proposed

Planned closure and rehabilitation of the Portland Landfill will not adversely affect activities at the site. Effective alternative disposal arrangements have been completed.

F15. PORTLAND LANDFILL REHABILITATION PROGRESS REPORT

(continued)

d. Risk Management

The proposed rehabilitation plan is based on the older areas of the Portland Landfill (Stages 1 and 2) being rehabilitated to the 1992 Licence Standard. The remaining landfill area in Stage 3 is required to be rehabilitated to the current Best Practice Environmental Management (BPEM) Standard.

EPA has approved the proposed rehabilitation plan, realising a substantial cost saving to Glenelg Shire Council, when compared to the whole site being rehabilitated to the BPEM Standard.

The installation of effective landfill caps is also acting in an environmentally responsible manner for the mitigation of future potential environment impacts from the sites.

e. Resource Implications

Council is utilising internal resources as well as budgeted specialist services to undertake these works. As such, the roll out of these projects through the current financial year will not have any additional impact on Council resources.

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

The proposed landfill rehabilitation activities have been based on improving the environmental performance of the key landfill site located at Portland.

h. Budget Implication

Expenditure associated with the rollout of these projects has been incorporated into current and future budget forecasts.

Conclusion

This report provides an update on the current activities associated with rehabilitation activities for the Portland Landfill site and the future direction.

Officer Recommendation

That Council note the report and progress of the rehabilitation of the Portland Landfill site.

F15. PORTLAND LANDFILL REHABILITATION PROGRESS REPORT

(continued)

MOTION

MOVED Cr Halliday

That Council note the report and progress of the rehabilitation of the Portland Landfill site.

SECONDED Cr McDonald

CARRIED

F16. WASTE DIVERSION REPORT 2016-17

Director: Paul Healy, Director Assets
Author: David Hol, Project, Planning and Facilities Manager

Executive Summary

This report provides an update to Council on the range and quantities of waste diverted from landfill. The transition of council facilities from landfills to waste transfer stations is largely complete and the opportunities to divert waste from these facilities can provide significant financial and environmental outcomes. This report is in accordance with the Key Strategic Activity Theme 3, Objective 3, to sustainably manage landfill legacy committed to by Council in the effective management of its Environmental and Waste Management responsibilities.

Background

The Glenelg Shire Council closed its last two remaining landfills at Portland and Casterton in 2016 and constructed new transfers stations on each site in accordance with the adopted Glenelg Shire Council Waste Management Strategy 2013-2017.

This compliments the Dartmoor and Nelson waste transfer station developments which were completed in 2015 together with the existing facilities at Merino and Heywood which became operational in 2007, bringing the total waste transfer station facilities to 6 locations and addresses the strategy action to have a waste management facility located within a 25km radius covering the majority of the shire.

Waste is now transferred from the 5 smaller sites at Heywood, Nelson, Casterton, Dartmoor and Merino to the Portland waste transfer station where it is loaded into specially developed waste bins for transferring to a regional landfill.

The costs associated with landfilling, including haulage, gate fee and Government Levy charges are significant and are in the vicinity of \$200 per tonne. Opportunities to divert material from the waste stream to landfill can provide positive financial and environmental outcomes for Council where an economically viable option can be identified.

Subsequently there are a range of items that are collected from all sites and distributed to various organisations for recycle and reuse. This includes but is not limited to co-mingled recyclables, cardboard, batteries, tyres and metal. The cost of transport from Glenelg Shire Council to material recovery facilities (MRFs) and the relative small tonnage of material are barriers in the viable reprocessing of some items.

Additionally there are some streams where there are no or limited MRF options available either regionally or nationally. Glenelg Shire Council is working with the Barwon South West Waste & Resource Recovery Group (BSWWRRG) in a collaborative resourcing project in order to mitigate some of these barriers. Problem materials such as plastic bags and coffee cups currently fall into this category.

F16. WASTE DIVERSION REPORT 2016-17

(continued)

Report

The development of the waste transfer station network is providing an opportunity for Council to estimate with greater accuracy the quantities of waste and recycling material being processed. This information was not able to be provided in the past for various reasons and subsequently this report will establish the initial benchmark for future comparisons.

The information in this report has included estimations based on average weights of some streams. The accuracy of this data will be refined over the future period as the history of the materials processed becomes clearer and all the facilities have been operational for over 12 months to enable access to annual figures.

The table below provides an over view of the materials recycled and redirected throughout the 2016-17 financial year. The data includes material obtained from kerbside collection together with items deposited directly at the various waste transfer stations.

Material	Weight (T)	Notes
Co-Mingled Recyclables	1954	
Cardboard only	16.5	Baling machine installed at Portland 2017
Scrap Metal	1437	
Concrete and rubble	370	Portland only
Green waste	601	Does not include legacy stockpiles or regional sites
Tyres	1.5	
E-Waste	55	
Oil, filters & Containers	13.5	
Paint	3	
Fluorescent lights	0.126	
Car Batteries	4.2	
Silage Wrap	0.3	
Mobile Phones	0.04	
Drum-muster drums	0.76	
TOTAL	4457	

The above figures have not included the recycling and processing of a number of large legacy stockpiles such as tyres, concrete and green waste which was addressed in preparation of landfill rehabilitation works. These stockpiles have been created over many years and including these figures in the initial diversion rate would have skewed the annual result. Over 1000 tonnes of concrete material have been reprocessed for other use however only 370 tonnes were received in the last 12 months.

F16. WASTE DIVERSION REPORT 2016-17

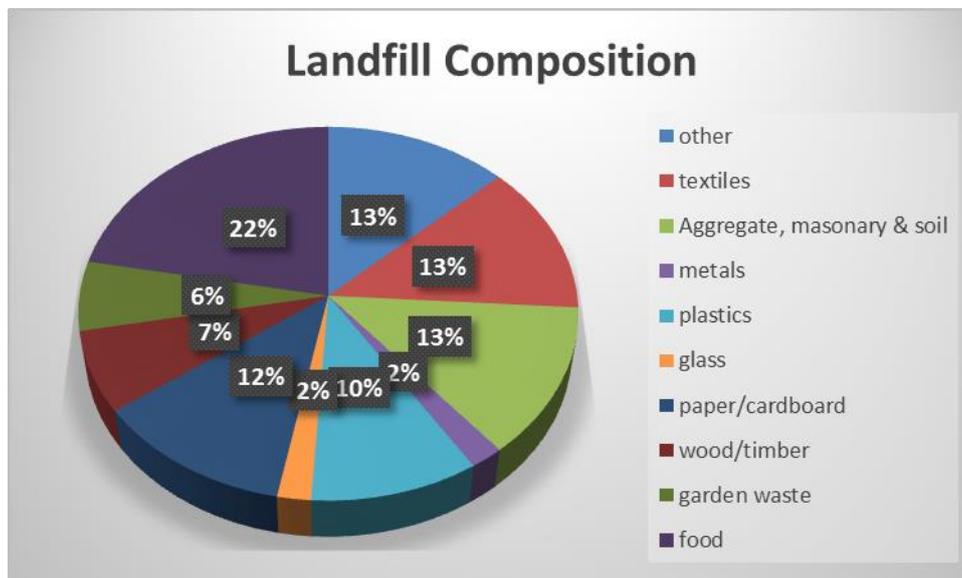
(continued)

Overall an estimated 4457 tonnes of material will have been diverted from landfill throughout 2016-17. This calculates to a diversion rate of approximately 40%. It is important to note that this initial figure includes a number of assumptions and actual data will be refined in the future.

Common industry targets for diversion rates range between 50-70% and subsequently there is significant opportunity to increase the diversion rates in the coming years.

Over 759,000 tonnes of waste are managed in the Barwon South West region every year, including waste that flows from other Victorian regions. Barwon South West region's overall recycling rate is 66%, leaving 34% of waste going to landfill. Of the 258,000 tonnes of waste disposed to landfill, a large chunk is municipal solid waste, reflecting its low recycling rate compared to commercial and industrial as well as construction and demolition waste.

The graph below depicts the materials that are continuing to enter the waste stream from a regional perspective. The data suggests that there is still a significant proportion that could be recycled.



Aggregates, masonry and soil, and food were the two largest material categories landfilled. Food, garden and wood/timber materials comprise approximately 35% of the total composition of material entering landfill offering a significant recovery opportunity.

F16. WASTE DIVERSION REPORT 2016-17

(continued)

A number of factors should be considered when comparing the Glenelg Shire Council diversion rate to the regional figures. The regional rate is influenced by high construction and demolition recycling which is not a large category in the Glenelg Shire. Additionally, the Glenelg Shire does not have a kerbside organics collection service.

A further audit is planned for the 2017/18 financial year to obtain updated data on the composition of materials specific to Glenelg Shire Council waste operations.

It is noted that the inclusion of the recycling centre within the Portland waste transfer station is already showing indicative signs of increased recycling and it is expected that the diversion rate will escalate in the coming 12 months due to actions already being implemented.

In addition there are opportunities to increase recycling diversion through the following aspects, many of which are currently being planned or viable options investigated:

- Increased education of the community. Recycling is most effective when sorted at the source before it enters the waste stream;
- Undertake a waste audit to identify the composition of waste entering the Glenelg Shire waste stream and utilise data for public education;
- Investigate the community appetite for a kerbside organics collection;
- Continue the rollout of public place recycling infrastructure across the shire. Heywood and Dartmoor are to come on line in 2017-18 with Casterton to follow;
- Continue to investigate viable recycling options for problematic materials such as soft plastics, coffee cups and polystyrene; and
- Investigate community service options for collection of hard waste items from the waste stream that may be able to prepared for resale and promote fundraising opportunities.

The Barwon South West Waste and Resource Recovery Group includes an education program and the Glenelg Shire Council is participating in this project to deliver updated communication across the region, particularly on issues common to the whole region such as what materials can be recycled.

Community attitude is considered a major component of any successful recycling project. A cursory view of waste piles at the Portland waste transfer station identifies that there are significant recycled products that are being placed into the waste stream including obvious items such as aluminium cans and glass.

F16. WASTE DIVERSION REPORT 2016-17

(continued)

A successful education process may be able to utilise the data on what recyclable materials are still currently being disposed of through the waste stream to correct this behaviour. Sorting of waste at the source of the consumer is the most effective method to increase recycling diversion and will be a key component of any waste strategy should council achieve the objective to increase the percentage of resources required and progressively move to a zero net cost waste management service.

a. Council Plan Linkage and Policy Context

The diversion of waste from landfill has strong links to the Council plan, specifically;

Theme three: "Manage and sustain our natural and built assets"

Further to this the Glenelg Shire Council Waste Management Strategy 2013-2017 identifies the following strategies which are also being addressed:

- Strategy 2: Engage in actions to deliver the best possible waste service in a financially responsible manner; and
- Strategy 6: Waste management operations comply with State and Federal regulatory requirements.

Within theme four (4) the following strategy is being addressed:

- Maximise the effectiveness of our resources.

b. Legislative and Legal Considerations

The obligations for the management of waste is outlined in the *Environment Protection Act 1970*.

c. Consultation and/or communication processes implemented or proposed

Council is actively involved in the promotion and distribution of information on recycling.

d. Risk Management

Increased recycling and diversion mitigates the Council exposure to both financial and environmental risks

F16. WASTE DIVERSION REPORT 2016-17

(continued)

e. Resource Implications

Council is utilising internal resources as well as budgeted specialist services to undertake a range of waste management actions on a priority basis. Where possible the resources of the BSWWRRG are also being utilised for waste matters with a regional perspective.

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

The diversion of recyclable materials is strongly linked to improving the environmental performance of the organisation.

h. Budget Implication

This report identifies a number of actions that can be undertaken to increase recycling diversion. Expenditure associated with the rollout of these actions will be undertaken on a priority basis and be incorporated into current and future budget forecasts.

Conclusion

This report provides Council with an estimated calculation on the current diversion rates of recyclable materials from the waste stream and identifies the actions and future opportunities to increase performance in this aspect.

Officer Recommendation

That Council note the report on the percentage of waste diverted from landfill in accordance with the Key Strategic Activity Theme 3, Objective 3, to sustainably manage landfill legacy.

MOTION**MOVED Cr Halliday**

That Council note the report on the percentage of waste diverted from landfill in accordance with the Key Strategic Activity Theme 3, Objective 3, to sustainably manage landfill legacy.

SECONDED Cr Wilson**CARRIED**

F17. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

Director: Paul Healy, Director Assets
 Author: Kari Scott, Contract and Fleet Manager

Separate Circulations – Non Confidential

No.	Separate Circulations	ECM
1.	Current CPO-CORPS-FI-001 Procurement Policy 2016-2017 dated 24 April 2016	2238994
2.	Draft Procurement Policy CPO-ASSETS-CF-001	2290676

Separate Circulation – Confidential

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

No.	Separate Circulation	Relevant Grounds Under Section 89(2) of the Act	ECM
3.	External Review of Glenelg Shire Council's Procurement Policy, May 2017 DJK Consulting	Contains contractual matter - section 89 (2) (d)	2290582

Executive Summary

The purpose of this report is to enable Council to consider the review undertaken and adopt the Procurement Policy in accordance with section 186A of the *Local Government Act 1989* (Vic).

Background

The Procurement Policy is a high level policy document that addresses key operational standards and expectations required of councillors, officers, temporary/casual employees of Council in addition to contractors and consultants whilst engaged by Council.

Section 186A of the *Local Government Act 1989* (Vic) requires Council to prepare, approve and comply with a Procurement Policy that outlines the principles, processes and procedures that apply to the purchase of goods, services and works for the Glenelg Shire Council.

Key aspects of the legislation are that:

- At least once in each financial year, a Council is required to review the current procurement policy and may, in accordance with this section, amend the procurement policy;
- A copy of the current procurement policy is to be made available for inspection by the public, both at council's offices and on council's website; and
- A Council is required to comply with its procurement policy.

F17. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

In January 2017 council staff were invited to comment on the existing policy (attachment 1) with a view to identifying user needs and offer improvement suggestions.

Report

The policy considers benefits and value for money, based on whole of life costs, as well as social and environmental impacts of its procurement processes to achieve the best outcomes for the community having regard to the long-term and cumulative effects of its decisions.

Internal review of the policy structure and content highlighted some practical inefficiencies when evaluating particular procurement activities. A draft policy was formulated to address these inefficiencies utilising the existing framework and evaluating against comparable external references.

In addition, an external review (attachment 3) has been undertaken by DJK Consulting to assess compliance with the Local Government Act and Regulations and provide assessment regarding application to current industry standards and the Victorian Local Government Best Practice Procurement Guidelines.

Outcomes

The Policy was updated to reflect current organisational standards and structure. Content was improved to provide clarity and functionality for all users.

Following feedback in regards to the environmental evaluation criteria statement, the statement has been refined to better demonstrate Council's commitment to reducing its environmental footprint.

Feedback also identified that social procurement principles could be refined to better address the economic contribution weighting. The draft policy proposes to address the principles via clarification of the definition of local suppliers. This is also supported by a preference statement for local purchasing.

F17. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

Comparison of our proposed weightings to previous weighting and industry standards are shown in the table below.

It is noted that Glenelg Shire Council weighting is significantly higher than other Councils in the region.

GSC Current Economic Contribution	Colac Otway Shire	West Wimmera Shire	Warrnambool City Council	Ararat Rural City Council	Moyness Shire Council	Southern Grampians Shire Council	District Council of Grant
25%	5%	Nil	5%	Up to 10% on price - Sliding scale	5%	Nil	Nil - Legislated under LGA 1999 (SA)

The external review found the draft policy (attachment 2) to be compliant with the *Local Government Act 1989* and reflects the key principles as per the Victorian Local Government Best Practice Guidelines 2013. The review recommendations have been implemented or noted for procedural development as shown in the table below.

Item	Recommendation	Action
1.	Council could include the MAV Model Procurement Policy as an additional reference in the draft Procurement Policy.	Included
2.	A Table of Contents page could be included in the draft Procurement Policy.	Included
3.	Once the revised policy has been formally adopted by Council it should be immediately posted on council's website.	Will be scheduled for release once approved
4.	In the "Review Date" section of the policy the review timeframe should be changed to read – "June 2018, annually in accordance with the Requirement of Section 186A of the Act."	Included
5.	To avoid any confusion a reference to GST could be included in the draft Procurement Policy, to read – "Treatment of GST" - All monetary values stated in this Policy include GST except where specifically stated otherwise".	Removed the original GST statement from within section 2 scope and created the heading 2.1 Treatment of GST as recommended.

F17. COUNCIL POLICY REVIEW – PROCUREMENT POLICY**(continued)**

Item	Recommendation	Action
6.	Council could include a reference to 'Leases and Licences' in the policy as highlighted in the Victorian Local Government Best Practice Procurement Guidelines 2013 as there is often confusion in regard to the distinction between procurement contracts and leases and licences.	Included a portion of the recommended paragraph in section 6.3 Quotation Thresholds and definition of lease and licence in section 3.
7.	Council could consider including a reference to e-Procurement as contained in the MAV model procurement policy.	Included
8.	Council could consider adding the following paragraphs to section 4.7 of the draft policy dealing with Ethical Behaviour	Not included. Noted for procedural/guideline development. Inserted reference to Glenelg Shire Council, Gifts, Benefits and Hospitality Policy and Procedure CPO-CEO-CS-007 in policy.
9.	Council could consider adding the following section to the draft policy: Approval of Variations to Approved Contracts	Noted for procedural/guideline development
10.	Council could consider adding the following section to the draft policy: Verification of Financial Viability of Tenderers	Noted for procedural/guideline development

a. Council Plan Linkage and Policy Context

The Procurement Policy links to the Council Plan 2013 – 2017 theme 4 - Govern in a responsible and responsive way.

This policy also dictates the delegation limits set for the organisation.

b. Legislative and Legal Considerations

All legal and legislative requirements have been considered in preparation of the policy.

c. Consultation and/or communication processes implemented or proposed

Following adoption of the policy by Council, it will be communicated to stakeholders and made available for via the Council's web site as required by section 186A(8) of the Act.

d. Risk Management

The policy contains risk management principles and identifies specific measures in order to mitigate Council's exposure to risk with regards to procurement.

F17. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

e. Resource Implications

No additional resources are required.

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

Environmental procurement considerations have been addressed via mandatory weighting for the level of commitment demonstrated to maximise environmental sustainability.

h. Budget Implication

The adoption of the procurement policy will not require additional direct budget allocations.

Conclusion

The policy is reflective of Council's commitment to ethical, fair, transparent and statutory compliant procurement practices. This policy and its amendments seek to deliver best value outcomes through standard best practice procedures and organisational goals for the Glenelg Shire and reduce Council's risk profile in its procurement of goods and services.

Officer Recommendation

1. That Council adopt the reviewed Procurement Policy CPO-ASSETS-CF-001 as separately circulated.
2. That the Procurement Policy be effective from the 27 June 2017.

MOTION

MOVED Cr Stephens

1. That Council adopt the reviewed Procurement Policy CPO-ASSETS-CF-001 as separately circulated.
2. That the Procurement Policy be effective from the 27 June 2017.

SECONDED Cr Hawker

CARRIED

F18. LOCAL PORT OF PORTLAND BAY MANAGEMENT AGREEMENT 2017-2022 WITH HEAD, TRANSPORT FOR VICTORIA AND GLENELG SHIRE COUNCIL

Director: Paul Healy, Director Assets
Author: Paul Healy, Director Assets

Separate Circulation – Non Confidential

No.	Separate Circulation	ECM
1.	Local Port of Portland Bay Management Agreement Head, Transport for Victoria and Glenelg Shire Council received 14 June 2016	2297870

Executive Summary

This report is to present to Council, for execution, the Local Port of Portland Bay Management Agreement between the Head, Transport For Victoria (TFV) and Glenelg Shire Council for a five (5) year period from 1 July 2017 to 30 June 2022.

Background

Council was appointed Committee of Management for the Local Port of Portland Bay in 2009 and operates under a Management Agreement. The current Management Agreement expires on 30 June 2017. TFV now invites Council to enter into a new five year Agreement.

Report

The new Local Port of Portland Bay Management Agreement is for the operation and management of the Local Port (Trawler Wharf) and Local Port waters for 2017 - 2022. In renewing the Agreement, TFV has shown confidence in Council's ability to effectively manage the Local Port of Portland Bay.

Local Port income includes berthing fees on the trawler wharf with the remaining balance recurrent TFV funding.

Staffing, administrative costs, training, travel, equipment, daily maintenance and risk management of the port are all costed into the Local Port budget. These expenses are fully funded by TFV to ensure that Glenelg Shire ratepayers are not subsidising the Local Port. Any major or capital works repairs and maintenance required are also funded through TFV.

a. Council Plan Linkage and Policy Context

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

F18. LOCAL PORT OF PORTLAND BAY MANAGEMENT AGREEMENT 2017-2022 WITH HEAD, TRANSPORT FOR VICTORIA AND GLENELG SHIRE COUNCIL

(continued)

b. Legislative and Legal Considerations

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

c. Consultation and/or communication processes

The Management Agreement is between TFV and Council and executed upon agreement by both parties.

d. Risk Management

Risk Management is undertaken as part of the Local Port Safety and Environment Management Plan

e. Resource Implications

Under the Local Port Management Agreement, funding is supplied by TFV to cover staffing, operation and maintenance of the Local Port (Trawler Wharf) and the Local Port waters

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

The Local Port operates with a focus on sustainable and environmentally sound outcomes.

h. Budget Implication

The Management Agreement needs to be executed if Council wishes to remain Manager of the Local Port and receive funding for staffing and key port operations.

Conclusion

The proposed 2017- 2022 Local Port of Portland Bay Management Agreement (trawler wharf) is an updated version of the existing Agreement. The only changes relate to names and dates etc. there are no changes that alter the commitment, responsibilities or liabilities of either party. Given the funding that flows to Council from the Agreement and the management control it vests in Council over a strategic Shire location and asset, it is recommended that the Agreement be renewed.

F18. LOCAL PORT OF PORTLAND BAY MANAGEMENT AGREEMENT 2017-2022 WITH HEAD, TRANSPORT FOR VICTORIA AND GLENELG SHIRE COUNCIL

(continued)

Officer Recommendation

That Council executes under seal the 2017-2022 Local Port of Portland Bay (trawler wharf) Management Agreement between the Head, Transport For Victoria and Glenelg Shire Council.

MOTION**MOVED Cr White**

That Council executes under seal the 2017-2022 Local Port of Portland Bay (trawler wharf) Management Agreement between the Head, Transport for Victoria and Glenelg Shire Council.

SECONDED Cr McDonald**CARRIED**

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022

Director: Paul Healy, Director Assets
Author: Paul Healy, Director Assets

Executive Summary

This report recommends that the operations and structure of the Local Port of Portland Bay staffing continue in its current format commencing from the 1 July 2017 in line with the Management Agreement.

Background

Council accepted State Government appointment as the Manager for the Local Port of Portland Bay (Trawler Wharf) from the then Department of Sustainability and Environment (DSE) from 1 July 2009.

In July 2012 Council entered into a five (5) year Agreement with the Department of Transport (now DEDJTR) to manage the Local Port of Portland Bay (Trawler Wharf) until 2017.

On 11 April 2013, the Local Port of Portland Bay boundary was expanded by the government to include all facilities in Council's Committee of Management area.

On 21 June 2013 Glenelg Shire Council was also appointed Waterway Manager for Local Port waters by the government and subsequently now manages all waterway activities within the Local Port waters. This new responsibility includes navigation, safety and waterside activities approval. Port Officers also manage maintenance, public access and utilities services for all Local Port facilities

Report

The Local Port Unit currently consists of 3 full time staff and 1 part time (0.4) staff member. Two Port Officers are based at the Maritime Discovery Centre for ease of access to the marina and the foreshore; the manager is based in the Portland Customer Service Centre along with the Administration Support Officer. All operational staff spend a considerable part of their time outdoors monitoring the foreshore and water activity, undertaking maintenance and inspections and; liaising with users and the public. The Local Port Unit is funded as follows:

Local Port Manager funded 100% by DEDJTR;

Local Port Officer funded 100% by DEDJTR;

Administration Officer 0.4 funded 100% by DEDJTR;

Local Port Officer funded 100% by Council; and

Local Port vehicle funded 50% by DEDJTR and 50% by Council.

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022

(continued)

The Local Port waters and facilities are active 24/7. The Local Port Manager and Port Officers operate on a revolving weekly roster for 'on call' and mandatory facility inspections 365 days a year.

Changes to the responsibilities of Council since the 2012:

1. Enlargement of the Local Port boundary to encompass all Council's boating facilities;
2. Council's appointment as Waterway Manager for Local Port waters, to manage all waterway activities including navigation, safety and waterside activities approval;
3. Operation of the Portland Bay Marina (which is at near capacity); and
4. Operation of the 4 lane Portland boat ramp.

The Local Port of Portland Bay is recognised by the State Government and Council as being an economic driver for the Shire with 40% of Victoria's commercial fish supplies landed here and commercial maritime vessels utilising the trawler wharf for crew changes and for supplies access, stevedoring, crane work, repairs and refuelling.

The Local Port of Portland Bay has around 130 permanent berth and mooring holders and is Victoria's premier recreational fishing destination, especially during Tuna season. It is estimated the Local Port sees around 15,000 boat movements per annum. This would be by far; the largest number of boats accessing ocean waters from any Local Port in Victoria. The value of fish landed by the commercial fishing fleet at Portland is around \$40m annually and the recreational tuna fishery alone injects around \$8m annually into the local economy.

The construction value of infrastructure in the Local Port (such as the trawler wharf, marina and boat ramp) is over \$20m. All the above is dependent on the services and facilities provided by the Council as Local Port manager. It is estimated that around 150,000 users, locals and tourists access or visit the Local Port facilities each year.

Increasingly, maintenance and repairs of Local Port facilities is becoming a major focus for Port Officers and regular inspections and preventive maintenance are required to keep the assets in good condition. The harsh marine environment and heavy boat usage necessitates far greater monitoring and maintenance of facilities than other types of assets would require. If not undertaken, the cost of facility replacement to future Glenelg Shire Councils would be prohibitive.

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022
(continued)Operations

The Local Port of Portland Bay Unit manages a diverse range of assets and activities. The operation of the Local Port includes:

1. Administration

- Fee collection;
- User Agreements for permanents and casuals;
- Invoicing;
- Insurance and registration compliance;
- Correspondence;
- Council Reports;
- Berth & Mooring Management;
- Setting Berthing Fees;
- Setting Utilities Fees;
- Business Case for DTPLI; and
- Annual Report for DTPLI.

2. Liaison

- Vessel Owner Liaison with all the above;
- Advisory Committee & Community consultation meetings;
- Liaise with Port of Portland Ltd; and
- Liaise with DTPLI & negotiate Management Agreement with DTPLI.

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022

(continued)

3. Daily Duties

- After hours/on call for berthing, maintenance and emergency issues;
- 24/7 availability;
- 7 day a week risk management Inspections;
- 7 day a week inspections for fee collection; and
- Emergency management response.

4. Safety and Environmental Management Plan (SEMP)

- Implementation;
- Compliance and review; and
- Audits.

5. Compliance

- Port Services Act;
- Marine Safety Act;
- Waterway's Management; and
- OH & S.

6. Managing the general public

- Public traffic;
- Boat owner's vehicles;
- Semi-trailers;
- Fuel trucks;
- Forklifts;
- Cranes; and
- Emergency vehicles.

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022

(continued)

7. Asset management & maintenance

- New marina;
- Swing moorings;
- Old marina jetty;
- Old boat ramp;
- New boat ramp;
- Trawler wharf;
- Parking Areas; and
- Rubbish collection.

a. Council Plan Linkage and Policy Context

Management of the Local Port is linked to the key strategic objective of the Council Plan - Diverse economic base; Build Portland Bay and foreshore as economic attractor.

b. Legislative and Legal Considerations

Legislative considerations include but are not limited to; operating within the *Marine Safety Act 2010*, *Port Services Act 1995*, Port Management (Local Ports) Regulations 2004 and the *OHS Act 2004*.

c. Consultation and/or communication processes

Regular consultation meetings with all Local Port Users have been implemented. Regular consultation is undertaken with DEDJTR and Port of Portland Ltd (PoPL). A copy of the Local Port of Portland Bay SEMP is on Council's website as are all fees and charges for Local Port Facilities. There is also a LPPB Advisory Committee that meets regularly.

d. Risk Management

Risk management principles outline a need to identify hazards and then put controls in place to reduce risk. Port staff has undertaken to introduce a number of control measures in regards to the critical risks identified in Local Port and Waterway Management through the SEMP.

e. Resource Implications

No additional resourcing required.

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022

(continued)

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Council, as Committee of Management for the Local Port of Portland Bay and Waterways Manager, has substantial legislative obligations as well as requirements under its Safety and Environmental Management Plan (SEMP) to mitigate risks faced by Council in operating the Local Port the Waterway and its facilities.

h. Budget Implications

The Trawler Wharf continues to operate at a slight surplus with berthing fees, recurrent DEDJTR funding and capital works grants covering Local Port staff wages, maintenance and utilities costs. Trawler Wharf management is cost neutral to Council. The cash surplus is carried in a cash account managed by Council on behalf of DEDJTR.

Conclusion

The Local Port of Portland Bay is by far the largest Local Port managed by any Local Government organisation in Victoria. The number of boat movements would be tenfold that of the next largest Council managed Local Ports (Apollo Bay, Port Fairy).

DEDJTR funds 2 full time and 1 part time Local Port staff wages and 50% of vehicle costs, 100% of Trawler Wharf operation and maintenance costs, port navigation and safety expenses as well as regulatory SEMP audits.

With Local Port assets valued well over \$20m, annual economic activity valued over \$50m, over 150,000 person accessing the facilities and; a growing demand for port facilities, the continuation of the Local Port Unit is required if Council is to manage the Local Port facilities, maintain the facilities in good order and administer its current legislative obligations as Local Port Manager and Waterways Manager.

Officer Recommendation

1. Council continue the existing operational management for the Local Port of Portland Bay 2017 - 2022.
2. A further review takes place in five years to coincide with the negotiation of a new five year Local Port Management Agreement with the Head, Transport For Victoria from July 2022.
3. That a letter be provided to all Local Port of Portland Bay staff confirming the continuation of its operational management.

F19. LOCAL PORT OF PORTLAND BAY UNIT STAFFING REVIEW 2017-2022

(continued)

MOTION

MOVED Cr McDonald

- 1. Council continue the existing operational management for the Local Port of Portland Bay 2017 - 2022.**
- 2. A further review takes place in five years to coincide with the negotiation of a new five year Local Port Management Agreement with the Head, Transport For Victoria from July 2022.**
- 3. That a letter be provided to all Local Port of Portland Bay staff confirming the continuation of its operational management.**

SECONDED Cr Halliday

CARRIED

F20. ARTS AND CULTURE STRATEGY (2016 – 2020)

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

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Arts and Culture Strategy (2016 – 2020)	2051547
2.	Strategy focus areas and objectives	2273228

Executive Summary

This report is to brief Council on the progress on achievement of actions relating to the Arts and Culture Strategy (2016 – 2020) adopted at OCM 28 June 2016 and to table the 2016/17 prioritisation plan. This report meets achievement of Council Plan KSA year four target action which states ‘Commence implementation of the Arts and Culture Strategy (2016-2020) by developing a 2016/17 prioritisation plan and reporting on progress to Council by 30 June 2017’.

Background

The Arts & Culture Strategy (2016 – 2020) details a range of objectives for achieving both the vision and goals outlined in the document, and will guide the Arts and Culture Manager and the Arts and Culture unit staff in their respective roles over the period of the Strategy.

The Arts and Culture Strategy (2016 – 2020) was adopted at the 28 June 2016 OCM.

This is the first annual progress report for the strategy.

Report

The Arts and Culture Strategy (2016-2020) has seven focus areas with a total of 51 objectives.

The successful results of implementing some of the strategies in 2016/17 have been:

- Rebranding of the ARTSGLENELG program and including Portland Arts Centre – programming and operation, and ARTefacts – presentation and preservation of the Cultural Collection;
- Negotiation, implementation and support of independent cinema operation, Twilight Cinemas at Portland Arts Centre (PAC);
- Changing opening hours at PAC to better suit visitors;

F20. ARTS AND CULTURE STRATEGY (2016 – 2020)

(continued)

- Evaluating of performances and exhibitions program;
- Streamlining process for delivery of performances and exhibitions program;
- Evaluating of marketing and distribution of program;
- Implementing new social media tools for promotion;
- Building partnerships with schools for direct audience engagement;
- Building partnerships with Regional Arts Victoria programs;
- Making physical changes to work spaces at PAC to improve workflow, ticket sales and productivity of staff;
- Implementing a new format for the season launch including new sophisticated annual brochure;
- Increasing cross Council department collaboration; and
- Developing a formal exhibition application process for the Portland Arts Centre.

Listed in the following table are the strategy focus areas and objectives. Also listed are priorities and whether the objective has been achieved, partially achieved or not achieved in the first year 2016/17 of the four year plan.

For the prioritisation plan, objectives partially achieved or not achieved are given priority years for achievement as follows:

- 2016/17 - Year 1;
- 2017/18 - Year 2;
- 2018/19 - Year 3; and
- 2019/20 - Year 4.

F20. ARTS AND CULTURE STRATEGY (2016 – 2020)

(continued)

a. Council Plan Linkage and Policy Context

Theme 1: Engaged, healthy, connected and proud community
Objective 1: A community where we belong, we can actively participate and are positive about our future

b. Legislative and Legal Considerations

There are no legislative and legal considerations associated with this report.

c. Consultation and/or communication processes implemented or proposed

There are no consultation and communication processes associated with this report.

d. Risk Management

There are no risks associated with this report.

e. Resource Implications

There are no resource implications associated with this report.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

g. Sustainability and Environmental Considerations

Sustainability and Environmental considerations have been considered.

h. Budget Implication

There are no budget implications associated with receiving this report.

Conclusion

This report identifies the achievements of Year 1 (2016/17) of the Arts and Culture Strategy (2016-2020) and prioritises the remaining objectives annually. The Arts and Culture Unit continues to implement the Arts and Culture Strategy (2016-2020) in its service delivery.

F20. ARTS AND CULTURE STRATEGY (2016 – 2020)

(continued)

Officer Recommendation

That Council notes the progress of implementation of the Arts and Culture Strategy 2016 – 2020.

MOTION

MOVED Cr Hawker

That Council notes the progress of implementation of the Arts and Culture Strategy 2016 – 2020.

SECONDED Cr Wilson

CARRIED

Cr Stephens re-declared an Indirect Conflict of Interest in Item F21. Aged and Disability Fees and Charges Schedule 2017-2018 and left the meeting at 8.41pm

F21. AGED AND DISABILITY FEES AND CHARGES SCHEDULE 2017 - 2018

Director: Edith Farrell, Director Community Services

Author: Anne Deam, Manager Aged and Disability Services

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Aged and Disability Services Schedule of Fees and Charges 2017-2018	2298180

Executive Summary

The purpose of this report is to seek Council's approval for the 2017 - 2018 fees and charges structure for the Commonwealth Home Support Program (CHSP) and Home and Community Care Program for Younger People (HACC PYP) as set by the State Government Department of Health and Human Services (DHHS) and Federal Government's Commonwealth Home Support Program (CHSP).

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

Background

From 1 July 2016, the Federal Government has assumed full funding, policy and operational responsibility for HACC services for older people in Victoria to form part of the Commonwealth Home Support Program (CHSP), with Victoria continuing to fund HACC services for people aged under 65 years (under 50 years for Aboriginal and Torres Strait Islander people).

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

Report

DHHS has delayed finalising the HACC fees and charges until the announcement by the Commonwealth Government of an extension of funding until 2020. The Federal Government is extending Commonwealth Home Support Programme (CHSP) funding arrangements until 30 June 2020. Current arrangements were due to expire on 30 June 2019 in Victoria. This one-year extension will provide funding certainty for councils and greater stability for users of the service.

F21. AGED AND DISABILITY FEES AND CHARGES SCHEDULE 2017 - 2018

(continued)

This report also 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.

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

c. Consultation and/or communication processes implemented or proposed

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

d. Risk Management

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

e. Resource Implications

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

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

This report has considered the sustainability and environmental factors.

F21. AGED AND DISABILITY FEES AND CHARGES SCHEDULE 2017 – 2018

(continued)

h. Budget Implication

The Commonwealth Government will continue to fund the current CHSP and HACC PYP providers in block grants for the next 3 years.

Conclusion

For reasons stated in this report, it is recommended that the Aged and Disability Services Unit's CHSP and HACC PYP fees and charges (as stipulated by DHHS and CHSP) and full cost recovery fees and charges for 2017/2018 be updated in the Fees and Charges Schedule for 2017/2018 financial year.

Officer Recommendation

1. That Council adopts the fees and charges as contained in Separate Circulation No 1.
2. That the Glenelg Shire Council Fees and Charges Schedule 2017-2018 Financial Year be updated to incorporate the new fees and charges for Commonwealth Home Support Program and Home and Community Care Program for Younger People.
3. That the Aged and Disability Services Unit undertake a communication plan with clients and agencies prior to implementing an increase to fees and charges.

MOTION

MOVED Cr McDonald

1. That Council adopts the fees and charges as contained in Separate Circulation No 1.
2. That the Glenelg Shire Council Fees and Charges Schedule 2017-2018 Financial Year be updated to incorporate the new fees and charges for Commonwealth Home Support Program and Home and Community Care Program for Younger People.
3. That the Aged and Disability Services Unit undertake a communication plan with clients and agencies prior to implementing an increase to fees and charges.

SECONDED Cr Halliday

CARRIED

Cr Stephens returned to the meeting at 8.43pm.

MOTION**MOVED Cr Wilson**

In accordance with clause 4.4.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013 that item F22. Subcontract 8929/0062 South Western Maintenance Alliance – Emergency Response Service be included in the Ordinary Council Meeting Agenda, under section F. Management Reports for Council consideration.

SECONDED Cr Stephens**CARRIED****F22. SUBCONTRACT 8929/0062 SOUTH WESTERN MAINTENANCE ALLIANCE – EMERGENCY RESPONSE SERVICE**

Director: Paul Healy, Director Assets
Author: Paul Healy, Director Assets

Separate Circulation – Non Confidential

No.	Separate Circulation	ECM
1.	Subcontract 8929/0062 South Western Maintenance Alliance Emergency Response Services Agreement dated June 2017.	2303650

Executive Summary

This report is to provide a recommendation to Council on the Sub-contractual Agreement 8929/0062 for the South Western Maintenance Alliance – Emergency Response Service agreement be accepted with Fulton Hogan Industries Pty Ltd.

Background

Council at its meeting 24 November 2015 considered and resolved to accept the agreement from Fulton Hogan Industries Pty Ltd for Subcontract 8929/15-16/010 for the South Western Maintenance Alliance Road Maintenance Contract.

Report

Due to the condition of roads within the Glenelg Shire and the difficulties for Council to maintain them, the Director Assets met with VicRoads to negotiate terms and conditions for a variation to the contract.

The variation resulted in a significant change to the original contract. At a meeting 26 June 2017 a new contract was tabled. The new contract is a cleaner option than continuing with the existing contract.

Both parties agreed it will be more efficient to operate with the new contract from 30 June 2017.

**F22. SUBCONTRACT 8929/0062 SOUTH WESTERN MAINTENANCE ALLIANCE
– EMERGENCY RESPONSE SERVICE**

(continued)

a. Council Plan Linkage and Policy Context

This report has strong links to the Council Plan, particularly the strategy to maximise the effectiveness of our resources within theme four (4) to “Govern in a responsible and responsive way.”

b. Legislative and Legal Considerations

Legal and legislative requirements have been considered and included within the Sub contractual agreement provided to Council from Fulton Hogan Industries Pty Ltd.

c. Consultation and/or communication processes implemented or proposed

Consultation meetings have been held between Council staff and VicRoads representatives.

d. Risk Management

OHS and safe work practices have been considered for the maintenance services and are included within the Subcontract.

e. Resource Implications

Maintenance services will be undertaken by staff from within the Assets Department.

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

Sustainability and environmental considerations have been considered within the Subcontract conditions.

h. Budget Implications

Provision of specified maintenance services to the Alliance Contract is within the 2017/18 Council budget.

Conclusion

It is recommended that Council accept the Sub-contractual agreement from Fulton Hogan Industries Pty Ltd for the South Western Maintenance Alliance Emergency Response Service commencing 30 June 2017.

F22. SUBCONTRACT 8929/0062 SOUTH WESTERN MAINTENANCE ALLIANCE – EMERGENCY RESPONSE SERVICE

(continued)

Officer Recommendation

1. That Council enter into an agreement with Fulton Hogan Industries Pty Ltd for Subcontract 8929/0062 for the South Western Maintenance Alliance – Emergency Response Service 30 June 2017 to 30 June 2018.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Director Assets be authorised to negotiate terms and conditions for any extensions or amendments to the Alliance Subcontract.

MOTION**MOVED Cr Wilson**

1. **That Council enter into an agreement with Fulton Hogan Industries Pty Ltd for Subcontract 8929/0062 for the South Western Maintenance Alliance – Emergency Response Service 30 June 2017 to 30 June 2018.**
2. **That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.**
3. **That the Director Assets be authorised to negotiate terms and conditions for any extensions or amendments to the Alliance Subcontract.**

SECONDED Cr Stephens**CARRIED**

ANY OTHER PROCEDURAL MATTER:

Nil.

URGENT BUSINESS:

Nil.

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

- A1. (1) Notice of Motion 3-2016-17 National Disability Insurance Scheme
- D1. (1) Meeting Record of the Local Port of Portland Bay Advisory Committee meeting held on Monday 5 June 2017
- E1. (1) Meeting Record of the Volunteering and Wellbeing Advisory Committee held on Friday 19 May 2017
- E1. (2) Assembly of Councillors – Councillors and CEO Meeting Record Tuesday 23 May 2017
- E1. (3) Assembly of Councillors – Councillor Briefing Session Tuesday 23 May 2017
- E1. (4) Meeting Record of the Local Port of Portland Bay Advisory Committee Monday 5 June 2017
- E1. (5) Assembly of Councillors – Municipal Health and Wellbeing Plan Tuesday 6 June 2017
- E1. (6) Assembly of Councillors Deputation – Great South Coast Regional Justice Group – Prevention of Alcohol Misuse Tuesday 13 June 2017
- E1. (7) Assembly of Councillors – Child Safe Standards and Equal Opportunity Training Tuesday 13 June 2017
- E1. (8) Assembly of Councillors – Councillors Workshop Tuesday 13 June 2017
- F1. (1) Monthly Finance Report – May 2017
- F3. (1) Draft Glenelg Shire Council Plan 2017-2021
- F3. (2) Summary of Consultation Submissions Table
- F4. (1) Draft Council Budget 2017/18
- F4. (2) Draft Strategic Resource Plan 2017/18-2020/21
- F5. (1) Draft Glenelg Shire Council Audit Committee Charter

INDEX – SEPARATE CIRCULATIONS TO REPORTS

- F5. (2) Draft Audit Committee Meeting Plan
- F5. (3) Proposed Internal Audit Plan July 2017 to June 2018
- F6. (1) Cape Bridgewater Structure Plan – May 2017
- F7. (1) Amendment C89 Explanatory report
- F7. (2) C89 Clause 22.06
- F7. (3) Schedule to the Heritage Overlay Schedule to Clause 43.01
- F7. (4) C89 Maps for Exhibition
- F8. (1) Amendment C61 Explanatory Report
- F8. (2) C61 Maps
- F8. (3) C61 Changes to Schedule to the Heritage Overlay
- F10. (1) Strathdownie Map
- F11. (1) P16005 Delegate Report
- F11. (2) P16005 Application Plans
- F11. (3) P16005 Submissions
- F11. (4) P16005 Notice of Decision
- F12. (1) P17012 Delegate Report
- F12. (2) P17012 Application Plans
- F12. (3) P17012 Submissions (7)
- F12. (4) P17012 Notice of Decision
- F17. (1) Current CPO-CORPS-FI-001 Procurement Policy 2016-2017 dated 24 April 2016
- F17. (2) Draft Procurement Policy CPO-ASSETS-CF-001
- F18. (1) Local Port of Portland Bay Management Agreement Head, Transport for Victoria and Glenelg Shire Council received 14 June 2016
- F20. (1) Arts and Culture Strategy (2016 – 2020)
- F20. (2) Strategy focus areas and objectives

INDEX – SEPARATE CIRCULATIONS TO REPORTS

- F21. (1) Aged and Disability Services Schedule of Fees and Charges 2017-2018
- F22. (1) Subcontract 8929/0062 South Western Maintenance Alliance Emergency Response Services Agreement dated June 2017.

Separate Circulation to Councillors, CEO and Directors

- E1. (1) Meeting Record of the Glenelg Municipal Fire Management Planning Committee Thursday 25 May 2017.
- E1. (2) Meeting Record of the Glenelg Municipal Emergency Management Planning Committee Thursday 25 May 2017.
- F2. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F5. (4) Minutes of the Audit Committee Meeting held on Thursday 1 June 2017
- F10. (2) Letter from Submitter One
- F13. (1) WCPL Bank Tender Participant Rankings
- F13. (2) 2017 Banking Tender Final Evaluation Matrix
- F14. (1) Contract 2016-17-37 Supply and Delivery of Bituminous Products, Tender Evaluation Matrix, dated 17 May 2017
- F17. (3) External Review of Glenelg Shire Council's Procurement Policy, May 2017
DJK Consulting

Recommendation

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

MOTION**MOVED Cr Stephens**

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

SECONDED Cr Wilson**CARRIED**

CLOSURE OF COUNCIL MEETING:

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 8.46pm.

I HEREBY CERTIFY THAT PAGES 1 TO 112 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

25 July 2017

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