



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Wednesday 26 April 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 Assets (Mr Paul Healy), Director Corporate Services (Mrs Karena Prevett),
Planning Manager (Mr Matt Berry), 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 28 March 2017, as circulated, be confirmed.

MOTION**MOVED Cr Stephens**

**That the minutes of the Ordinary Council Meeting held on
Tuesday 28 March 2017, as circulated and amended be confirmed.**

SECONDED Cr White**CARRIED**

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

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

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

Nil.

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

1. Mr Michael Byrne of Cape Bridgewater asked the following question;

Do you understand that there needed to be a public apology given to me?

Mayor Cr Rank advised that Council does understand.

This matter was dealt with under confirmation of the minutes. An amendment was made to the previous minutes stating that the Mayor did understand the question.

QUESTIONS FROM THE GALLERY:**1. Imminent closure of Commonwealth Bank Casterton**

Mr Michael Bryne of Cape Bridgewater asked the following question:

As Mayor of the Glenelg Shire Council what actions have you taken, or intend to take in relation to the imminent closure of the Commonwealth Bank in Casterton?

Mayor Cr Rank referred the question to the Chief Executive Officer, Mr Burgoyne.

Chief Executive Officer, Mr Burgoyne advised that it is Council's intention to write to the Commonwealth Bank expressing Council's displeasure at the imminent closure.

Cr Stephens advised Casterton Business and Development Association have been proactive over the last couple of years in dealing with the Commonwealth Bank. The bank has reduced their hours over the last few years and is something that we have anticipated. It has now come to a position now that the Bank has announced its closure from its services in Casterton.

QUESTIONS FROM THE GALLERY:

(continued)

The Casterton Chamber of Commerce has also been actively pursuing the imminent closure, but unfortunately no response has been received to date by the Commonwealth Bank.

2. Planning Application: P16152, 47 Liebelts Road, Narrawong

Ms Jane Stewart of Narrawong asked the following question:

Have all the points been investigated following the objection to the planning permit No. P16152 submitted by Vanessa Focken?

Mayor Cr Rank referred the question to the Planning Manager, Mr Berry.

Planning Manager, Mr Berry responded yes.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

B1. PLANNING APPLICATION: P16152, 47 LIEBELTS ROAD, NARRAWONG

1. Ms Jodie Outtram provided a deputation objecting to the Planning Application P16152, 47 Liebelts Road, Narrawong.
2. Mr Brett Jarrett provided a deputation in support of Planning Application P16152, 47 Liebelts Road, Narrawong.

C. PETITIONS:**C1. PETITION RECEIVED – FENCED DOG PARK IN PORTLAND**

Director: Karena Prevett, Director Community Services

Separate Circulation– Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Signed Petition Janet Hardman – Fenced Dog Park in Portland	2262901

Officer Recommendation

That Council receive the petition in accordance with clause 4.14 of Council's Meeting Procedure and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 23 May 2017.

MOTION

MOVED Cr Wilson

That Council receive the petition in accordance with clause 4.14 of Council's Meeting Procedure and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 23 May 2017.

SECONDED Cr Stephens

CARRIED

D. COMMITTEE REPORTS:**D1. CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE RECOMMENDATIONS**

Director: Edith Farrell, Director Community Services

Author: Justine Cain, Senior Administration Officer Community Services

Separate Circulation– Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Shire Council Meeting Record Casterton Railway Precinct Advisory Committee (aoC) Friday 3 February 2017	2259369

Executive Summary

This report is to provide advice to Council regarding four recommendations made by the Casterton Railway Precinct Advisory Committee (CRPAC) at their meeting held on Friday 3 February 2017. This report recommends that Council consider the appointment of Mr Darren Holmberg and Mrs Evelyn Pevitt to the Committee. Further the report requests that Council support a recommendation for officers to write to VicTrack and request their consideration of leasing the whole of the railway precinct site for use by the Casterton Historical Society and that a letter be drafted and sent to VicTrack requesting replacement of the unisex toilets as a matter of priority.

Background

The function of the Casterton Railway Precinct Advisory Committee is to provide information and advice to Council on the preservation, maintenance and development of the Casterton Railway Precinct. This precinct is leased from VicTrack and is an important asset for the Casterton community.

The CRPAC is currently meeting at a minimum of 4 times per year and then reports to the next Ordinary Council Meeting (OCM) following each of its meeting by submitting a record of each meeting and any recommendations for Council's consideration.

The Terms of Reference (ToR) for the CRPAC stipulate that the membership is to include one member of the Glenelg Shire Council (Councillor), who will act in the Chairperson role, one Councillor as proxy and up to six community members with appropriate skills and / or interests.

These recommendations are in accordance with the CRPAC ToR.

Report

The CRPAC met on 3 February 2017 and noted vacancies still available and the Committee made the following recommendation to Council:

D1. CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE RECOMMENDATIONS

(continued)

That the CRPAC recommend Mrs Evelyn Pevitt (member of the Casterton Historical Society) and Darren Holmberg (member of the Casterton Kelpie Association) nomination for membership to the Casterton Railway Precinct Advisory Committee be considered by Council.

The Committee discussed the future lease arrangements for the Casterton Railway Precinct. It was recommended:

The whole of the site should be included in a lease in its entirety, including vacant possession of the goods platform building. Councillor Stephens moved that she would draft a letter to Council requesting its lease of the whole site.

Moved: Margaret Martin

Seconded: Dawn Mill

CARRIED

The committee also discussed a previous letter received from VicTrack that indicated that VicTrack had allocated funds for the upgrade of the toilets. The Committee recommended:

That a letter be drawn up to VicTrack to inquire on the status of the replacement of the unisex toilets for priority funding by VicTrack.

Moved: Owen Stephens

Seconded: Dawn Mill

CARRIED

a. Council Plan Linkage and Policy Context

Theme 2 – Diverse economic base.

b. Legislative and Legal Considerations

Legislative considerations would be addressed following confirmation on Lease arrangements.

c. Consultation and/or communication processes implemented or proposed

Officers will communicate the outcome of these recommendations to the committee at the next CRPAC meeting.

d. Risk Management

Has been considered.

D1. CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE RECOMMENDATIONS

(continued)

e. Resource Implications

There are no resource implications with these recommendations, as the Advisory Committee is supported by Officers as an operational responsibility.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

h. Budget Implication

Budget implications would need to be assessed as an outcome of a response from VicTrack on funding the toilet upgrades and options for Lease arrangements.

Conclusion

It was noted that there currently vacant positons within the CRPAC. The lease of the Casterton Railway Precinct site in its entirety is a request of the Committee and will need to be considered based on advice from VicTrack. The request for development of the unisex toilets is considered a priority and requires VicTrack to consider this funding in its 2017/18 budget.

Officer Recommendation

1. That Council accept the recommendation of the CRPAC that Mrs Evelyn Pevitt (member of the Casterton Historical Society) and Mr Darren Holmberg (member of Casterton Kelpie Association) be appointed members of the CRPAC.
2. That officers investigate options for the Casterton Historical Society to enter into a lease agreement with VicTrack for the Casterton Railway Precinct site.
3. That officers report back to Council on the outcome of the investigation into a lease arrangement.
4. That Council write a letter to Victrack requesting that the replacement of the uni-sex toilets be considered a priority for funding in its 2017/18 budget.

D1. CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE RECOMMENDATIONS

(continued)

MOTION

MOVED Cr Stephens

1. That Council accept the recommendation of the CRPAC that Mrs Evelyn Pevitt (member of the Casterton Historical Society) and Mr Darren Holmberg (member of Casterton Kelpie Association) be appointed members of the CRPAC.
2. That officers investigate options for the Casterton Historical Society to enter into a lease agreement with VicTrack for the Casterton Railway Precinct site.
3. That officers report back to Council on the outcome of the investigation into a lease arrangement.
4. That Council write a letter to Victrack requesting that the replacement of the uni-sex toilets be considered a priority for funding in its 2017/18 budget.

SECONDED Cr Halliday

CARRIED

D2. ABORIGINAL SCHOLARSHIP RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE

Director: Edith Farrell, Director Community Services
 Author: Jessica Hallinan, Administration Support Officer

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.	Glenelg Shire Council Aboriginal Education Scholarship 2017 (Applicant 1)	Personnel matters – section 89 (2) (a) of the local government act 1989	2257338
2.	Glenelg Shire Council Aboriginal Education Scholarship 2017 (Applicant 2)	Personnel matters – section 89 (2) (a) of the local government act 1989	2257339
3.	Glenelg Shire Council Aboriginal Education Scholarship 2017 (Applicant 3)	Personnel matters – section 89 (2) (a) of the local government act 1989	2259133
4.	Application Form - Aboriginal Education Scholarship Your Say Glenelg (Applicant 4)	Personnel matters – section 89 (2) (a) of the local government act 1989	2259132

Executive Summary

This paper is to brief Council on a recommendation made by the Glenelg Mara Quorin Aboriginal Advisory Committee. The recommendation relates to awarding two Aboriginal Scholarships for an amount of \$2,000 each, which is an identified action within the Glenelg Aboriginal Partnership Plan 2014-2016.

Background

The role of the Glenelg Mara Quorin Aboriginal Advisory Committee is to advise Council on the following:

- Progress towards the implementation of the Glenelg Aboriginal Partnership Plan 2014-2016:
- Promoting active stakeholder and community participation in the implementation of the Plan:
- Educating the community about the rationale, goals and strategies of the Agreement and Partnership Plan; and

D2. ABORIGINAL SCHOLARSHIP RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE (continued)

- Reporting to stakeholders on progress towards meeting the goals of the Agreement and Partnership Plan.

Report

The purpose of the scholarships is to assist Aboriginal and or Torres Strait Islander people who reside in the Glenelg Shire, to undertake a field of study relevant to Local Government and is an action within the Glenelg Aboriginal Partnership Plan 2014-2016.

Applications were publically advertised over the period 1 February 2017 to 3 March 2017 via the Your Say Glenelg platform with information also provided directly to all Aboriginal Partnership organisations, South West TAFE and secondary educational providers.

Four applications were received from the following candidates:

1. Applicant 1 – Diploma of Early Childhood Education, Western District Employment Access (WDEA) Portland;
2. Applicant 2 – Bachelor of Paramedicine, Australian Catholic University;
3. Applicant 4 – Cert IV in Agriculture, Rural Industry Skills Training (RIST); and
4. Applicant 3 – Cert III in Plumbing, South West TAFE.

An internal evaluation panel consisting of the Administration Officer for Community Services and the Social Planner assessed the applications and made the following recommendation for the Glenelg Mara Quorin Aboriginal Advisory Committee's consideration:

1. Applicant 1 to be encouraged to seek further funding from external sources due to being a past recipient of a Glenelg Shire Aboriginal traineeship;
2. Applicant 2 to receive a scholarship;
3. Applicant 3 to be encouraged to reapply for the 2018 round of scholarships; and
4. Applicant 4 to receive a scholarship.

Due to meeting dates for the Glenelg Mara Quorin Aboriginal Advisory Committee not meeting the timeline for the Aboriginal Education Scholarships, the recommendation was distributed via email for feedback.

D2. ABORIGINAL SCHOLARSHIP RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE (continued)

In accordance with the Terms of Reference for the Glenelg Mara Quorin Aboriginal Advisory Committee, this recommendation is now presented to Council for its consideration.

a. Council Plan Linkage and Policy Context

This initiative is supported by two strategies of the Glenelg Shire Council, Council Plan (2014–2017);

“Empower our community through engagement and work in partnership to change for our shared interest”.

“Understand the needs of young people, the challenges of an aging population and create opportunities to improve the life of people who are disadvantaged”.

This initiative is also supported through strategies in the;

- Glenelg Aboriginal Partnership Agreement 2011-2020; and
- Glenelg Aboriginal Partnership Plan 2011-2016.

b. Legislative and Legal Considerations

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

An Advisory Committee does not have any delegated authority to act for, and on behalf of Council, nor does it have any power to make decisions. An Advisory Committee provides advice and may make a recommendation to the Council.

In relation to the two Aboriginal Scholarships, a Committee member declared their conflict of interest as required and did not participate in the decision making.

c. Consultation and/or communication processes implemented or proposed

Applications for the scholarships were publically advertised via Your Say Glenelg, Mixx FM radio, the Portland Observer and social media. Aboriginal partnership organisations and relevant educational providers were also advised.

D2. ABORIGINAL SCHOLARSHIP RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE (continued)d. Risk Management

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

e. Resource Implications

All processes and procedures are carried out using existing resources.

f. Charter of Human Rights and Responsibilities

Have been considered.

g. Sustainability and Environmental Considerations

Have been considered.

h. Budget Implication

The scholarships are funded from part of the annual operational Aboriginal Partnership budget.

Conclusion

Based on the recommendations received from the Glenelg Mara Quorin Aboriginal Advisory Committee to award the two Aboriginal scholarships to applicant 2 and applicant 4, Council's approval is now sought.

Officer Recommendations

1. That applicant 2 and applicant 4 be awarded the Glenelg Shire Council Aboriginal Scholarships of \$2,000 each for the 2017 year.
2. That applicant 1 and applicant 3 be thanked for applying and that applicant 3 be encouraged to reapply in 2018.
3. That the first payment of \$1000 be made upon receipt of the scholarships to the successful applicants with the second payment of \$1000 being made 6 months prior to the completion of the scholarship.
4. That the successful recipients of the 2017 scholarships be recognised through internal and external media promotion.

**D2. ABORIGINAL SCHOLARSHIP RECOMMENDATIONS FROM THE GLENELG
MARA QUORIN ABORIGINAL ADVISORY COMMITTEE**

(continued)

MOTION

MOVED Cr Hawker

- 1. That applicant 2 and applicant 4 be awarded the Glenelg Shire Council Aboriginal Scholarships of \$2,000 each for the 2017 year.**
- 2. That applicant 1 and applicant 3 be thanked for applying and that applicant 3 be encouraged to reapply in 2018.**
- 3. That the first payment of \$1000 be made upon receipt of the scholarships to the successful applicants with the second payment of \$1000 being made 6 months prior to the completion of the scholarship.**
- 4. That the successful recipients of the 2017 scholarships be recognised through internal and external media promotion.**

SECONDED Cr Wilson

CARRIED

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 21 FEBRUARY 2017 – 11 APRIL 2017 (INCLUSIVE)**

Director: Karena Prevett, Director Corporate Services

Author: Rachael Fellows, Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Meeting Record Strathdownie Drainage Advisory Committee Annual General Meeting held on Tuesday 21 February 2017	2272356
2.	Meeting Record of the Community Grants Advisory Committee held on Tuesday 14 March 2017	2260281
3.	Meeting Record of the Local Port of Portland Bay Advisory Committee held on Monday 20 March 2017	2270323
4.	Assembly of Councillors Council Plan and Municipal Health and Wellbeing Plan held on Tuesday 21 March 2017	2263942
5.	Meeting Records Councillors and CEO Briefing Session held on Tuesday 28 March 2017	2268199
6.	Meeting Record Councillor Briefing Session held on Tuesday 28 March 2017	2268007
7.	Assembly of Councillors Council Plan and Municipal Health and Wellbeing Plan held on Tuesday 4 April 2017	2270650
8.	Meeting Record Councillors Workshop held on Tuesday 11 April 2017	2272949

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*

E1. ASSEMBLY OF COUNCILLORS RECORDS 21 FEBRUARY 2017 – 11 APRIL 2017 (INCLUSIVE)

(continued)

- *whether a Councillor who disclosed a conflict left the room.*

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

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 21 February 2017 – Tuesday 11 April 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 Strathdownie Drainage Advisory Committee Annual General Meeting held on Tuesday 21 February 2017 (DocSetID: 2272356)
- Meeting Record of the Community Grants Advisory Committee held on Tuesday 14 March 2017 (DocSetID: 2260281)
- Meeting Record of the Local Port of Portland Bay Advisory Committee held on Monday 20 March 2017 (DocSetID: 2270323)
- Assembly of Councillors Council Plan and Municipal Health and Wellbeing Plan held on Tuesday 21 March 2017 (DocSetID: 2263942)
- Meeting Records Councillors and CEO Briefing Session held on Tuesday 28 March 2017 (DocSetID: 2268199)
- Meeting Record Councillor Briefing Session held on Tuesday 28 March 2017 (DocSetID: 2268007)

E1. ASSEMBLY OF COUNCILLORS RECORDS 21 FEBRUARY 2017 – 11 APRIL 2017 (INCLUSIVE)

(continued)

- Meeting Record Assembly of Councillors held on Tuesday 4 April 2017 (DocSetID: 2270650)
- Meeting Record Councillors Workshop held on Tuesday 11 April 2017 (DocSetID: 2272949)

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 21 FEBRUARY 2017 – 11 APRIL 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 Tuesday 21 February 2017 – Tuesday 11 April 2017 (inclusive).

Officer Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Tuesday 21 February 2017 to 11 April 2017 (inclusive).

MOTION**MOVED Cr Stephens**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Tuesday 21 February 2017 to 11 April 2017 (inclusive), including the Meeting Record of the Tourism Advisory Committee held on Tuesday 28 March 2017.

SECONDED Cr McDonald**CARRIED**

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCE REPORT – MARCH 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
2.	Monthly Finance Report – March 2017	2275641

Executive Summary

The Finance Report up to the 31 March 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 – MARCH 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 March 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 – MARCH 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 March 2017 be received.

MOTION

MOVED Cr Stephens

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

SECONDED Cr Hawker

CARRIED

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

CEO: Greg Burgoyne, Chief Executive Officer
 Author: Kim Overall, Acting 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)	2271970

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;
 - c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- 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.
 - g. Sustainability and Environmental Considerations
Not applicable.
 - h. Budget Implication
Nil.

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

Conclusion

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

Officer Recommendation

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

MOTION

MOVED Cr Hawker

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. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 APRIL 2017

CEO: Greg Burgoyne, Chief Executive Officer
Author: Scott Millard, Corporate 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.	Minutes of the Audit Committee Meeting held on Wednesday 5 April 2017	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2272651

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 5 April 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.

F3. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 APRIL 2017

(continued)

Report

The Audit Committee Meeting held on Wednesday 5 April 2017 considered the following items:

Item No.	Item Description
1.	Draft External Audit Strategy for the Financial Year Ending 30 June 2017
2.	Interim Management Letter for the Financial Year Ending 30 June 2017
3.	Risk Management Report December 2016 – March 2017
4.	Monthly Finance Report – February 2017
5.	Rate Debtors Outstanding – As At 28 February 2017
6.	Debtors Outstanding As At 28 February 2017
7.	Internal Audit – Review of Compliance with the Information Technology Strategy and Road Map 2014-2017
8.	Internal Audit – Review of Council's Environmental Health Service
9.	Audit Register Review
10.	Local Government Performance Reporting - Six Month Report to 31 December 2016
11.	Internal Audit – Review of Defined Benefits Superannuation
12.	Internal Audit – Review of Council's Landfill Restoration Provision and Rollout of Waste Transfer Stations
13.	Half Yearly Report on Council Plan 2016-17 Key Strategic Activities
14.	New Council Plan Progress Update
15.	Aged and Disability Accreditation Audit Preparedness
16.	Internal Audit and Financial Services Tender

At this meeting the Audit Committee did not make any recommendations to Council.

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.

F3. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 APRIL 2017

(continued)

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.

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 Wednesday 5 April 2017.

Officer Recommendation

That Council receive the Minutes of the Audit Committee Meeting held on Wednesday 5 April 2017.

MOTION**MOVED Cr Stephens**

That Council receive the Minutes of the Audit Committee Meeting held on Wednesday 5 April 2017.

SECONDED Cr McDonald**CARRIED**

F4. HUMAN INFLUENZA PANDEMIC PLAN

Director: Karena Prevett, Director Corporate Services
Author: Greg Andrews, Environmental Health Officer

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author	ECM
1.	Glenelg Shire Council Human Influenza Pandemic Plan dated April 2017	2249288

Executive Summary

This paper is to brief the Councillors on the revision of Council's Human Influenza Pandemic Plan. The Human Influenza Plan will be a sub plan of Council's existing Emergency Management Plan. This plan replaces the 2010 Human Influenza Pandemic Plan.

Background

In 2010 Council developed and subsequently adopted a Human Influenza Pandemic Plan following the H1N1 Influenza Pandemic in North America.

Although the local impact of H1N1 outbreak was not as severe as originally predicted, the influenza pandemic highlighted the need to ensure that our response and recovery capacity must be incorporated within our emergency management capabilities.

In 2015/2016 Department of Health and Human Services assisted the Barwon South West Environmental Health Officer network in the development of a template for the Human Influenza Pandemic response plan. This template has formed the basis of the draft 2017 Glenelg Shire Council plan.

Report

The draft 2017 Human Influenza Pandemic Plan provides a structure for Council to activate should a Human Influenza Pandemic occur in the future.

The plan describes what Human Influenza is, what causes an Influenza Pandemic, classifies a pandemic into three categories (low, moderate and high) and then provides a number of control and response strategies to be undertaken during the pandemic.

The coordination of the plan will be undertaken by the Pandemic Influenza Sub Committee (PSIC) which will consist of the following staff:

- CEO or his/her delegate;
- Municipal Emergency Response Officer;

F4. HUMAN INFLUENZA PANDEMIC PLAN

(continued)

- Human Resource Officer;
- Risk Management Officer; and
- Environmental Health Officer.

The Pandemic Influenza Sub Committee (PSIC) is likely to be split into an internal and external committee with the external committee consisting of representatives from Department of Health and Human Services, local hospitals and associated health services.

a. Council Plan Linkage and Policy Context

Theme 1 - Engaged, healthy, connected and proud community.

Theme 4 - Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

There is no legislative or legal considerations directly linked to this paper.

c. Consultation and/or communication processes

The plan was developed with assistance from Department of Health and Human Services and the Barwon South West Environmental Health Officer network.

d. Risk Management

The plan reduces risk as is it a sub plan of Council's Emergency Management Plan.

e. Resource Implications

Should a pandemic response be required, the sub-committee will be required to act.

f. Charter of Human Rights and Responsibilities

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this paper.

g. Sustainability and Environmental Considerations

There are no Sustainability and Environmental considerations.

F4. HUMAN INFLUENZA PANDEMIC PLAN

(continued)

h. Budget Implication

Any actions required to be undertaken in the event of a pandemic will be allocated from the Emergency Management budget.

Officer Recommendation

That the Glenelg Shire Council Human Influenza Pandemic Plan 2017 be adopted by Council as a sub plan of Council's Emergency Management Plan.

MOTION**MOVED Cr Halliday**

That the Glenelg Shire Council Human Influenza Pandemic Plan 2017 be adopted by Council as a sub plan of Council's Emergency Management Plan.

SECONDED Cr Wilson**CARRIED**

F5. P16152 CHANGE OF USE – HOME OCCUPATION (CAFÉ, ART GALLERY AND ARTIST STUDIO) 47 LIEBELTS ROAD, NARRAWONG

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.	P16152 Delegate Report	2270868
2.	P16152 Application Plans	2257493
3.	P16152 Submissions	2270879
4.	P16152 Notice of Decision	2257233
5.	P16152 Photos	2257573

Executive Summary

The purpose of this report is to brief Council on planning permit application P16152. P16152 proposes change of use for a home occupation that includes café, art gallery and artist studio. This is located on land known as Lot 1 PS602944, 47 Liebelts Road, Narrawong. The proposed use in the existing dwelling is on a Rural Living Zone lot approximately 9.28 hectares on the slopes of Mount Clay. 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.

Report

The proposal is for a home occupation of 92.3 square metres in the existing dwelling. The home occupation is to allow for an art gallery, artist studio and coffee shop (café). There are no external building and works being considered in this application. The road works and car parking are exempt as part of the dwelling.

The key issues for assessment of the application include:

- Whether the proposed use for a home occupation responds appropriately to the relevant provisions of the State and Local Planning Policy Frameworks.
- Whether the proposed use for a home occupation is consistent with the purpose and decision guidelines of Clause 52.11.
- Whether the proposed use for a home occupation will result in the proper and orderly planning of the area.

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

F5. P16152 CHANGE OF USE – HOME OCCUPATION (CAFÉ, ART GALLERY AND ARTIST STUDIO) 47 LIEBELTS ROAD, NARRAWONG

(continued)

a. Council Plan Linkage and Policy Context

The proposal supports Theme 3 of the Council Plan to manage and sustain our natural and built assets.

b. Legislative and Legal Considerations

The *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 permit application was advertised in accordance with section 52 of the *Planning and Environment Act 1987*. There were 2 letters of support provided in original application. Nine submissions were received in response to formal notification. In total 5 were in support and 7 objected to the proposal. The submissions are contained in Attachment 3.

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 application 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 in the processing of this application.

g. Sustainability and Environmental Considerations

The Delegate Report in Attachment 1 details these considerations and find that the proposal with conditions adequately addresses them.

h. Budget Implications

The applicant paid a fee of \$1240.70 to the Planning Unit to assess the permit application. Costs associated with assessing the permit application are covered by the Planning Unit's operational budget.

F5. P16152 CHANGE OF USE – HOME OCCUPATION (CAFÉ, ART GALLERY AND ARTIST STUDIO) 47 LIEBELTS ROAD, NARRAWONG

(continued)

Conclusion

The Delegate Report (Attachment 1) recommends that permit application P16152 be approved on the grounds listed. The report has been independently peer reviewed by experts that affirm the recommendations made.

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

If the applicant chose to reduce the extent of the proposal to 50 square metres, from the current 92.3 square metres, then no planning permit would be required for this home occupation use.

Officer Recommendation

That Council approves planning permit application P16152 for the use of a Home Occupation (café, art gallery and artist studio) at 47 Liebelts Road, Narrawong in accordance with plans contained in the separate circulations marked Attachment 2 and conditions in the Notice of Decision marked Attachment 4.

SUSPENSION OF STANDING ORDERS**MOTION**

MOVED Cr Stephens

That Council suspend Standing Orders at 7.28pm to allow Planning Manager Mr Berry to speak to his report.

SECONDED Cr Wilson

CARRIED

RESUMPTION OF STANDING ORDER**MOTION**

MOVED Cr Wilson

That Council resume Standing Orders at 7.32pm

SECONDED Cr Stephens

CARRIED

F5. P16152 CHANGE OF USE – HOME OCCUPATION (CAFÉ, ART GALLERY AND ARTIST STUDIO) 47 LIEBELTS ROAD, NARRAWONG

(continued)

MOTION

MOVED Cr Stephens

That Council approves planning permit application P16152 for the use of a Home Occupation (café, art gallery and artist studio) at 47 Liebelts Road, Narrawong in accordance with plans contained in the separate circulations marked Attachment 2 and conditions in the Notice of Decision marked Attachment 4.

SECONDED Cr Halliday

CARRIED

DIVISION:

Cr Rank, Cr White, Cr Stephens, Cr McDonald and Cr Halliday voted for the MOTION.

Cr Wilson and Cr Hawker voted against the MOTION.

F6. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: FORMAL EXHIBITION

Director: Edith Farrell, Director Community Services

Author: Liz Regent, Strategic Planner

Separate Circulation – 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	2273122

Executive Summary

The report recommends that Council resolve to place the draft Council Plan 2017-2021 on Exhibition in accordance with section 125 of the Local Government Act 1987.

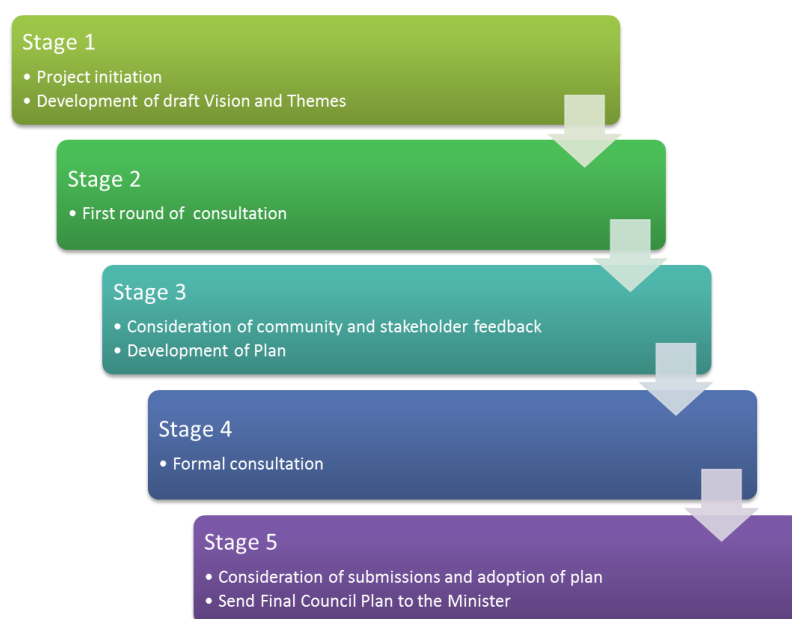
The draft Council plan is required to be prepared every four years following a council election and must be submitted to the minister by 30 June 2017.

Background

The Council Plan 2017-21 will provide 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 the following stages:

This report recommends that the Draft Council Plan 2017-2021 be placed on exhibition for formal consultation, stage 4 of the diagram below.



F6. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: FORMAL EXHIBITION

(continued)

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.

The Council Plan must include strategic objectives, strategies for achieving these objectives and strategic indicators for monitoring achievements.

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. Participation at each is summarized below:

Event	Participation
• Community workshops in Portland, Heywood and Casterton (2 in each venue)	28 Attendees
• Listening posts in Nelson, Merino, Dartmoor and Narrawong-	40 attendees
• Written submissions	12 written submissions
• Yoursay contributors	38 surveys, 91 visits, 33 forum comments
• Tyrendarra show	over 35 documented discussions
• Wood Wine and Roses	over 30 documented discussions
• Stakeholder meetings	6 interviews with stakeholders
• Staff workshops (Casterton, Heywood and Portland)	16 Staff

The format of workshop sessions aligned with the Yoursay Glenelg website survey. Participants were asked to comment on the draft vision, draft themes and provide comments or alternatives for each. In addition participants were asked for ideas/direction that they would like council to consider in the plan.

In summary we found that:

- Residents are proud of their towns and want to demonstrate this through improvements like entrance signs, public art and streetscape upgrades

F6. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: FORMAL EXHIBITION

(continued)

- People are keen to see further promotion of our natural and recreational assets;
- It is a very active community that would like to see improvements to sporting facilities and tracks and trails;
- There is a need to ensure our ageing population has access to services;
- The community has a strong connection with aboriginal heritage and is keen to recognise the significance of Budj Bim; and
- Community members are keen to be involved in decisions of matters and would like to see communication practices strengthened.

Specific ideas raised during consultation have been documented and a response to each has been provided and discussed at Council Plan development workshops over the past month.

The draft Council Plan 2017-2021 must be prepared in accordance with the provisions of the *Local Government Act* 1989. It must identify strategies, strategic objectives and indicators to measure performance.

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.

When preparing the Council Plan, the proposed vision and themes were further refined after considering community feedback. The strategies, actions, indicators and measures have been developed following careful consideration of the intent of the themes.

The draft plan aims to identify key strengths of the shire. This has been expressed through factual information about our uniqueness in terms of natural and cultural assets as well as quotes from community members who contributed to the consultation undertaken as part of the preparation of the draft Council Plan.

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

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).

F6. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: FORMAL EXHIBITION

(continued)

Following formal exhibition of the Draft Glenelg Shire Council Plan 2017-21, public submissions will be considered and a revised Council Plan will be presented for adoption by Council.

a. Council Plan Linkage and Policy Context

This report proposes to endorse a new Draft Glenelg Shire Council Plan 2017-21 in consideration of previous goals set for the plan period. The Draft 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 must be formally exhibited for 28 days in accordance with these provisions. If submissions are received and the submitter requests to be heard, a committee or council must hear the person in accordance with section 223 of the *Local Government act 1989*.

c. Consultation and/or communication processes implemented or proposed

Council undertook extensive 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 is required under section 125 of the *Local Government Act 1989* and this must be no less than 28 days prior to adoption.

d. Risk Management

The formal consultation process will minimize 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.

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.

F6. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: FORMAL EXHIBITION

(continued)

g. Sustainability and Environmental Considerations

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

h. Budget Implication

The Draft 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 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 formal exhibition.

Officer Recommendation

That Council:

1. Endorse the Draft Glenelg Shire Council Plan 2017-2021 for public exhibition;
2. Exhibit the Draft Glenelg Shire Council Plan 2017-2021 in accordance with section 125 of the *Local Government Act 1989*;
3. Appoint a special committee of Council in accordance with section 86 of the *Local Government Act 1989* with the express purpose of hearing submissions on the Draft Glenelg Shire Council Plan 2017-2021 in accordance with section 223 of the *Local Government Act 1989*;
4. Fix the meeting for the advisory committee to hear submissions, as appointed in part 3 of this resolution, at 7.00pm on Tuesday 13 June 2017 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer;
5. Appoint all Councillors to the advisory committee as described in part 3 of this resolution;
6. A report and recommendations be provided to June OCM addressing outcomes of the special committee meeting described under resolution 4.

F6. DRAFT GLENELG SHIRE COUNCIL PLAN 2017-21: FORMAL EXHIBITION

(continued)

MOTION

MOVED Cr Stephens

That Council:

- 1. Endorse the Draft Glenelg Shire Council Plan 2017-2021 for public exhibition;**
- 2. Exhibit the Draft Glenelg Shire Council Plan 2017-2021 in accordance with section 125 of the Local Government Act 1989;**
- 3. Appoint a special committee of Council in accordance with section 86 of the Local Government Act 1989 with the express purpose of hearing submissions on the Draft Glenelg Shire Council Plan 2017-2021 in accordance with section 223 of the Local Government Act 1989;**
- 4. Fix the meeting for the advisory committee to hear submissions, as appointed in part 3 of this resolution, at 7.00pm on Tuesday 13 June 2017 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer;**
- 5. Appoint all Councillors to the advisory committee as described in part 3 of this resolution;**
- 6. A report and recommendations be provided to June Ordinary Council Meeting addressing outcomes of the special committee meeting described under resolution 4.**

SECONDED Cr McDonald

CARRIED

F7. TRAFFIC CALMING – RUSSELL STREET, CASTERTON

Director: Paul Healy, Director Assets
Author: Ishor Gurung, Civil Engineer

Executive Summary

This report provides an update on recent consultation regarding construction of slow points as a traffic calming device on Russell Street in Casterton.

Background

Council received a petition on 12 April 2012 regarding a speeding issue in Russell Street Casterton.

At the Ordinary Council Meeting 26 February 2013 it was noted that the following process would be followed:

1. That Council publish a newspaper reminder as to the speed limits in local streets.
2. That Council informs the local police what time the speeding occurs.
3. That new data collection take place once the local police have taken action to see if the problem has been resolved.
4. That a physical method of slowing the traffic be taken in the form of speed humps if the new data collection shows the first two options to be ineffective. To be included in the 2014/15 capital works process.

At the Ordinary Council Meeting, dated 27 August 2013, Council was informed that, items 1, 2, 3, as above, were completed and it was apparent that there was still an issue of vehicles exceeding the speed limit. Council resolved that Item 4 was to be completed and to be included in 2014/15 capital works process.

Council received another petition on 25 November 2014 regarding concerns over Russell Street Casterton. Speed humps were identified as a possible traffic calming option and Council sought public feedback. Council then considered the feedback at its meeting on 16 December 2014 and resolved that Council do not install speed humps in Russell Street and that Council request the Victorian Police to undertake further enforcement of the speed limit along Russell Street.

As a result of further requests for a traffic calming treatment, slow points were considered as traffic calming device. A slow point narrows the road in strategic locations along the road causing drivers to naturally slow down to negotiate the changes in road width. Letters for public consultation were sent on 19 January 2017 with the proposed plan.

F7. TRAFFIC CALMING – RUSSELL STREET, CASTERTON

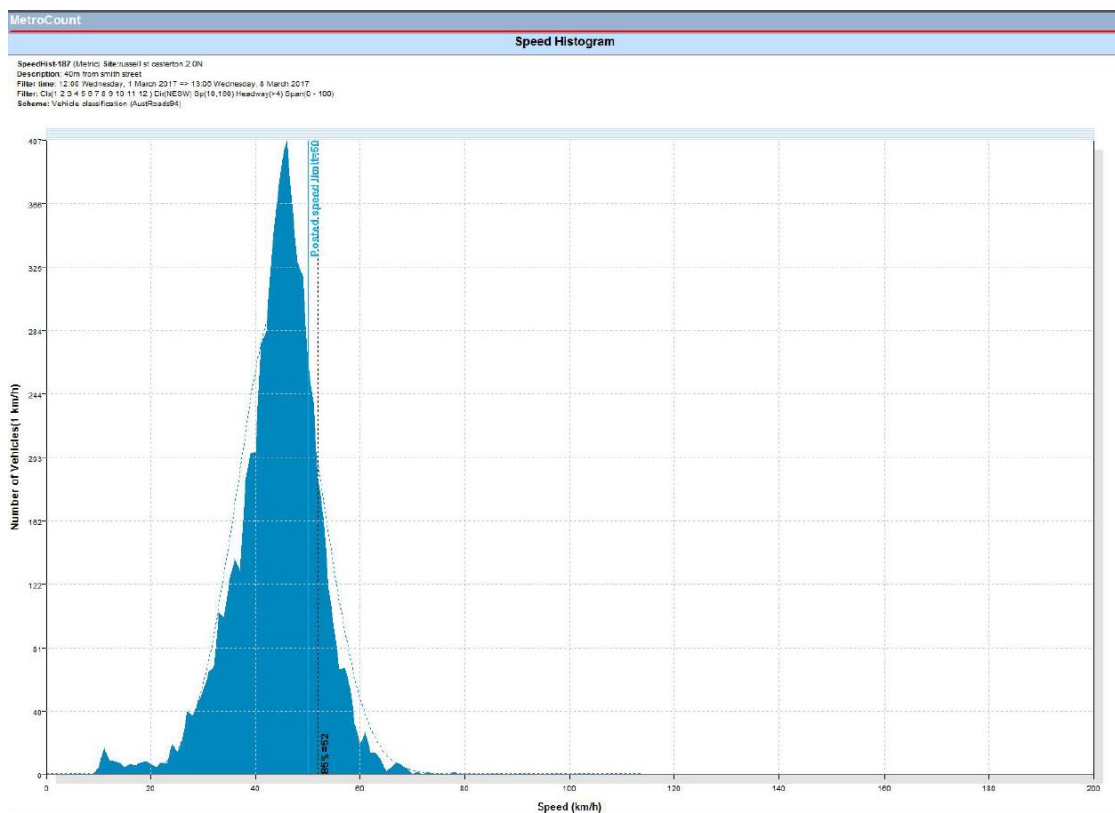
(continued)

Report

Thirteen residents provided feedback. Two residents were in favour of proposed traffic calming treatment. Eleven residents were not in favour of the treatment.

Traffic data has been collected for a period from 01 March 2017 till 08 March 2017 at the following two locations in Russell Street:

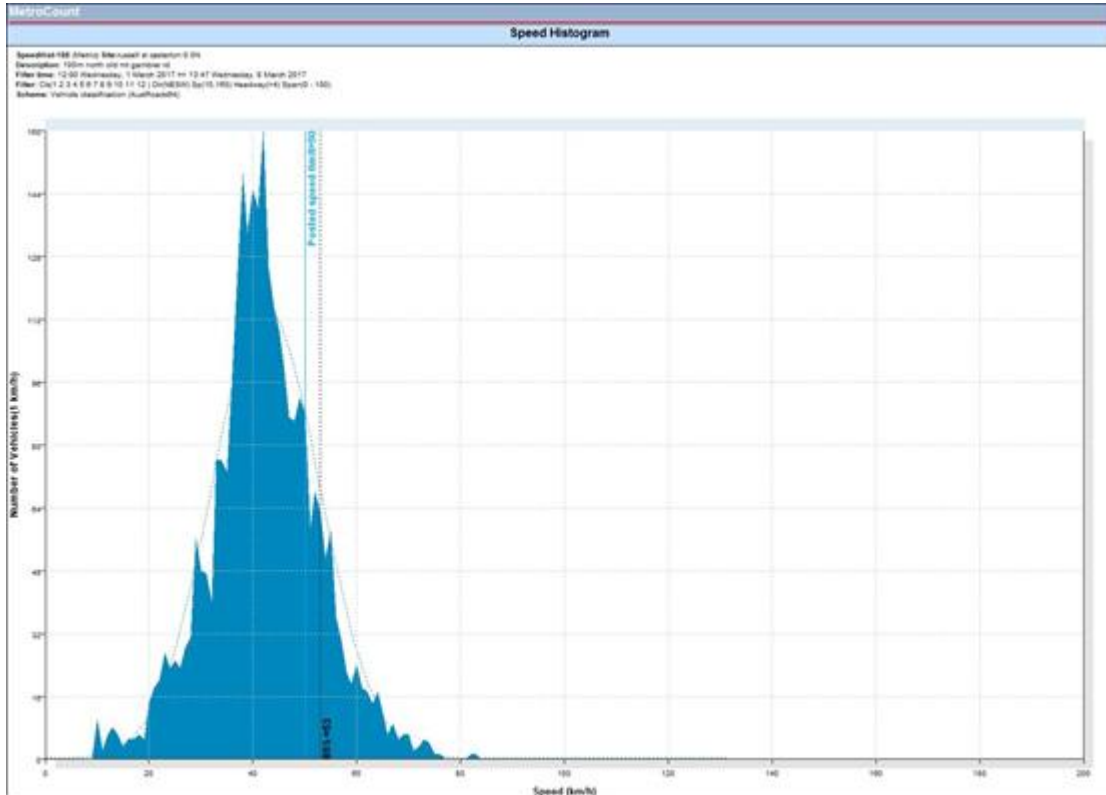
- 30m South of Smith Street – the 85th percentile speed of 52km/hour is above the 50k/hour speed limit; and



F7. TRAFFIC CALMING – RUSSELL STREET, CASTERTON

(continued)

- 100m north of Old Mount Gambier Road – the 85th percentile speed of 53km/hour is above the 50km/hour speed limit.

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

The project links to the Council Plan 2013-17, Theme 1 - Engaged, healthy, connected and proud community and Theme 3 - Manage and sustain our natural and built assets.

b. Legislative and Legal Considerations

No Legislative and Legal considerations apply to this project.

c. Consultation and/or communication processes implemented or proposed

Letters for public consultation were sent on 19 January 2017 with the proposed plan.

d. Risk Management

Council's risk management policy and procedures will cover the proposed works if required.

e. Resource Implications

No additional resources will be required as works are within the current scope of council work.

F7. TRAFFIC CALMING – RUSSELL STREET, CASTERTON

(continued)

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the writing of this report.

g. Sustainability and Environmental Considerations

Sustainability and the impact to the environment have been considered.

h. Budget Implication

Works have been budgeted within the current capital works program.

Conclusion

The traffic count data in Russell Street shows that the vehicle speeds are slightly over that of the default speed limit in urban areas of 50km/h. It is recognised that the 85% is 2-3 km above the speed limit.

Due to the majority of residents not being in favour of physical traffic calming devices and the fact that it is not current practice to erect 50km/h signs on individual streets it is recommended that the police are advised of the ongoing speeding issue for policing (speeding / hooning consideration).

Officer Recommendation

1. That Council does not support undertaking any traffic calming work in Russell Street Casterton.
2. That residents be advised of Council's decision.
3. That a letter be sent to Victoria Police, Casterton seeking their support for ongoing monitoring of speeding issues in Russell Street, Casterton.

MOTION

MOVED Cr Halliday

1. **That Council does not support undertaking any traffic calming work in Russell Street Casterton.**
2. **That residents be advised of Council's decision.**
3. **That a letter be sent to Victoria Police, Casterton seeking their support for ongoing monitoring of speeding issues in Russell Street, Casterton.**

SECONDED Cr Wilson

CARRIED

F8. STRATHDOWNIE DRAINAGE AREA – PROPOSED 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 Drainage Scheme - Proposal	2263955

Executive Summary

The purpose of this report is to enable the Councillors to give public notice of its intention to set the annual special charge for the Strathdownie Drainage area for the 2016/2017 financial year.

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

A meeting of the Strathdownie Drainage Area Advisory Committee was held on Tuesday, 21 February 2017 to consider the setting of a special charge for the 2016/2017 financial year and to discuss drainage maintenance requirements.

The Advisory Committee agreed to set a special charge for the 2016/2017 year to cover maintenance, emergency works and operational costs, as requested.

The proposed special charge will raise \$16,000.00. No Charge was set for 2015/2016. A meeting was not held due to the unavailability of committee members.

Under Sections 163(1A) and 223 of the Local Government Act 1989, Council is required to give notice of its intention to declare a special charge. This enables the ratepayers within the designated drainage area to make a submission in relation to the proposed charge. The Act specifies a minimum advertising period of twenty eight days.

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.

F8. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2016 - 2017

(continued)

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.

Conclusion

Council is required to give notice of its intention to declare a special charge. This enables the ratepayers within the designated drainage area to make a submission in relation to the proposed charge; it is therefore recommended that the Strathdownie proposed special charge 2016/2017 be adopted.

**F8. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE
2016 - 2017**

(continued)

Officer Recommendations

1. That Council, in accordance with Sections 163(1A) and 223 of the *Local Government Act 1989*, give public notice of its intention to consider the following motion at the Ordinary Meeting of Council to be held on Tuesday 27 June 2017:
 - a. That a special charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2016/2017 financial year.
 - b. 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.
 - c. That the total estimated revenue in 2016/2017 financial year from the Special Charge be \$16,000.00.
 - d. That the Special Charge be due and payable by the 31 July 2017.
 - e. 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*.
2. That Council consider submissions made in accordance with Section 223 of the *Local Government Act 1989* at the Council Meeting to be held on Tuesday 27 June 2017.

**F8. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE
2016 - 2017**

(continued)

MOTION

MOVED Cr Stephens

1. That Council, in accordance with Sections 163(1A) and 223 of the *Local Government Act 1989*, give public notice of its intention to consider the following motion at the Ordinary Meeting of Council to be held on Tuesday 27 June 2017:
 - a. That a special charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2016/2017 financial year.
 - b. 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.
 - c. That the total estimated revenue in 2016/2017 financial year from the Special Charge be \$16,000.00.
 - d. That the Special Charge be due and payable by the 31 July 2017.
 - e. 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*.
3. That Council consider submissions made in accordance with Section 223 of the *Local Government Act 1989* at the Council Meeting to be held on Tuesday 27 June 2017.

SECONDED Cr Halliday

CARRIED

Planning Manager, Mr Berry left the meeting at 7.49pm.

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:**1. Independent Review into Regional, Rural and Remote Education****MOTION****MOVED Cr Stephens**

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

SECONDED Cr McDonald**CARRIED****MOTION****MOVED Cr Rank**

That Council make a submission to the Federal Government on the independent review into Regional, Rural and Remote Education.

SECONDED Cr McDonald**CARRIED**RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:INDEX – SEPARATE CIRCULATIONS TO REPORTS

Separate Circulations (Non-Confidential) to Councillors, CEO, Directors and available to the Public

- D1. (1) Casterton Railway Precinct Advisory Committee Recommendation
- E1. (1) Meeting Record Strathdownie Drainage Advisory Committee Annual General Meeting held on Tuesday 21 February 2017
- E1. (2) Meeting Record of the Community Grants Advisory Committee held on Tuesday 14 March 2017
- E1. (3) Meeting Record of the Local Port of Portland Bay Advisory Committee held on Monday 20 March 2017
- E1. (4) Assembly of Councillors Council Plan and Municipal Health and Wellbeing Plan held on Tuesday 21 March 2017
- E1. (5) Meeting Records Councillors and CEO Briefing Session held on Tuesday 28 March 2017

INDEX – SEPARATE CIRCULATIONS TO REPORTS

(continued)

- E1. (6) Meeting Record Councillor Briefing Session held on Tuesday 28 March 2017
- E1. (7) Assembly of Councillors Council Plan and Municipal Health and Wellbeing Plan held on Tuesday 4 April 2017
- E1. (8) Meeting Record Councillors Workshop held on Tuesday 11 April 2017
- F4. (1) Human Influenza Pandemic Plan
- F5. (1) P16152 Change Of Use – Home Occupation (Café, Art Gallery and Artist Studio) 47 Liebelts Road, Narrawong
- F6. (1) Draft Glenelg Shire Council Plan 2017-21: Formal Exhibition
- F8. (1) Strathdownie Drainage Area – Proposed Special Charge 2016 – 2017

INDEX – SEPARATE CIRCULATIONS TO REPORTS:

(continued)

Separate Circulation (Confidential) to Councillors, CEO and Directors

- D2. (1) Aboriginal Scholarship Recommendations from the Glenelg Mara Quorin Aboriginal Advisory Committee
- F2. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F3. (1) Minutes of the Audit Committee Meeting Held on 5 April 2017

Recommendation

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

MOTION

MOVED Cr Wilson

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

SECONDED Cr Stephens

CARRIED

CLOSURE OF COUNCIL MEETING:

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.55pm.

I HEREBY CERTIFY THAT PAGES 1 TO 55 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

23 May 2017