



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 23 May 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 was the Chief Executive Officer (Mr Greg Burgoyne),
Director Assets (Mr Paul Healy), Director Corporate Services (Mrs Karena Prevett),
Senior Administration Officer Corporate Services (Ms Rachael Fellows).

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
Wednesday 26 April 2017 and Special Council Meeting Tuesday 9 May 2017,
as circulated, be confirmed.

MOTION**MOVED Cr Stephens**

**That the minutes of the Ordinary Council Meeting held on
Wednesday 26 April 2017 and Special Council Meeting Tuesday 9 May 2017,
as circulated, be confirmed.**

SECONDED Cr Halliday**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 F15. Vern McCallum Collection Strategic Plan (Author Phil Ruge) October 2016.

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.

QUESTION TIME:

Nil.

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

Nil.

QUESTIONS FROM THE GALLERY:**1. Planning Scheme Amendment**

Mr Bill Meldrum from the Portland Observer asked the following question;

I refer to Planning Scheme Amendment C86 re: the proposed livestock assembly depot at Cape Nelson. Has the Council received an application from the applicant to extend the process for a further two years?

Chief Executive Officer, Mr Greg Burgoyne confirmed that Council has received an application.

2. Dartmoor Mill Site

Mr Bill Meldrum from the Portland Observer asked the following question;

Has the Council made any representations to Carter Holt Harvey re: the future use of the now closed Dartmoor Mill site?

Chief Executive Officer, Mr Greg Burgoyne confirmed that Council has not made any representations.

A. NOTICES OF MOTION:

B. DEPUTATIONS:

C. PETITIONS:

D. COMMITTEE REPORTS:**D1. RECOMMENDATION FROM CASTERTON SALEYARDS ADVISORY COMMITTEE MEETING 20 APRIL 2017**

Director: Paul Healy, Director Assets

Author: David Hol, Project Planning and Facilities Manager

Separate Circulations – Non Confidential

No.	Separate Circulation	ECM
1.	Meeting Record of the Casterton Saleyards Advisory Committee held on Thursday 20 April 2017	2279962
2.	Terms of Reference Casterton Saleyards Advisory Committee	2215221

Executive Summary

The purpose of this report is to brief Council on the recommendations contained in the Casterton Saleyards Advisory committee meeting record 20 April 2017.

Background

The function of the Advisory Committee is to provide information and advice to Council on:

- The operation and maintenance of the Saleyards, the capital works required to meet industry standards, and policy implementation to meet industry regulations and legislation;
- Meeting the requirements of the National Livestock Identification Scheme, European Union, Quality Assurance, Animal Welfare, Meat and Livestock Australia, Occupational Health and Safety and other regulations;
- Relevant policy-making in relation to the Saleyards operation; and
- Annual fees and charges recommended to Council to permit appropriate maintenance of the Saleyards to an acceptable industry standard.

Report

The Terms of Reference of the Casterton Saleyards Advisory Committee contains one Transport Representatives as being desirable. The receipt of two expressions of interest for the position of Transport Representative is in excess of expectations and the Committee recommends in order to foster goodwill within the industry both parties should be accepted.

a. Council Plan Linkage and Policy Context

Theme 2: Diverse economic base

D1. RECOMMENDATION FROM CASTERTON SALEYARDS ADVISORY COMMITTEE MEETING 20 APRIL 2017

(continued)

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

c. Consultation and/or communication processes

All members of the committee carried the recommendations.

d. Risk Management

Not applicable to this report.

e. Resource Implications

A Council Officer will prepare letters to the Transport Industry position applicants.

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 to this report.

h. Budget Implication

Not applicable to this report.

Conclusion

The Committee recommendation on the meeting record is as follows:

That both applications for Committee Transport Representation be accepted.

Officer Recommendation

1. That Council endorse the appointment of two Transport Representatives; Clyde Lawrence and Ian McSwain to the Casterton Saleyards Advisory Committee.
2. That letters be issued to both Transport Representatives; Clyde Lawrence and Ian McSwain for their successful application for Committee membership.

D1. RECOMMENDATION FROM CASTERTON SALEYARDS ADVISORY COMMITTEE MEETING 20 APRIL 2017

(continued)

MOTION

MOVED Cr Stephens

- 1. That Council endorse the appointment of two Transport Representatives; Clyde Lawrence and Ian McSwain to the Casterton Saleyards Advisory Committee.**
- 2. That letters be issued to both Transport Representatives; Clyde Lawrence and Ian McSwain for their successful application for Committee membership.**

SECONDED Cr White

CARRIED

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 11 APRIL 2017 – 11 MAY 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 of the Casterton Saleyards Advisory Committee Thursday 20 April 2017	2279962
2.	Assembly of Councillors - CEO and Councillors Meeting Record Wednesday 26 April 2017	2788838
3.	Assembly of Councillors - Councillor Briefing Session Meeting Record Wednesday 26 April 2017	2277462
4.	Meeting Record of the Casterton Railway Precinct Advisory Committee Thursday 27 April 2017	2282342
5.	Meeting Record of the Heritage Advisory Committee held on Monday 8 May 2017	2282707
6.	Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday 9 May 2017	2282447
7.	Assembly of Councillors - Councillors Workshop Meeting Record held on Tuesday 9 May 2017	2282513
8.	Assembly of Councillors - CEO and Councillors Meeting Record held on Tuesday 9 May 2017	2282783

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 11 APRIL 2017 – 11 MAY 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 11 April 2017 – Tuesday 11 May 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 Casterton Saleyards Advisory Committee held on Thursday 20 May 2017 (DocSetID: 2279962);
- Assembly of Councillors - CEO and Councillors Meeting Record held on Wednesday 26 April 2017 (DocSetID: 2788838);
- Assembly of Councillors - Councillor Briefing Session held on Wednesday 26 April 2017 (DocSetID: 2277462);
- Meeting Record of the Casterton Railway Precinct Advisory Committee held on Thursday 27 April 2017 (DocSetID: 2282342);
- Meeting Record of the Heritage Advisory Committee held on Monday 8 May 2017 (DocSetID: 2282707);
- Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday 9 May 2017 (DocSetID:2282447);

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

(continued)

- Assembly of Councillors - Councillors Workshop Meeting Record held on Tuesday 9 May 2017 (DocSetID: 2282513); and
- Assembly of Councillors - CEO and Councillors Meeting Record held on Tuesday 9 May 2017 (DocSetID: 2282783).

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.

h. Budget Implication

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

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

(continued)

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

Conclusion

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

MOTION

MOVED Cr Wilson

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

SECONDED Cr Halliday

CARRIED

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCIAL REPORT – APRIL 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 Financial Report – April 2017	2281729

Executive Summary

The Financial Report up to the 30 April 2017 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this Council Agenda.

Background

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

Report

The 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 FINANCIAL REPORT – APRIL 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 30 April 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 FINANCIAL REPORT – APRIL 2017

(continued)

Conclusion

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

Officer Recommendation

That the Monthly Financial Report for the period ending 30 April 2017 be received.

MOTION

MOVED Cr Hawker

That the Monthly Financial Report for the period ending 30 April 2017 be received.

SECONDED Cr Stephens

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)	2282181

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;
 - d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- (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 May 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 Hawker

CARRIED

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

Director: Karena Prevett, Director Corporate Services

Author: Jacob Clements, Strategic Planner

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Attachment 1 - Submissions received to C75	2273512 2275379 2275555 2277069 2274906
2.	Attachment 2 – Schedule of Submissions	2281943
3.	Attachment 3 – LPPF post exhibition documents	2281922

Executive Summary

The purpose of this paper is to brief Council on Amendment C75. This report:

1. Considers the submissions received and provides commentary of the issues raised.
2. Recommends Council request the Minister for Planning appoint an independent Planning Panel to review Amendment C75 and all submissions received to Amendment C75 in accordance with the requirements of the Planning and Environment Act 1987.

Background

Amendment C75 proposes to re-write, restructure and update the Local Planning Policy Framework (LPPF). This has been done in accordance with recommendations and structure contained in the 2014 Planning Scheme review adopted by Council and the methodology report.

Council resolved to request authorisation from the Minister for Planning to at the 24 January 2017 Ordinary Council Meeting under Section 8A (3) of the Planning and Environment Act 1987 to prepare and exhibit Glenelg Planning Scheme Amendment C75 to rewrite the LPPF.

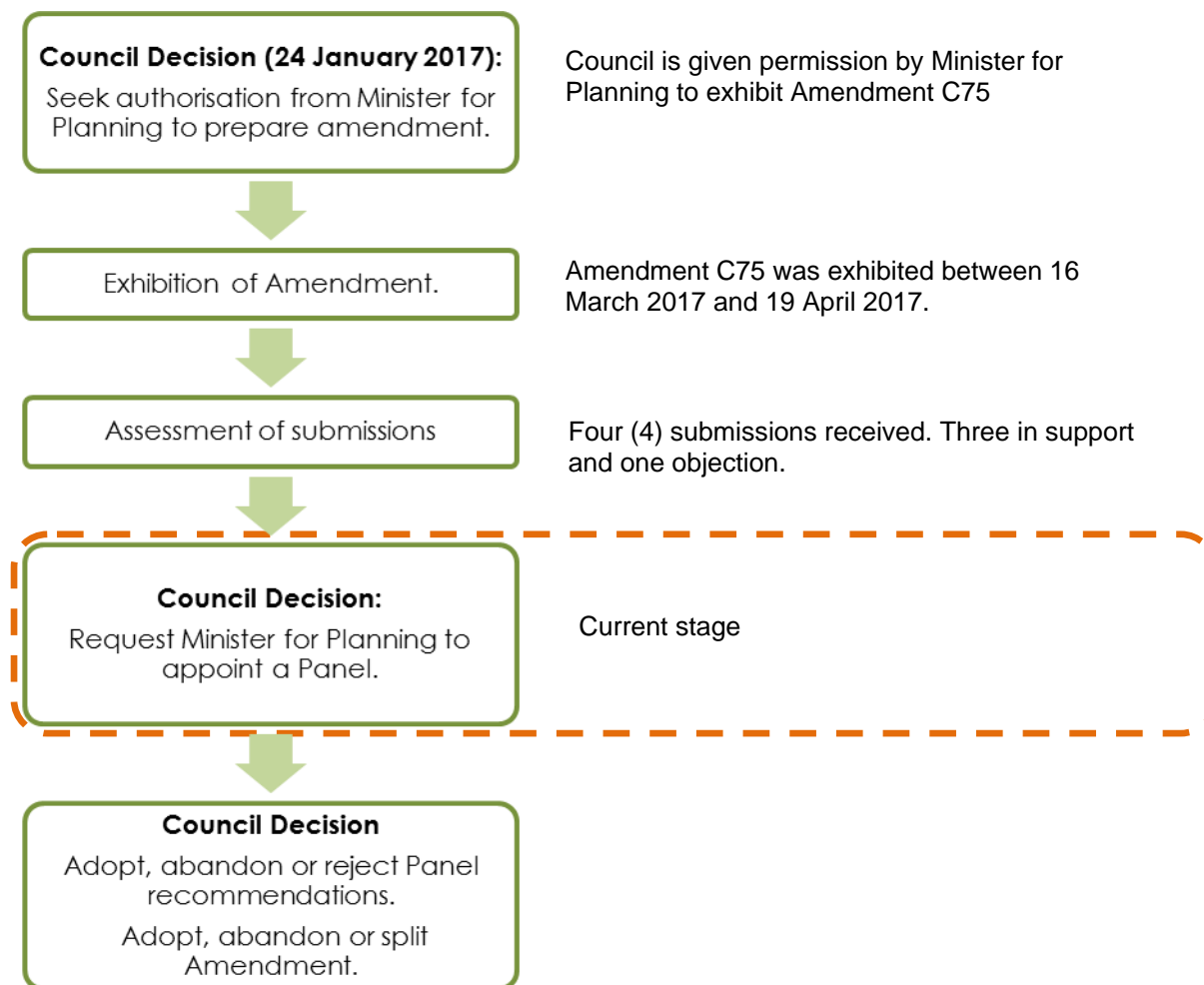
Authorisation, under delegation, was received on 15 February 2017 from the Minister for Planning for Council to proceed with the preparation and exhibition of Amendment C75.

Amendment C75 was placed on public exhibition from 16 March until 19 April, 2017.

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

PLANNING SCHEME AMENDMENT FLOWCHART (AMENDMENT C75)

**Report**

The purpose of the agenda item is to brief Council on the submissions received.

A total of three (3) submissions were received during the exhibition period, including a request from the CFA for additional time to lodge a submission. Two (2) submissions, including the subsequent response from the CFA, were received after close of business on 19 April 2017. As such a total of four (4) submissions have now been received and accepted for consideration. The submissions received in response to the public exhibition of C75 now require consideration by Council.

Three (3) submissions are in support of the amendment and make recommendations for consideration and inclusion into the LPPF rewrite. One (1) submission has requested to be considered as an 'objection' to the amendment, but similarly makes recommendations for inclusion into the LPPF rewrite.

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

A summary of the issues raised in the submissions include:

- Recommendations on additional objectives, strategies, reference documents, plans and future strategic work;
- Clarification on wording and the correction of grammatical errors;
- An objective or strategy for the relationship and buffers between residential and industrial uses;
- Odour to be listed as a form of air pollution;
- Include a reference to the dairying industry;
- Replace the term “Victoria’s Birthplace” with a clear and accurate description;
- Include references to the Shire’s natural history;
- Population decline and census data;
- Objection to the expansion of Cape Bridgewater;
- Objection to the expansion of the Rural Living zone;
- Objection to references and content from the *Glenelg Sustainable Settlement Strategy (GSSS) 2012*. The submitter promotes the recommendations of Panels for Amendment C73 and C78 and supports the *Glenelg Strategic Futures Plan 2009* being used instead;
- Objection to ‘settlements’, such as Cape Bridgewater, being referred to as ‘small towns’;
- Additional effects of climate change being included;
- The decline and loss of industry in the Shire;
- The decline in agricultural production in the Shire;
- The protection of agricultural land;
- The promotion of cultural heritage and environmental tourism;
- Acknowledge, promote and protect the environmental and cultural heritage of the Shire;

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

- Encourage the re-use of heritage buildings;
- The contamination of soil and groundwater in the Shire;
- The important issue of Bushfire being more explicit in the LPPF directing future development to areas of lower risk and avoiding areas of higher risk;
- References and links to the State Planning Policy Framework in regard to Bushfire; and
- Specifically identify settlements with an 'extreme' and 'very high' rating on the Victorian Fire Risk Register.

Refer to Attachment 2 – Schedule of Submissions for a full summary and officer response to the submissions received to C75. The submitters identified a number of minor errors and deficiencies in the proposed LPPF. Many of the recommendations received through the exhibition period have been included with the necessary corrections in an updated document (refer to Attachment 3 - LPPF post exhibition documents).

All of the submissions are now required to be considered by Council. It is recommended that the submissions be referred to a Panel for further consideration and recommendation back to Council. The benefits of a Planning Panel include:

- All parties are given an opportunity to present their case;
- Allowing people to exercise their human rights under Section 15 and 18 to the freedom of expression and to take part in public life;
- The Planning Panel is independent of government and industry and as such can make unbiased recommendations to Council;
- Technical expertise presented can be scrutinized by the public, other experts and the Panel; and
- A final decision by Council would then be made after considering the recommendations of the Panel.

a. Council Plan Linkage and Policy Context

Theme 3 to Manage and Sustain our Natural and Built Assets

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

b. Legislative and Legal Considerations

Due to the submissions received during the exhibition period Council's next step is to request the Minister appoint a panel under section 153 of the Planning and Environment Act 1987.

c. Consultation and/or communication processes implemented or proposed

Prescribed Ministers were notified and notices of the Amendment were placed in the Portland Observer, Hamilton Spectator, Casterton News, Mount Gambier Border Watch and the State Government Gazette.

The individuals/organisations that made submissions will be updated of the progress of each remaining step in the process and have a chance to present to the Planning Panel.

Based on contact with Planning Panels Victoria a Directions hearing would be at least four weeks after the Council decision (i.e. June 2017). A Panel hearing would then be at least another four weeks (i.e. July 2017).

The Planning Panel would provide a recommendation approximately six weeks after the hearing date.

d. Risk Management

The amendment process will manage the risks in undertaking the project. Independent Panel members can review all submissions and weigh the merits against the proposal.

e. Resource Implications

The Planning Unit will represent Council at any Planning Panel hearing.

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

Amendment C75 will provide up to date information on sustainability and environmental considerations into the Glenelg Planning Scheme. These will lead to improved environmental outcomes. Appointment of an independent Planning Panel is the process to proceed with the amendment process.

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

h. Budget Implication

Panel costs are estimated to be approximately \$20,000. All fees to undertake the Planning Scheme Amendment are covered by the Planning Unit's operational budget.

Conclusion

The exhibition period has provided the Council with a number of submissions, including an objection to C75, which proposes to rewrite the LPPF. As such the matter should be referred to a Planning Panel for an independent review of the issues raised. Whilst Council has the option not to proceed with Planning Scheme Amendment C75 it is recommended that Council resolve to continue with the amendment process as recommended below.

Officer Recommendation

That Council, having considered the submissions received in response to Amendment C75, pursuant to Section 23 of the *Planning and Environment Act 1987*, resolves to:

1. Request the Minister for Planning to appoint an independent planning panel under Part 8 of the *Planning and Environment Act 1987* to consider all submissions received in response to Amendment C75 to the Glenelg Planning Scheme; and
2. Refer Amendment C75 and all submissions to the panel for consideration and recommendation, pursuant to Section 23(1)(b) of the *Planning and Environment Act 1987*.

F3. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

MOTION

MOVED Cr Stephens

That Council, having considered the submissions received in response to Amendment C75, pursuant to Section 23 of the *Planning and Environment Act 1987*, resolves to:

1. Request the Minister for Planning to appoint an independent planning panel under Part 8 of the *Planning and Environment Act 1987* to consider all submissions received in response to Amendment C75 to the Glenelg Planning Scheme; and
2. Refer Amendment C75 and all submissions to the panel for consideration and recommendation, pursuant to Section 23(1)(b) of the *Planning and Environment Act 1987*.

SECONDED Cr McDonald

CARRIED

F4. FENCED DOG PARK IN PORTLAND

Director: Karena Prevett, Director Corporate Services

Author: Debra Clark, Governance & Local Laws Coordinator

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Submission for Fenced Dog Park in Portland	2283260

Executive Summary

The petition for a fenced dog park in Portland was received at the Ordinary Council meeting held on 26 April 2017. The purpose of this report is to make a recommendation on this matter.

Background

There are a number of off leash areas currently in the Portland area – Nuns Beach except from 1 December to Easter Tuesday annually; Pivot Beach; Alcoa Walk; Dutton Way beach. All other recreational reserves within the Shire allow dogs on leads only.

There are approximately 3,000 dogs registered in the Portland area.

Report

The petition contains approximately 1,000 signatures in support of a fenced dog park for the town of Portland. The submission proposes a central location of 1-2 acres surrounded by a 2 metre security fence. It further proposes that the area be divided to separate the larger dogs from the smaller ones.

The Local Laws Unit support the concept in principle as a fenced dog park would provide a permanent, secure off leash area away from the general public.

Under the provisions of the *Domestic Animals Act 1994* all Victorian Councils must have a domestic animal management plan in place, renewable every four years.

The current Domestic Animal Management Plan 2013-2017 (DAMP) sunsets this year and the new DAMP is required to be adopted by 1 November 2017.

It is proposed that the concept of a secure fenced dog park is addressed in the development of the new DAMP and the logistics including location, budget/funding etc are fully considered following the adoption of the DAMP.

F4. FENCED DOG PARK IN PORTLAND

(continued)

Officer Recommendation

1. That Council refer the petition requesting a fenced dog park for Portland, for consideration in the development of the Domestic Animal Management Plan 2017-2021.
2. That Council advise the petition organiser of Council's decision.

MOTION**MOVED Cr Wilson**

1. That Council refer the petition requesting a fenced dog park for Portland, for consideration in the development of the Domestic Animal Management Plan 2017-2021.
2. That Council advise the petition organiser of Council's decision.

SECONDED Cr White**CARRIED**

F5. COUNCIL POLICY - PLANNING DELEGATION AND DECISION GUIDELINES

Director: Karena Prevett, Director Corporate Services

Author: Imogen Holton-McPhee, Statutory Planner

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Council Policy - Planning Delegation and Decision Guidelines	1403814

Executive Summary

This paper is to consider proposed changes to the Council Policy - Planning Delegation and Decision Guidelines, as the Delegated Planning Committee (DCP) is no longer operating.

Background

The Planning Delegation and Decision Guidelines Policy had numerous references to the DCP. It contained guidelines for the delegation of planning permit applications to the DCP. As the committee is no longer in operation it is necessary to amend the policy to align with the current decision making process. This is an opportunity to ensure that Council Policy is up-to-date with relevant guidelines.

Report

As the DCP is no longer operating the Council is required to determine all planning applications for developments with a value of over \$1 million, and that receive three (3) or more objections.

Any application going to Council adds a minimum one month to the decision making time, and potentially another month if further consultation is pursued. The purpose in updating the policy is to improve efficiency in decision making whilst ensuring Council only considers the most controversial and significant developments.

Key changes to thresholds of applications to be sent to Council include:

- Applications that have a greater value than \$5 million; and
- Applications that receive five (5) or more submissions;

For applications within land zoned Industrial 1 or Industrial 2 Zone there would be no threshold. As Council has already adopted Portland Industrial Land Strategy there is strategic support for development in these areas. Accordingly it is appropriate that application decisions can be made under delegation.

The raise from \$1 million to \$5 million for all other applications is consistent with current trends on what is considered significant development. For example new

F5. COUNCIL POLICY - PLANNING DELEGATION AND DECISION GUIDELINES

(continued)

Vicsmart classification has had development value raised up to \$1 million being considered as simple applications.

The proposed changes to the Planning Delegation and Decision Guidelines Policy retains opportunity for Councillor call-in of application and discretion of the Chief Executive Officer to send applications to Council.

The proposed changes also include a framework for procedures that may be followed for planning applications being determined by Council. This includes actions to be taken prior to a Council meeting, and the process of making deputations at a Council meeting.

The purpose behind the proposed policy changes is to update policy to more accurately reflect current processes. Additionally, it would provide an efficient process for Council to only consider significant/controversial applications while assisting to streamline the planning process for developments that are encouraged by the Glenelg Planning Scheme.

a. Council Plan Linkage and Policy Context

Council Plan 2013-2017 – Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

Planning and Environment Act 1987
Local Government Act 1989

c. Consultation and/or communication processes implemented or proposed

No consultation has been undertaken.

d. Risk Management

To reduce the risk of invalid permit decisions, by ensuring that Council policy is in line with current processes, and that decisions accurately reflect the planning scheme.

e. Resource Implications

There are no resource implications.

f. Charter of Human Rights and Responsibilities

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*.

F5. COUNCIL POLICY - PLANNING DELEGATION AND DECISION GUIDELINES

(continued)

g. Sustainability and Environmental Considerations

There are no sustainability and environmental considerations.

h. Budget Implication

There are no budget implications.

Conclusion

The Planning Delegation and Decision Guidelines Policy needs to be updated following the dissolution of the Delegated Planning Committee. The proposed updates reflect this change in the decision making process and delegations.

Officer Recommendation

That Council adopt the proposed changes to the Council Policy - Planning Delegation and Decision Guidelines, in accordance with the circulated attachment.

MOTION

MOVED Cr Wilson

That Council adopt the proposed changes to the Council Policy - Planning Delegation and Decision Guidelines, in accordance with the circulated attachment, as amended.

SECONDED Cr Stephens

CARRIED

F6. CONTRACT 2016-17-34 PROVISION OF DESIGN, PUBLISHING AND PRINTING OF GLENELG SHIRE COUNCIL DOCUMENTS

Director: Karena Prevett, Director Corporate Services

Author: Liz Regent, Strategic Planner

Separate Circulation – Confidential

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

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Tender Evaluation Matrix, Provision of Design, Publishing & Printing of Glenelg Shire Council Documents 2016-17-34	2283195

Executive Summary

The purpose of this report is to inform Council of the tenders received for contract 2016-17-34 Panel for the Provision of Design, Publishing & Printing of Glenelg Shire Council Documents and to obtain Council approval to award the tender based on the outcome of the Tender process.

Background

Council have been utilising various contract arrangements to fulfil publishing and printing requirements as they arise.

The purpose of this contract is to establish a new approach to publishing council documents and providing web publishing across council by establishing a panel of suitable contractors to fulfil Council's publishing requirements.

Report

Council has a need to publish and print documents including the Annual Report, Council Plan, Municipal Public Health and Wellbeing Plan and Growing Glenelg Magazine as well as newsletters, flyers and web based designs as required.

The tender specification sought to engage a Panel of suitably qualified and experienced service providers to Design, Publish & Print Glenelg Shire Council Corporate Documents for a term of two (2) years with 2 year options commencing from 1 July 2017.

Advertisements were placed in the Portland Observer, Mt Gambier Border Watch and Casterton New between 14 and 19 April 2017 and The Age on Saturday 15 April 2017. Tenders were also invited and managed via Council's Tenderlink e-portal.

A total of forty five (45) downloads were recorded and at the closing time of tenders, a total of eight (8) responses were received for evaluation.

F6. CONTRACT 2016-17-34 PROVISION OF DESIGN, PUBLISHING AND PRINTING OF GLENELG SHIRE COUNCIL DOCUMENTS

(continued)

A Tender Evaluation Panel was formed and met on Friday 5 May 2017 to evaluate all tender responses. Each tender was scored against the key selection criteria using the following matrix:

TENDER EVALUATION CRITERIA	% Weighting
1. Experience & Capability	25%
2. Value for Money	20%
3. Capacity, Understanding & Quality Management	20%
4. **Economic Contribution to the Glenelg Shire Council Region	25%**
5. **Sustainability standards and Environmental effect on the Glenelg Shire Council	10%**

** Mandatory as required by the GSC Procurement Policy

a. Council Plan Linkage and Policy Context

This contract is linked to the Glenelg Shire Council, Council Plan 2013-2017, specifically Theme 4 – Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

As is possible for the value of the contract to exceed the procurement limits of \$150,000 for goods and services under section 186 of the *Local Government Act* 1989 Council's approval to award the contract is sought.

c. Consultation and/or communication processes implemented or proposed

The Glenelg Shire Council was briefed on the proposed tender at the Councillor workshop of 9 May 2017.

d. Risk Management

Any appointed Contractor will be bound by Council's Policies, Procedures and Guidelines for dealing with risk management and occupational health and safety.

e. Resource Implications

No additional resources will be required from Council in the management of this contract.

f. Charter of Human Rights and Responsibilities

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

F6. CONTRACT 2016-17-34 PROVISION OF DESIGN, PUBLISHING AND PRINTING OF GLENELG SHIRE COUNCIL DOCUMENTS

(continued)

g. Sustainability and Environmental Considerations

In accordance with the Council's Procurement Policy the Tender Evaluation Panel has evaluated each of the tender's environmental sustainability contributions.

h. Budget Implication

It is expected that each publishing task to be undertaken under this panel contract will be within the proposed 2017/18 budget allocation for the relevant project.

Conclusion

The Tender Evaluation Panel considers that the tenders proposed will provide Council with a high level of knowledge and experience to select from depending upon the specific project requirements.

Officer Recommendation

1. That Council appoint the following tenderers for Contract 2016-17-34 Panel for the Provision of Design, Publishing and Printing of Glenelg Shire Council Documents:
 - Blick Creative Industries;
 - E. Davis & Sons Pty Ltd;
 - Fiona Stephanie Fitzgerald TA Hello Design;
 - Hayden Goodall and Denise TA Sardine Design;
 - Celsius Design Pty Ltd TA Celsius Design;
 - Henderson Provincial Media Pty Ltd TA Star Printing Services;
 - Switched Pty Ltd; and
 - Damon Yuill TA Portland Dynamic Visual.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Chief Executive Officer be given delegated authority to consider and approve the options to extend in accordance with the executed contract.

F6. CONTRACT 2016-17-34 PROVISION OF DESIGN, PUBLISHING AND PRINTING OF GLENELG SHIRE COUNCIL DOCUMENTS

(continued)

MOTION

MOVED Cr Stephens

1. That Council appoint the following tenderers for Contract 2016-17-34 Panel for the Provision of Design, Publishing and Printing of Glenelg Shire Council Documents:
 - **Blick Creative Industries;**
 - **E. Davis & Sons Pty Ltd;**
 - **Fiona Stephanie Fitzgerald TA Hello Design;**
 - **Hayden Goodall and Denise TA Sardine Design;**
 - **Celsius Design Pty Ltd TA Celsius Design;**
 - **Henderson Provincial Media Pty Ltd TA Star Printing Services;**
 - **Switched Pty Ltd; and**
 - **Damon Yuill TA Portland Dynamic Visual.**
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Chief Executive Officer be given delegated authority to consider and approve the options to extend in accordance with the executed contract.

SECONDED Cr McDonald

CARRIED

F7. CONTRACT 2016-17-36 PANEL FOR THE PROVISION OF INTERNAL AUDIT SERVICES AND FINANCIAL SERVICES

Director: Karena Prevett, Director Corporate Services

Author: Scott Millard, Corporate Coordinator

Separate Circulation – Confidential

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

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Tender Evaluation Matrix, Panel for the Provision of Internal Audit and Financial Services, Contract 2016-17-36	Contains contractual matter - section 89 (2) (d)	2282262

Executive Summary

The purpose of this report is to obtain Council approval to award Contract 2016-17-36 – Panel for the provision of internal audit services and financial services. The term of the contract is proposed to be three (3) years with 2 x 1 year options. If Council approves the awarding of the contract the term will commence from 1 July 2017.

Background

At its meeting on 26 August 2014 Council awarded contract 2013-14-57 – Panel contract for professional consultancy services to Glenelg Shire Council. The contract was for a period up to 30 June 2017 with the option of 2 x 1 year extensions.

The primary use of this contract has been for the conduct of internal audit services undertaken. Given the limited use of this contract and the number of suppliers that were included on the panel it has been decided not to proceed with the option to extend.

Report

Council has a need to obtain independent internal audit services to complete its approved annual Internal Audit Plan. These internal audit reports are presented to the Council's Audit Committee for consideration to review the adequacy and effectiveness of the Council's governance, internal processes, control environment and risk management systems.

F7. CONTRACT 2016-17-36 PANEL FOR THE PROVISION OF INTERNAL AUDIT SERVICES AND FINANCIAL SERVICES

(continued)

In addition financial services (excluding banking and bill payment services) were also included in the tender specification.

The tender specification sought to engage a Panel of suitably qualified and experienced service providers to assist the Council in undertaking internal audit services and the provision of adhoc financial services for a term of three (3) years with 2 x 1 year options commencing from 1 July 2017.

Advertisements were placed in the Portland Observer, Mt Gambier Border Watch and Casterton New between 13 and 19 April 2017. Tenders were also invited and managed via Council's Tenderlink e-portal.

A total of sixteen (16) downloads were recorded and at the closing time of tenders, a total of six (6) responses were received for evaluation.

A Tender Evaluation Panel was formed and met on Tuesday 9 May 2017 to evaluate all tender responses. Each tender was scored against the key selection criteria using the following matrix:

TENDER EVALUATION CRITERIA	% Weighting
1. Price	30%
2. Experience, Capability & Past Performance	25%
3. Demonstrated understanding of risk in a local government sector	10%
4. Economic Contribution to the Glenelg Shire Council Region	25%**
5. Sustainability standards and Environmental effect on the Glenelg Shire Council	10%**

** Mandatory as required by the GSC Procurement Policy

a. Council Plan Linkage and Policy Context

This contract is linked to the Glenelg Shire Council, Council Plan 2013-2017, specifically Theme 4 – Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

As is possible for the value of the contract to exceed the procurement limits of \$150,000 for goods and services under section 186 of the *Local Government Act 1989* Council's approval to award the contract is sought.

c. Consultation and/or communication processes implemented or proposed

The Glenelg Shire Council's Audit Committee were briefed on the proposed tender at its last meeting 5 April 2017.

F7. CONTRACT 2016-17-36 PANEL FOR THE PROVISION OF INTERNAL AUDIT SERVICES AND FINANCIAL SERVICES

(continued)

d. Risk Management

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

Any appointed Contractor will be bound by Council's Policies, Procedures and Guidelines for dealing with risk management and occupational health and safety.

e. Resource Implications

No additional resources will be required from Council in the management of this contract.

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

In accordance with the Council's Procurement Policy the Tender Evaluation Panel has evaluated each of the tenders environmental sustainability contributions.

h. Budget Implication

In relation to Category One, Internal Audit Services it is expected that the contract will be within the proposed 2017/18 budget provision.

There is no specific budget for Category Two, Financial Services as these are adhoc and will be funded by specific budgets depending upon the project.

Conclusion

The Tender Evaluation Panel considers that the tenders proposed will provide Council with a high level of knowledge and experience to select from depending upon the specific project requirements.

F7. CONTRACT 2016-17-36 PANEL FOR THE PROVISION OF INTERNAL AUDIT SERVICES AND FINANCIAL SERVICES

(continued)

Officer Recommendation

1. That Council appoint the following tenderers for Contract 2016-17-36 Panel for the Provision of Internal Audit Services and Financial Services under Category One - Audit Services:
 - AFS & Associates Pty Ltd;
 - Crowe Horwath (Aust) Pty Ltd;
 - Daniel John Keating TA DJK Consulting;
 - Galpins Accountants, Auditors and Business Consultants; and
 - HLB Mann Judd (VIC) Pty Ltd.
2. That Council appoint the following tenderers for Contract 2016-17-36 Panel for the Provision of Internal Audit Services and Financial Services under Category Two - Financial Services (excluding Banking and Bill Payment Services):
 - AFS & Associates Pty Ltd;
 - Crowe Horwath (Aust) Pty Ltd;
 - Daniel John Keating TA DJK Consulting;
 - Galpins Accountants, Auditors and Business Consultants; and
 - CT Management Group Pty Ltd.
3. That the Director Corporate Services be given delegated authority to consider and approve the options to extend in accordance with the executed contract.
4. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.

F7. CONTRACT 2016-17-36 PANEL FOR THE PROVISION OF INTERNAL AUDIT SERVICES AND FINANCIAL SERVICES

(continued)

MOTION

MOVED Cr White

1. That Council appoint the following tenderers for Contract 2016-17-36 Panel for the Provision of Internal Audit Services and Financial Services under Category One - Audit Services:
 - AFS & Associates Pty Ltd;
 - Crowe Horwath (Aust) Pty Ltd;
 - Daniel John Keating TA DJK Consulting;
 - Galpins Accountants, Auditors and Business Consultants; and
 - HLB Mann Judd (VIC) Pty Ltd.
2. That Council appoint the following tenderers for Contract 2016-17-36 Panel for the Provision of Internal Audit Services and Financial Services under Category Two - Financial Services (excluding Banking and Bill Payment Services):
 - AFS & Associates Pty Ltd;
 - Crowe Horwath (Aust) Pty Ltd;
 - Daniel John Keating TA DJK Consulting;
 - Galpins Accountants, Auditors and Business Consultants; and
 - CT Management Group Pty Ltd.
3. That the Director Corporate Services be given delegated authority to consider and approve the options to extend in accordance with the executed contract.
4. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.

SECONDED Cr Stephens

CARRIED

F8. CONTRACT 2016-17-24 RC PIPES, ENVIRONMENTAL PROTECTION PRODUCTS, GRATES, ACCESS COVERS, STORMWATER PIPES AND ASSOCIATED PRODUCTS

Director: Paul Healy, Director Assets

Author: David Owen, Assets and Works Manager

Separate Circulation – 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	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract 2016-17-24 RC Pipes, Environmental Protection Products, Grates, Access Covers, Stormwater Pipes and Associated Products, Tender Evaluation Matrix	Contains Contractual Matters - Section 89 (2) (d) of the Local Government Act 1989	2786016

Executive Summary

This report outlines the tender evaluation process for the supply of Reinforced concrete pipes, environmental protection products, grates, access covers, stormwater pipes and associated products and recommends the acceptance of tenders for the supply of products from Mailors Flat Concrete Products Pty Ltd and Holcim (Australia) Pty Ltd.

The term of the contract will be for three (3) years with two (2) options to extend the contract by an extra one (1) year.

Background

Council requires a contract to be entered into to cover future supply of these products.

Report

Public Tenders were called from Thursday, 23 February 2017 and on the tender closing date at 3.00pm Thursday, 16 March 2017, a total of three (3) submissions were received for evaluation.

Tender submissions were received from:

- Mailors Flat Concrete Products Pty Ltd, Mailors Flat, Victoria;
- Holcim (Australia) Pty Ltd, Laverton, Victoria; and
- Straightmark Nominees Pty Ltd ATF the Wrought Iron Unit Trust, Dandenong, Victoria

F8. CONTRACT 2016-17-24 RC PIPES, ENVIRONMENTAL PROTECTION PRODUCTS, GRATES, ACCESS COVERS, STORMWATER PIPES AND ASSOCIATED PRODUCTS

(continued)

The Tender Evaluation Panel have considered the tender submissions taking into account the price, resources, capacity, local economic contribution and sustainability standards and environmental effect on Council.

It is also noted by the evaluation panel that Council has the option to utilise a Procurement Australia Contract of which Council is a signatory to for the purchase of products from Rocla Pty Ltd under Local Government contract rates should it choose to do so. Such purchases are compliant with Section 186 under an agency agreement.

a. Council Plan Linkage and Policy Context

The acceptance of this tender has a link to the Council Plan via Theme Three to '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 were 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.

F8. CONTRACT 2016-17-24 RC PIPES, ENVIRONMENTAL PROTECTION PRODUCTS, GRATES, ACCESS COVERS, STORMWATER PIPES AND ASSOCIATED PRODUCTS

(continued)

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.

h. Budget Implication

Expenditure associated with this tender will be incorporated into future budget forecasts. 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 Mailors Flat Concrete Products Pty Ltd and Holcim (Australia) Pty Ltd are the recommended suppliers under the panel contract arrangement.

Officer Recommendation

1. That Council award Contract 2016-17-24 for the supply of Reinforced concrete pipes, environmental protection products, grates, access covers, stormwater pipes and associated products to Mailors Flat Concrete Products Pty Ltd and Holcim (Australia) Pty Ltd for a period of three (3) years.
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.

F8. CONTRACT 2016-17-24 RC PIPES, ENVIRONMENTAL PROTECTION PRODUCTS, GRATES, ACCESS COVERS, STORMWATER PIPES AND ASSOCIATED PRODUCTS

(continued)

MOTION

MOVED Cr Wilson

1. That Council award Contract 2016-17-24 for the supply of Reinforced concrete pipes, environmental protection products, grates, access covers, stormwater pipes and associated products to Mailors Flat Concrete Products Pty Ltd and Holcim (Australia) Pty Ltd for a period of three (3) years.
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 Hawker

CARRIED

F9. CASTERTON SALEYARDS PROGRESS REPORT

Director: Paul Healy, Director Assets

Author: David Hol, Project Planning and Facilities Manager

Executive Summary

This report provides a summary of the activities of the Casterton Saleyards for the 2016/17 financial year and is the second report to Council in accordance with the Year 4 Strategic Objectives of the Council Plan 2013/2017 requiring biannual reporting to Council on saleyards operations.

The saleyards provide an important service for local farmers and stock agents alleviating the need to transport stock to other municipalities for sale.

Background

The Casterton Saleyards is nationally recognised for its premium quality stock, which have been recording strong sales figures in recent times.

The social and economic contribution that the Casterton Saleyards makes to the Casterton community is significant and attracts interest from a broad landscape.

The saleyards employs one Saleyards Operations Manager and three casual staff who are available to assist on sale days throughout the year and is supported by a number of local stock agents.

Report

The saleyards hosted six sales to date this financial year with an upcoming joint agents store cattle sale scheduled for June 2017. This compares with nine sales in the preceding year. There were no sales held in August or April this financial year due to lack of demand.

The gross sale figures to date total \$12,047,249 which is only marginally lower than the total sales income for the nine sales in 2015/16 amounting to \$12,398,496. This positive result indicates a strong market with prices remaining high continuing the trend from the previous year. The June sale should see the total sale numbers eclipse those of 2015/16.

Although the total gross sales were well up, the total number of stock sold through the saleyards remained consistent when compared to the corresponding sale numbers the prior year for both sheep and cattle. Overall, due to the reduced number of sales the total number of stock through the yards will be less.

From an operational perspective the National Saleyards Quality Assurance (NSQA) annual audit and the EU annual audit were both conducted in January 2017 with no significant conflicts with the guidelines being noted.

F9. CASTERTON SALEYARDS PROGRESS REPORT

(continued)

These external audit results are a credit to the efficient and effective operation of the facility by the Saleyards Operations Manager.

Several major works have been implemented during the 2016/17 financial year including:

- Commencement on the renewal of the water supply pipework; and
- Erection of the shade structure at the canteen.

All representatives on the Casterton Saleyards Advisory Committee successfully nominated for the new Council term with meetings being held in December 2016 and April 2017. This committee includes stock agents, Council representatives and industry members. Arrangements are currently underway to include transport industry representation on the committee.

Some of the key issues considered by the committee included:

- Review of completed sales and any actions arising;
- Confirmation of proposed sale dates for 2017/18;
- Review of committee representation;
- Adoption of fees and charges;
- Review of service provisions for the Casterton Saleyards canteen;
- Discussion on operational and maintenance matters; and
- Business continuity planning for saleyard operations.

Overall the Casterton saleyards are well managed and are operating within budget obligations. The discussions within the Saleyards Advisory Committee indicate that the facility is also meeting the needs of the community.

a. Council Plan Linkage and Policy Context

The operation of the Casterton saleyards has strong links to the 2013/2017 Council plan strategic objectives, specifically;

- Theme 2 - Diverse economic base.
- Objective 2: A thriving economy full of opportunities and resilience.

F9. CASTERTON SALEYARDS PROGRESS REPORT

(continued)

b. Legislative and Legal Considerations

The saleyards operates under a range of legislative obligations including the requirements of the *Export Control Act 1982* and the *Occupational Health and Safety Act 2004*.

c. Consultation and/or communication processes implemented or proposed

The report is for information only and did not require a communication process.

d. Risk Management

The report identifies operational matters implemented to reduce risks associated with saleyard operations.

e. Resource Implications

The report provides details on operational aspects undertaken within current resource requirements.

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 saleyards are operated with environmental considerations. The maintenance on the effluent ponds was undertaken to mitigate environmental concerns.

h. Budget Implication

The report is for information and does not commit Council to any further financial implications.

Conclusion

The report provides an overview of the Casterton Saleyards and highlights the actions over the past twelve months. The report indicates continuing positive sales trend, an active advisory committee and the results of external accreditation provide assurances in effective management and governance.

F9. CASTERTON SALEYARDS PROGRESS REPORT

(continued)

Officer Recommendation

That Council note the Casterton Saleyards progress report.

MOTION

MOVED Cr Stephens

That Council note the Casterton Saleyards progress report.

SECONDED Cr Wilson

CARRIED

F10. TIMBER HARVEST PROGRESS REPORT

Director: Paul Healy, Director Assets

Author: David Hol, Project Planning and Facilities Manager

Executive Summary

This report provides a summary of the activities of the Timber Harvest operations within Glenelg Shire for the 2016-17 financial year. The focus of this activity is to establish an integral conduit between the timber industry and Council to maintain open lines of communication and foster improvement in timber related processes

Background

The economic value the timber industry brings to the shire has been estimated to be approximately \$778 million and is expected to increase at an exponential rate due to planned additional harvests and capital development. The industry provides employment opportunities to approximately 4,000 directly employed and some 4,500 indirectly employed making the industry a major employer in the region.

Council has recognised the importance of this industry and resolved to appoint a Timber Harvest Coordinator and the establishment of a Timber Working Party at the Ordinary Council meeting held in September 2014.

This progress report is provided in accordance with the draft program for Year 4 Key Strategic Activities (KSA's) for 2016-17 which includes two progress reports of timber harvest activities to be provided to Council.

Report

For the 2015-16 financial year a total of 99 Timber Harvest Plans (THP's) were received which was an increase of approximately 30% from the previous year. To date for the 2016-17 financial year there have been 63 THP's received. Each THP is reviewed for compliance against the Code of Practice. In conjunction with Council's Road Inspector, the proposed haulage routes on each THP are reviewed to ensure they are appropriate and alternate routes advised where applicable. Onsite road inspections are undertaken to review general issues of concern such as road condition, crossover points, drainage issues, vegetation and infield operations. Council have used several approaches to improve relations with harvest operators which includes the Timber Harvest Working Group and Timber Harvest Coordinator to continuously improve processes.

From a Council perspective, a major component to the timber harvesting operations is the impact that haulage has on Council roads. GSC representatives are heavily involved with this aspect and the discussions with harvesting contractors to identify and coordinate remedial works or reimbursement to Council for damage incurred by harvesting operations.

F10. TIMBER HARVEST PROGRESS REPORT

(continued)

This process includes the coordination of an assessment of roads pre-harvest to determine road condition and then post-harvest to identify damage, these inspections are usually carried out with a company representative. There is a relatively straight forward process for unsealed roads where the pavement is reinstated to the required depth. In circumstances where sealed roads are involved, the measure of damage incurred by haulage operations to the underlying structure is more complicated.

Another key aspect of timber harvest development has been an investment and development of an improved operational process for the submission of timber harvest plans. This has resulted in the creation of a GIS based online portal for the direct submission of timber harvest companies. Once fully operational, this process will streamline internal processes for both Council and timber companies and provides a more efficient methodology going forward. This information will then be utilised to develop a mapping system of the timber harvest volumes across the Shire.

Other significant achievements over the past 12 months include:

- Development and refinement of Works Within Road Reserves (WWRR) permits and consents as it relates to timber harvest operations;
- Coordination between relevant parties regarding start and finish times for operations;
- Undertaking investigations into trucks off route and liaising with industry to enforce compliance with adopted routes;
- Liaison with timber companies and major stakeholders for discussion and to assist with identifying strategic direction;
- Assistance with VicForests to look at proposed native timber harvesting operation in the Southwest;
- Working with timber companies to discuss historic over boundary planting on unused roads and identification of future strategies;
- GSC representation at industry forums to maintain up to date knowledge of industry trends and direction; and
- Coordination of the Timber Working Party Committee meetings.

Some of the key actions addressing road damage issues include:

- Coordination with road inspectors on regular inspections of timber roads to ensure conditions and safety requirements are met for use by the public. These inspections are routinely undertaken on a fortnightly basis.

F10. TIMBER HARVEST PROGRESS REPORT

(continued)

- Investigations into a robust solution to road damage cost reimbursement from industry for sealed roads, field inspections will be ongoing.

GSC involvement has a strong promotional element and as such a Local Government voice has been provided on various projects including:

- Assisting VicRoads in rollover prevention strategies resulting in a decrease in truck rollovers of 65% since 2015
- Provision of feedback, advice and surveillance to improve load quality on log trucks with good success.
- In conjunction with VicRoads and Industry identified possible locations for warning lights at rollover blackspots.
- Involvement in Koala Management discussion with Minister for Energy, Environment and Climate Change, Hon. Lily D'Ambrosio and concerned stakeholders regarding over population and environmental damage in the Southwest.

a. Council Plan Linkage and Policy Context

The support for the timber harvest industry has strong links to the 2013-2017 Council plans, specifically:

- Within Theme three 'Manage and sustain our natural and built assets'; and
- Within Theme four 'Govern in a responsible and responsive way', the strategy to maximise the effectiveness of our resources.

b. Legislative and Legal Considerations

This report is provided in consideration of the Code of Practice for Timber Production 2014.

c. Consultation and/or communication processes implemented or proposed

The role of Local Government with the timber industry incorporates the facilitation of issues with various stakeholders in the timber industry.

d. Risk Management

A key component of the role is to manage the exposure to Council with regard to timber harvest operations.

F10. TIMBER HARVEST PROGRESS REPORT

(continued)

e. Resource Implications

This report outlines the current activities undertaken in the timber industry and does not commit to any further 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 timber industry in the Glenelg Shire includes an estimated 70% of Blue Gum plantations harvested being returned to Blue Gum with the remaining 30% being planted in *pinus radiata* or returned to pasture.

h. Budget Implication

The report is for information and does not commit to any additional budget implications.

Conclusion

The report provides an overview of the highlights the achievements over the past twelve months with the timber industry program. There are additionally a number of improvement opportunities that exist, specifically with regard to road damage calculations and refinements to the processes for lodgement of timber harvest plans in electronic format that are expected to be developed during the year.

The relationship between Council and the industry is showing positive results and will be critical in the further development in this area that meets the requirements of all stakeholders.

Council staff will continue working with industry to address issues and further develop processes regarding the Timber Harvest Plan submission portal and seek to resolve road damage calculations.

Officer Recommendation

That Council note the progress made with the timber industry over the past twelve months.

F10. TIMBER HARVEST PROGRESS REPORT

(continued)

MOTION

MOVED Cr Stephens

That Council note the progress made with the timber industry over the past twelve months.

SECONDED Cr McDonald

CARRIED

F11. LEASE AGREEMENT WITH COMMONWEALTH OF AUSTRALIA – BUREAU OF METEOROLOGY

Director: Paul Healy, Director Assets

Author: Simone Scott, Contract & Lease Officer

Executive Summary

This report is to advise Council that a lease between the Glenelg Shire Council and the Commonwealth of Australia – Bureau of Meteorology will expire on 30 June 2017.

Background

The previous lease was for a term of nine (9) years 1 July 2008 to 30 June 2017.

The leased land area of 16sqm is located at the Portland Airport, 1260 Bridgewater Lakes Road Cashmore.

Currently Commonwealth of Australia – Bureau of Meteorology pay \$142.57 (including GST) per annum.

Report

Contact was made with Jones Lang LaSalle who acts on behalf of the Commonwealth of Australia advising them that the lease will expire on 30 June 2017.

Discussions were held regarding tenure. The outcome was an in principle agreement to execute a nine (9) year lease with a rental figure of \$145.00 (includes GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne and on the commencement of any subsequent further terms the rental shall be reviewed to market.

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**

The Local Government Act 1989, Retail Leases Act

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

Consultation meetings have been held with the lessee.

F11. LEASE AGREEMENT WITH COMMONWEALTH OF AUSTRALIA – BUREAU OF METEOROLOGY

(continued)

d. Risk Management

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

e. Resource Implications

Not applicable.

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 Implications

The rental fee income has been estimated for the lease of this land for the 2017/2018 financial year.

Conclusion

As there have been no concerns with this lease arrangement it is recommended that a renewal be entered into with the Commonwealth of Australia – Bureau of Meteorology.

Officer Recommendation

1. That a new nine (9) year lease be entered into with the Commonwealth of Australia – Bureau of Meteorology.
2. That the rental figure is \$145.00 (including GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne and on the commencement of any subsequent further terms the rental shall be reviewed to market.
3. That the Director Assets be authorised to finalise and execute the new lease documents.

F11. LEASE AGREEMENT WITH COMMONWEALTH OF AUSTRALIA – BUREAU OF METEOROLOGY

(continued)

MOTION

MOVED Cr McDonald

1. That a new nine (9) year lease be entered into with the Commonwealth of Australia – Bureau of Meteorology.
2. That the rental figure is \$145.00 (including GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne and on the commencement of any subsequent further terms the rental shall be reviewed to market.
3. That the Director Assets be authorised to finalise and execute the new lease documents.

SECONDED Cr Halliday

CARRIED

F12. IMPLEMENTATION OF THE COASTAL WEED ACTION PLAN 2016

Director: Paul Healy, Director Assets

Author: Adam Smith, Environmental Sustainability Coordinator

Executive Summary

This report provides an update to Council on the implementation of the Coastal Weed Control Plan in accordance with the Key Strategic Activity Year 4 of the Council Plan 2013-2017.

Background

The Glenelg Shire contains 133km of coastline stretching from the boundary with the Moyne Shire at Boundary Road in the east to the South Australian border in the west.

The two main areas are Bridgewater Bay and the Portland foreshore area including the harbour, Nuns Beach and Anderson Point. Noxious and environmental weeds within these areas were assessed and a Weed Action Plan developed.

Within this area Council has management of 113 hectares of land along the coastline comprising of 97.6 hectares of Crown land with Council appointed as the Committee of Management and 15.5 hectares owned by Council. This equates to 6.5km of coastline under Councils care, control and management.

Weeds have major economic, environmental and social impacts in Australia, causing damage to natural landscapes, agricultural lands, waterways and coastal areas. These weeds impact severely on agriculture by competing with production, contaminating produce and poisoning livestock. Weeds also impact on biodiversity by out-competing native plants and degrading habitat and along with other invasive species, now arguably pose one of the most significant threats to biodiversity.

Weed management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity.

Report

\$10,000 was allocated to the implementation of the Coastal Weed Action Plan 2016 for this financial year. These funds have enabled contractors to undertake spray control works targeting a number of coastal weeds including Gorse, Sea Spurge, Pink pampas grass, Mirror Bush, Gazania, African Boxthorn and Italian buckthorn.

The locations of the treatment included Battery Point along Madeira Packet Road and Victoria Parade, and along the Lee Breakwater Road and Nuns Beach precinct including the beach front, dune areas and rear of car park. Dutton Way and Bridgewater Bay Beach also were included in weed reduction works.

F12. IMPLEMENTATION OF THE COASTAL WEED ACTION PLAN 2016

(continued)

These treatment works also included the grading of the front of Nuns Beach prior to summer to reduce the weeds infestation and make the beach front more accessible to the general public. Planned works will also incorporate the broad acre spraying of this area in the near future.

In addition, Council was also fortunate in obtaining the services of the Glenelg Hopkins CMA Drought Employment Program works crew for a period. The crew undertook weed control works (Sea spurge control) along Nuns Beach and Bridgewater Bay Beach. They were also able to target woody weed control on the Crown land under Council's Committee of Management along Dutton Way.

Weed control works will continue in the 2017/18 financial year and will include the continued control of weeds within the areas already treated and revegetation for erosion control and to reduce the reoccurrence of weeds.

a. Council Plan Linkage and Policy Context

Glenelg Shire Council Plan 2013-2017

Theme 1: Engaged, healthy, connected and proud community:

Strategy 2: Improve the presentation of the Shire to our community and to invite visitors.

Theme 3: Manage and sustain our natural and built assets:

Strategy 7: Manage the development of a quality built environment that values and respects our natural and cultural inheritance.

Theme 4: Govern in a responsible and responsive way:

Strategy 2: Maximise the effectiveness of our resources.

Glenelg Environment Strategy 2010-2020

Strategy 3.1 Council to value and appropriately manage biodiversity and environmental values of Council managed land.

Strategy 3.4 Council to actively contribute to planning and decision-making with all Crown land managers in Glenelg Shire.

Strategy 5.1 Increase the capacity and resilience of Glenelg's biophysical coastal environment to adjust to the impacts of climate change.

b. Legislative and Legal Considerations

Weed treatment works are in accordance with the obligations of the Catchment and Land Protections Act 1994.

F12. IMPLEMENTATION OF THE COASTAL WEED ACTION PLAN 2016

(continued)

c. Consultation and/or communication processes

The Coastal Weed Control plan incorporated consultation with various stakeholders including DELWP, The Glenelg Catchment CMA and relevant Council officers.

d. Risk Management

This report identifies the risks associated with regards to the control of weeds and the implications if not undertaken.

e. Resource Implications

The program is managed through existing Council staff.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered when doing the report.

g. Sustainability and Environmental Considerations

Implementation of the Coastal Weed Action Plan will assist in the management of coastal areas owned or managed by Council to the best sustainability and environmental practice. It will assist in the capacity for climate adaptation and use of the best materials for coastal areas.

h. Budget Implication

The Coastal Weed action plan is being delivered within the adopted 2016/17 budget allocation.

Officer Recommendation

That Council note the Implementation of the Coastal Weed Action Plan 2016.

MOTION

MOVED Cr Hawker

That Council note the Implementation of the Coastal Weed Action Plan 2016.

SECONDED Cr White

CARRIED

F13. CULTURAL COLLECTION - DRAFT UPDATE COLLECTION POLICY AND PROCEDURE

Director: Edith Farrell, Director Community Services

Author: Trevor Smith, Cultural Collection Officer

Separate Circulation – Non Confidential

No.	Separate Circulation	ECM
1.	Council Policy - Cultural Collection Policy and Procedure	2261219

Executive Summary

This report is to brief Council of the updated Glenelg Shire Cultural Collection Policy and Procedure and seek adoption of this Policy and Procedure.

Background

The Glenelg Shire Cultural Collection is significant for the following reasons:

- It is directly and indirectly linked with famous people and events;
- Many items in the collection are rare and irreplaceable; and
- The collection contains images, objects and documents relating to past work practices and industry.

It includes specific and tangible collection material in areas covering:

- The discovery and settlement of Portland, and development of the pastoral industry and settlement of the hinterland;
- Maritime history, including material from shipwrecks, representative items associated with whaling, diving, fishing and lifesaving, and social history material highlighting the relationship of people to the sea;
- The development of Glenelg Shire and the Council;
- Official government records from Heywood, Portland and Casterton; and
- Visual art, public art and community art.

In 2002 Council engaged consultant Sue Hodges Productions to examine and assess the various collections of art and heritage items that came into the custodianship of Glenelg Shire Council following Council amalgamations in the 1990s. The process identified and combined a number of disparate collections under the cultural collection banner.

F13. CULTURAL COLLECTION - DRAFT UPDATE COLLECTION POLICY AND PROCEDURE

(continued)

Following this process, in 2003, a Collection Policy was developed along with the initial five year Strategic Plan for the cultural collection. Sue Hodges Productions presented the Collection Policy and five year Strategic Plan at a Council workshop on 9 September 2003, and both documents were adopted by Council at the 28 October 2003 OCM.

Report

A Collection Policy guides the decision making process for shaping the collections of a museum. It is a set of principles that guides acquiring, loans, deaccessioning (disposal), collection care and access.

It is standard practice to review public collection policies from time to time. It should be noted that the original collection policy was developed prior to the appointment of Council's first Cultural Collection Officer and until 2003 the various disparate collections that made up the Cultural Collection had been managed by several individuals and Council Advisory Committees.

The 2003 Collection Policy has been reviewed and updated in consultation with Cultural Collection Reference Group (CCRG). The CCRG includes arts and heritage representatives from across the Shire. The review process was undertaken over a series of meetings with reference group members providing input and then feedback on the draft document. The Collection Policy now incorporates the procedural information in building and managing a public collection, bringing the relevant information together in one document.

a. Council Plan Linkage and Policy Context

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

Strategy 7 - Elevate the history, prominence and cultural significance of Glenelg Shire.

b. Legislative and Legal Considerations

International Council of Museums Professional Code of ethics (2. Museums that maintain collections hold them in trust for the benefit of society and its development) states the following principle: "Museums have a duty to acquire, preserve and promote their collections as a contribution to safeguarding the natural, cultural and scientific heritage. Their collections are a significant public inheritance, have a special position in law and are protected by international legislation. Inherent in this public trust is the notion of stewardship that includes rightful ownership, permanence, documentation, accessibility and responsible disposal."

Any legal considerations will be considered as part of the acquisition or deaccession process as outlined in the Policy and Procedure.

F13. CULTURAL COLLECTION - DRAFT UPDATE COLLECTION POLICY AND PROCEDURE

(continued)

c. Consultation and/or communication processes implemented or proposed

The review and update of the Cultural Collection Policy and Procedure was undertaken over a series of meetings of the CCRG. This group comprises arts and heritage representatives from across the Shire, including several members who have had a close involvement with the collection since the inception of the Cultural Collection in 2002.

d. Risk Management

There is no risk in adopting this Policy and Procedure.

e. Resource Implications

There are no resource implications in adopting this Policy and Procedure.

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 in adopting this Policy and Procedure. An annual budget allocation currently exists for the acquisition of material for the Cultural Collection. The current annual allocation is \$10,000.

Conclusion

The review and updating of the Glenelg Shire Cultural Collection Policy brings the document in line with current museum practices. By combining the policy and procedures, all relevant acquisition and deaccession information is in one document making it more streamlined and user-friendly. The format of the document is based on the Museums Australia template for a collection policy.

Officer Recommendation

That Council adopt the updated Glenelg Shire Cultural Collection Policy and Procedure.

F13. CULTURAL COLLECTION - DRAFT UPDATE COLLECTION POLICY AND PROCEDURE

(continued)

MOTION

MOVED Cr Hawker

That Council adopt the updated Glenelg Shire Cultural Collection Policy and Procedure.

SECONDED Cr McDonald

CARRIED

F14. CULTURAL COLLECTION STRATEGY 2016-2020 UPDATE

Director: Edith Farrell, Director Community Services

Author: Trevor Smith, Cultural Collection Officer

Separate Circulations – Non Confidential

<i>No.</i>	<i>Separate Circulation</i>	<i>ECM</i>
1.	Glenelg Shire Cultural Collection Strategy 2016-2020	2009725
2.	Glenelg Shire Cultural Collection Feasibility Study 2013	2242886

Executive Summary

This paper is to brief Councillors on the implementation of the Cultural Collection Strategy 2016-2020 (CCS) in relation to the Year 4 Key Strategic Activities identified in the Council Plan 2013-2017. This paper also addresses Objective 5.1.1 of the strategy which relates to the future storage and display of the Cultural Collection and highlights that this objective is not considered achievable in its current form.

Background

The CCS sets out the objectives for the management, development and use of the Cultural Collection and guides the Cultural Collection Officer in their role. The GSC CCS was adopted by Council on 27 January 2016.

A Year 4 Key Strategic Activity identified in the Council Plan 2013-2017 identified the commencement of implementation of the CCS, in particular, to curate and install five exhibitions/displays, and the development/review four policies/procedures.

Report

The following identified activities have been achieved.

Curate and install the following exhibitions/displays:

- “Recent Acquisitions” at Portland Arts Centre, August/September 2016;
- “The Municipal Office” at History House Portland, from November 2016;
- “Iris McLeod Shell Collection” at History House Portland from January 2017;
- “The Whale” Portland Customer Service Centre Jan 2017;
- “The Hentys” Casterton Customer Service Centre, from February 2017; and
- “Medals, Medallions and Badges” at History House Portland from March 2017.

F14. CULTURAL COLLECTION STRATEGY 2016-2020 UPDATE

(continued)

Development or review the following policies/procedures:

- Exhibition application process – Exhibiting at Portland Arts Centre (developed);
- Policy and Procedure for the Immigrants and Seafarers Walls, Portland (developed);
- Cultural Collection vendor, gift and loan forms (reviewed);
- Cultural Collection copyright and condition reporting forms (developed); and
- Glenelg Shire Cultural Collection - Collection Policy (to be presented to May OCM).

One of objectives within the Cultural Collection Strategy (2016-2020) is as follows;

“(5.1.1) Seek funding for design and costing of storage and display facility within the Portland Drill Hall and for a business model to operate the proposed Drill Hall facility”.

By way of background in relation to this objective the Glenelg Shire Council Cultural Collection comprises approximately 10,000 objects of which approximately 8,500 have been catalogued. The collection includes objects relating to the Shire’s civic, social and maritime history, an art collection and public art.

The Cultural Collection is stored and displayed across a number of sites in the Shire and it is not proposed to house the entire collection in one location.

Storage for the Cultural Collection is at capacity. This impacts on Council’s ability to further build the collection in the future. Currently, if a major collection, either private or public, was offered to Council, it could not be accepted. Similarly, if a significant object of medium to larger size was available for acquisition, it may be declined due to lack of storage and/or display space.

The Cultural Collection is of significant value and is currently valued at \$6,285,407.21.

Objective 5.1.1 was included in the CCS (2016-20) in response to the resolution made by Council at the 26 August 2014 OCM in relation to the recommendations of the Cultural Collection Strategic Plan (2013) and subsequent community consultation on the Drill Hall proposal.

In 2013, Council commissioned Urban Enterprise to undertake a Feasibility Study on the future storage and display of Council’s Cultural Collection. The study investigated the establishment of a secure facility for storage and display with appropriate environmental conditions.

F14. CULTURAL COLLECTION STRATEGY 2016-2020 UPDATE

(continued)

The Cultural Collection Feasibility Study was funded as a new initiative at a cost of \$32,834.00.

At the time of the development of the Cultural Collection Feasibility Study a number of Council owned site options were identified based on the Feasibility Study consultation process, including Portland Drill Hall; a redevelopment of the SES building; Library/Civic Hall redevelopment; Portland Maritime Discovery Centre; and the former Aitkin's site in Percy Street.

From an assessment of the potential sites for a dedicated storage and display facility for the Cultural Collection, two sites were identified in the Feasibility Study and taken through to a financial assessment:

1. A development within the Drill Hall; and
2. A bespoke facility adjacent to the Maritime Discovery Centre.

The Feasibility Study identified the estimated cost to develop each of the possible sites and estimated annual operating costs, with the final recommendation that a redevelopment within the Drill Hall as having the least impact on Council finances.

Indicative costs to develop both potential sites are detailed in the following table:

It should be noted that these financials stated in this report are estimates calculated in 2013.

Building Works	Bespoke facility adjacent to MDC	Drill Hall – creation of internal storage and display facility
Preliminary works	\$338,016 - \$415,695	\$75,215 - \$92,500
Substructure	\$37,382 - \$45,973	-
Superstructure	\$367,049 - \$451,400	\$53,27 - \$65,583
Finishes	\$116,358 - \$143,098	\$76,644 - \$94,258
Fittings and fitments	\$31,440 - \$38,665	\$31,440 - \$38,665
Services	\$512,439 - \$630,203	\$272,384 - \$334,980
External services	\$978 - \$1,203	\$634 - \$780
Contingency costs	\$37,457 - \$6,065	\$24,296 - \$29,880
TOTAL	\$1,441,118 - \$1,772,300	\$533,941 - \$656,645

It has become apparent that the Drill Hall is not the most appropriate location to house a display and storage facility for the Cultural Collection due to a number of factors including:

1. The potential volume of storage space in the Drill Hall could not house all the Cultural Collection items currently in storage in Portland;

F14. CULTURAL COLLECTION STRATEGY 2016-2020 UPDATE

(continued)

2. The Drill Hall option would, at best ,only offer a short-term solution for a component of the current Cultural Collection in addressing storage issues;
3. The Drill Hall would no longer be available for community use; and
4. Additional staff would be required to operate the facility within the Drill Hall.

A number of factors indicate the need for additional and a more appropriate space to display and store the Cultural Collection:

1. The possibility for a larger selection from the Cultural Collection to be displayed at any one time, and with greater flexibility than is currently available in History House. For example, History House does not have hanging space for framed objects;
2. Providing access to a larger offering of Council's Cultural Collection would raise awareness amongst both locals and visitors of the Shire's rich heritage and foster community pride;
3. A dedicated climate controlled storage space that would ensure longevity of the paper based items in the collection;
4. Storage and display in the one location would ensure safer and more efficient movement of objects and less likelihood of damage;
5. A larger display space would provide the opportunity for more comprehensive temporary and permanent displays. Currently temporary displays are restricted to two or three small display cases in History House; and
6. Opportunities for rotating displays of the art collection. Currently the art collection is displayed on an occasional basis in the Portland Arts Centre, approximately every two to three years.

As custodian of the Cultural Collection Council has a moral responsibility to adequately store, care for and display the Cultural Collection for future generations. Council also needs to consider other collections within the Shire (both public and private) that may be offered to, or come under Council's custodianship in the future, and ensure that they are able to be appropriately managed.

Since the development of the Cultural Collection Feasibility Study and Council's adoption of the GSC Cultural Collection Strategy (2016-2020) an opportunity for the development of a Whale Watching Capital Strategy has been realised. Points raised in a report on the Whale Watching Capital Strategy to the 13 December 2016 OCM reference the potential changes at the Maritime Discovery Centre and possibility of a new Visitor Information Centre in Portland. These potential developments may offer future opportunities for the display and storage of the Cultural Collection in a space that can more adequately cater for the collection.

F14. CULTURAL COLLECTION STRATEGY 2016-2020 UPDATE

(continued)

The Cultural Collection should be considered in the development of the proposed Whale Watching Capital Strategy and options for the future storage and display of the Cultural Collection be fully investigated.

a. Council Plan Linkage and Policy Context

Theme 1 – Engaged, healthy, connected and proud community
Elevate the history, prominence and cultural significance of Glenelg Shire.

b. Legislative and Legal Considerations

There are no Legislative and Legal considerations in relation to this report.

c. Consultation and/or communication processes implemented or proposed

That the Cultural Collection Officer be included as a key stakeholder in the engagement process for the development of the proposed Whale Watching Capital Strategy.

d. Risk Management

In the medium to long term, the Cultural Collection is at risk if a suitable permanent, climate controlled location for storage is not found. Without physical space for the collection to grow, there is the risk of missing out on significant acquisitions, donations and bequests due to lack of storage space.

e. Resource Implications

Resource implications need to be considered as more appropriate options emerge for the future storage and display of the Cultural Collection.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

As the current locations for storage and display of the Cultural Collection have differing levels of climate control, the future preservation of the collection is of serious concern. History House is the only venue with 24 hour climate control.

h. Budget Implication

Budget implications will be identified as more appropriate options emerge for the future storage and display of the Cultural Collection.

F14. CULTURAL COLLECTION STRATEGY 2016-2020 UPDATE

(continued)

Conclusion

This report highlights the achievements of the Cultural Collection Strategy in relation to development and installation of exhibitions and displays across several sites in the Shire in 2016-2017. In addition this report also highlights the review of existing policies and documents and development of new documents, which will guide the management of the GSC Cultural Collection. Further this report also identifies that objective 5.1.1 in the Cultural Collection Strategy (2016-2020) is not considered achievable in its current form.

Officer Recommendation

1. That Council note the progress of the Cultural Collection Strategy (2016-2020) to date, and note that objective 5.1.1 in the Strategy is not achievable in its current form.
2. That officers provide a further report to Council on alternative options to house the collection as an outcome to the development of the Whale Watching Capital Strategy progresses.

MOTION**MOVED Cr White**

1. That Council note the progress of the Cultural Collection Strategy (2016-2020) to date, and note that objective 5.1.1 in the Strategy is not achievable in its current form.
2. That officers provide a further report to Council on alternative options to house the collection as an outcome to the development of the Whale Watching Capital Strategy progresses.

SECONDED Cr Wilson**CARRIED**

Cr Wilson re-declared a Conflict of Interest and left the meeting at 7.30pm.

F15. VERN MCCALLUM COLLECTION – STRATEGIC PLAN

Director: Edith Farrell, Director Community Services

Author: Trevor Smith, Cultural Collection Officer

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Vern McCallum Collection Strategic Plan (Author Phil Ruge) October 2016	2232460

Executive Summary

This report is to brief Councillors on the Strategic Plan for the Vern McCallum Collection (VMcCC).

Background

The VMcCC is a digitized photographic collection assembled from a variety of sources over a 50 year period. Approximately 1,500 images have been printed and are laminated, and a further 300 images printed and mounted on MDF (board). Images in the collection are from 1859 to the present day.

In October 2016 the owner of the VMcCC and consultant Phil Ruge (who developed the Strategic Plan) met with the GSC CEO and Cultural Collection Officer to present the Strategic Plan and gauge Council interest in the future custodianship of the VMcCC as the future of the collection is now under active consideration.

The vision for the VMcCC is “For the photographic collection to be preserved in perpetuity, continue to expand, be curated and accessible”. The Strategic Plan for the VMcCC identifies the strengths and weaknesses, key objectives, critical blockers and key future uses for the collection.

Report

The VMcCC is a resource which has been accessed by various Council departments in recent years in relation to planning, heritage, displays, websites and publications. The collection is also regularly accessed by community members for research purposes.

Council’s Collection Policy for the Cultural Collection states that items will be accepted into the Glenelg Shire Cultural Collection through donation, purchase, exchange, commission or bequest where:

- Legal title can be assured through, a signed transfer of ownership, a donation form or a receipt;
- The item can be acquired free of encumbrances; and
- The item has clearly established provenance.

F15. VERN MCCALLUM COLLECTION – STRATEGIC PLAN

(continued)

Whilst the Strategic Plan for the VMcCC addresses key issues from a collection owner's perspective, it raises a number of concerns regarding issues that are not addressed or not fully explained within the document, particularly in relation to past professional practices, additional resources required to manage the collection, use of the collection and future development of the VMcCC. These issues are highlighted below:

- Size of Collection

The VMcCC is a collection of over 17,500 digital images in high resolution files. Images are up to 30+ megabyte in size, however the total digital size of the collection is unknown. Advice from Council's IT department suggests that the collection could be stored on an online low performance live system. Housing on a hard drives is not recommended as there is no guarantee of longevity. The suggested cost would be several hundred dollars for the purchase of tapes for back-up.

Regarding the almost 2,000 images that have been printed and either laminated or mounted on MDF, Council's storage for the Cultural Collection is at capacity and does not have space to physically store this volume of material. It is also unlikely that laminated images would be used in future Cultural Collection displays as each new display is curated with material specific to the theme and area of display.

- Copyright

It is known that the VMcCC has been amassed from a number of sources, including individual private family collections, the Ray Davis Collection (Portland Observer) and other sources. As per Council's Collection Policy, items should only be acquired where the legal title is assured and the item has a clearly established provenance.

- Growth of the Collection

The Strategic Plan suggests that under a new custodianship the VMcCC would continue to grow. This would not be possible if GSC is the custodian. Council has one collection - the Cultural Collection. Whilst the Cultural Collection may include sub collections previously donated (such as the Port of Portland Collection), any new images coming into the Cultural Collection would be part of the overall collection, not part of a sub collection. Therefore, under Council's custodianship the VMcCC would cease to grow.

- Potential impact on staffing resources

Suggestions in the Strategic Plan for future use of the collection indicate the need for resources to manage the collection, ie controlled access – dealing with volume of public enquiries; that the collection be "curated" – refers to research; categorization; progressive restoration; public enjoyment – an ongoing presence of the collection at shire festivals and events; and revenue raising from sales of printed images.

F15. VERN MCCALLUM COLLECTION – STRATEGIC PLAN

(continued)

If the collection was accepted, the images from the VMcCC would be promoted and shared as part of the general Cultural Collection activities, not as part of a specific focus. The collection could only have a presence at Shire events and festivals if a secure and staffed venue with appropriate display systems is available. Whilst Council does raise revenue from Cultural Collection postcard and history book sales, revenue raising from imagery in the collection is not a part of core business for the Cultural Collection.

- Setting a precedent

Consideration needs to be given to setting precedents in accepting collections held privately and publicly that are no longer able to be managed by their custodians or instigators. Whilst there may be a community perception and expectation, Council should not be the expected repository for public and private collections of historic and cultural material that can no longer be managed by their custodians.

- Conditional donations

Council does not accept donations with conditions attached, as stated in the Collection Policy.

It is noted that the Strategic Plan only identifies Glenelg Shire Council as a potential custodian. Perhaps the Portland Family History Group at History House who manage an extensive historic research archive may be an option as a future custodian.

It is possible that the VMcCC could be part of a future online Virtual Museum for the Cultural Collection or be accessible in the proposed history room development at Portland Library.

a. Council Plan Linkage and Policy Context

Theme 1: Engaged, healthy, connected and proud Community
Elevate the history, prominence and cultural significance of Glenelg Shire.

b. Legislative and Legal Considerations

There are legislative and legal considerations to be considered in regard to the Cultural Collection - Collection Policy, particularly in relation to legal title, provenance and copyright of some of the images in the VMcCC.

c. Consultation and/or communication processes implemented or proposed

There have been previous meetings and discussions with the owner of the collection as noted in this report. Officer will need to conduct further consultation with the owner of the VMcCC in relation to resolving the terms and conditions prior to Council's consideration of acquisition of the collection.

F15. VERN MCCALLUM COLLECTION – STRATEGIC PLAN

(continued)

d. Risk Management

A future risk exists in accepting the collection, particularly in relation to copyright issues and adequate storage for the mounted and laminated photographs.

e. Resource Implications

If accepted, there may be resource implications in relation to staffing, particularly in managing external enquiries from the public wanting to access the VMcCC.

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

Budget implications would arise as a result of accepting the VMcCC into the Cultural Collection, mainly in relation to purchase of back-up tapes. If the collection was to be made accessible to the public for research purposes, staffing and management of the VMcCC would impact on operational budget going forward

Conclusion

The Vern McCallum Collection Strategic Plan suggests a number of conditions that are not in line with Council's Cultural Collection Policy. The VMcCC is not fully documented, particularly in relation to legal title and provenance which may expose Council to potential copyright issues in the future.

A number of issues would require clarification or agreement prior to consideration of accepting the collection into the Glenelg Shire Cultural Collection. The key areas that require consideration/clarification are as follows:

- That the Collection is acquired free of any conditions or encumbrances (as per Cultural Collection Policy);
- That the digital collection only would be acquired – Council would not accept the 1,500 images that have been printed and are laminated, or the 300 images printed and mounted on MDF. There is no physical space available to store these items. Also any new displays from the Cultural Collection incorporating images from the VMcCC would be specifically curated using the digital images to the theme and area of display;

F15. VERN MCCALLUM COLLECTION – STRATEGIC PLAN

(continued)

- That the images in the collection have clearly established provenance (as per Cultural Collection Policy); and
- That images in the collection have clear and documented copyright and permissions (as per collection policy), and that permissions for any images that are still in copyright (i.e. taken after 1 January 1955) are provided by the donor.

Officer Recommendation

1. That Council note the Vern McCallum Collection is available for acquisition.
2. That Officers meet with the owner of the collection to resolve possible terms and conditions and prepare a further report to Council.

MOTION**MOVED Cr McDonald**

1. That Council note the Vern McCallum Collection is available for acquisition.
2. That Officers meet with the owner of the collection to resolve possible terms and conditions and prepare a further report to Council.

SECONDED Cr Stephens**CARRIED**

Cr Wilson returned to the meeting at 7.34pm.

F16. PUBLIC ART MASTER PLAN UPDATE

Director: Edith Farrell, Director Community Services

Author: Trevor Smith, Cultural Collection Officer

Executive Summary

This report is to brief Council on the progress of activation of the Public Art Master Plan (PAMP) through the PAMP Communication Plan and Funding Advocacy Plans. This report meets achievement of Council Plan KSA year four target action which states "Activation of the Public Art Master Plan with progressive reports by 31 December 2016 and 30 June 2017". The previous report was presented to the 13 December 2016 OCM.

Background

The Glenelg Shire Council (GSC) PAMP was developed in 2013/14 and adopted by Council at the 23 September 2014 OCM. The aim of this document is to guide the future establishment of public art in the Shire and also aid Council in attracting external funding for public art projects. Continued activation of the PAMP is identified as a Key Strategic Activity in year four of the current Council Plan (2013-17).

In 2015 a Communication Plan and Funding Advocacy Plan aligned with the PAMP were developed and noted by Council at the 15 December 2015 OCM.

The PAMP Communication Plan was to promote the PAMP and seek outcomes to the key public art recommendations. The Funding Advocacy Plan was developed to expand on particular capital works projects that may incorporate public art.

As part of the PAMP Communication Plan a PowerPoint presentation was developed to communicate the purpose of, and the potential projects, identified within the PAMP. This presentation has been delivered to Council Officers, relevant community organisations and interested community members in 2016. Delivery of these presentations completed implementation of the PAMP Communication Plan.

Report

In the past six months several projects have already been undertaken, or have been discussed, that will incorporate elements of public art.

These include:

- Installation of ephemeral sand sculptures on the Portland foreshore coinciding with the cruise ship visits in January, February and April 2017;
- Planning for the creation of three murals as part of the Graffiti Prevention Project being undertaken in Casterton, Heywood and Portland, coordinated by the GSC youth team;

F16. PUBLIC ART MASTER PLAN UPDATE

(continued)

- Consideration of public art and public art elements in the development of Foreshore Master Plan;
- Consideration of public art and public art elements in the concept plan for the Portland All Abilities Play Space;
- Ongoing discussions with Grants Officer regarding potential projects funded under the Public Infrastructure Fund and RDV funding streams;
- Consideration of public art in the development of the proposed Whale Watch Capital Strategy;
- Council representation on the Project Management Committee with the Narrowing Kang-o-meerteek Regional Arts Victoria Small Towns Transformation Project;
- Consideration of public art elements in the proposed new community events sign boards at the entrances Casterton, Heywood and Portland;
- Consideration of public art elements in the development of designs for the Australian Kelpie Centre concept designs;
- Consideration of public art elements at town entrances, i.e. Frank Lodge Lookout;
- Consideration of public art elements in the development of street furniture options throughout the Shire;
- Advice to Council officers on public art and beautification options for the new sound stage in Heywood; and
- The Clothes Line Project, a participatory ephemeral public art project at Portland Library coinciding with the 16 Days of Activism Against Gender Based Violence.

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.

F16. PUBLIC ART MASTER PLAN UPDATE

(continued)

c. Consultation and/or communication processes implemented or proposed

The communication process was outlined in the PAMP Communication Plan presented to Council at the 15 December 2015 OCM.

d. Risk Management

Risk Management will be considered and assessed as part of any new specific public art that is created.

e. Resource Implications

Resource Implications will be assessed as part of any new specific public art that is created.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Sustainability and environmental considerations will be assessed as part of any new specific public art that is created.

h. Budget Implication

Any budget implications associated with this report will be considered in relation to specific identified projects.

Conclusion

Council Officers continue the ongoing activation of the Public Art Master Plan through consideration of the recommendations contained within the PAMP. Future funding opportunities for public art, as outlined in the PAMP Funding Advocacy Plan, will be considered as they arise.

Officer Recommendation

That Council note the progress of activities associated with the activation of the Public Art Master Plan.

F16. PUBLIC ART MASTER PLAN UPDATE

(continued)

MOTION

MOVED Cr Stephens

That Council note the progress of activities associated with the activation of the Public Art Master Plan.

SECONDED Cr McDonald

CARRIED

F17. DEVELOPMENT OF VOLUNTEER ACTION PLAN

Director Edith Farrell, Director Community Services
 Author: Brad Charman, Community Engagement Officer

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Shire Council Volunteer Action Plan 2017 (appendix 1)	2269548
2.	Volunteer Action Plan Summarised Submissions April 2017 (appendix 2)	2269549

Executive Summary

The public consultation process for the draft Glenelg Shire Council Volunteer Action Plan 2017(draft VAP) has just finished with five submissions being received and two changes required to the contents of the document.

The draft Volunteer Action Plan 2017 is now ready to be adopted by Council.

Background

In June 2016, Council approved the final progress report on the implementation of the GSC Volunteer Action Plan 2015-2016.

The draft VAP was presented to a Glenelg Shire Council Volunteering and Wellbeing Advisory Committee (VAC) meeting for input in February 2017.

Subsequently Council approved the draft VAP for a public consultation process at the February 2017 Ordinary Council meeting.

Report

The draft VAP undertook a thirty one day public consultation process from the 1 – 31 March 2017 from which 5 submission where received. Public consultation comments were noted with two changes required to the contents of the Draft VAP (Appendix 1). All other suggested amendments where considered to be already covered in the draft VAP.

Please refer to Appendix 2 for summarised submission information and officer comments.

a. Council Plan Linkage and Policy Context

The draft VAP supports the Council Plan 2013-2017 theme: ‘engaged, healthy, connected and proud community’.

F17. DEVELOPMENT OF VOLUNTEER ACTION PLAN

(continued)

The draft VAP also relates to the Glenelg Shire Health and Wellbeing Plan Goal: Our community will feel safe, connected and be able to access and participate in community life; and Strategy; to promote and encourage volunteering.

b. Legislative and Legal Considerations

There are no Legislative and Legal Considerations applicable to this paper.

c. Consultation and/or communication processes implemented or proposed

The public consultation process utilised a variety of communication strategies to maximise community reach, this included online consultation, phone calls, email, and user group meetings.

Community contributions were noted through a formal response, however only two comments were considered to require amendment to the VAP.

d. Risk Management

There are no risks associated with the endorsement of the draft VAP. Risk management is an essential part of volunteer training across all activities undertaken by volunteers.

e. Resource Implications

The draft VAP has been developed with consideration of staff and community resources.

f. Charter of Human Rights and Responsibilities

The report has considered the requirements of the Charter of Human Rights and Responsibilities. Part 2 of the Charter acknowledges the right to take part in public life.

g. Sustainability and Environmental Considerations

There are no identified sustainability and environmental considerations relating to this report.

h. Budget Implication

The implementation of the VAP will be carried out within existing Council resources and budget allocation. Any specific projects that cannot be funded within existing budgets will be submitted for consideration in future budget bids or external funding streams.

F17. DEVELOPMENT OF VOLUNTEER ACTION PLAN

(continued)

Conclusion

The VAP will guide Council on how to support, promote and recognise volunteering across the Shire.

The draft VAP was developed in partnership with the Volunteering and Wellbeing Advisory Committee and where practical, addresses feedback from the thirty one day public consultation period.

The draft VAP is now ready to be presented to Council for final approval.

Officer Recommendation

1. That Council considers and notes feedback from community consultation, and endorses changes made within the Volunteer Action Plan in alignment with Appendix 2.
2. That Council adopts the Glenelg Shire Council Volunteer Action Plan 2017.

MOTION**MOVED Cr Halliday**

1. **That Council considers and notes feedback from community consultation, and endorses changes made within the Volunteer Action Plan in alignment with Appendix 2.**
2. **That Council adopts the Glenelg Shire Council Volunteer Action Plan 2017.**

SECONDED Cr McDonald**CARRIED**

F18. HOME BASED CARE EXIT STRATEGY

Director: Edith Farrell, Director Community Services

Author: Jodi Nepean, Centre Coordinator (Early Years Programs)

Executive Summary

This paper is to brief Councillors on the current status of Council's Home Based Care Exit Strategy, including the transition to a new service provider (YMCA Grampians Region) on 3 April 2017, in accordance with a previous recommendation of Council on 28 June 2016.

Background

A service review of Home Based Care (HBC) was undertaken in response to Council's June 2014 HBC Financial and Risk Management Report (conducted by CT Management Group), which identified a number of financial and administrative risks to Council.

A full service review and proposed service models on family day care were presented to the May 2016 Council Workshop. The report was referred to Council's Audit Committee for consideration.

Following the Audit Committee's recommendation to phase out the service, an Exit Strategy Framework was developed and endorsed by Council in September 2016. The Exit Strategy Framework outlined Council's commitment to the early years and provision of quality early childhood services. The strategy addressed Council's obligations to properly meet all its corporate, legal, financial, and funding and management responsibilities.

The Strategy provided a clear methodology including, but not limited to, key requirements, milestones, measures and timelines with an opportunity to review and report at the end of each phase, prior to moving onto the next.

The Exit Strategy Framework consisted of three key phases;

1. Business Case/ Communication Phase: September 2016;
2. Transition Phase: October – December 2016; and
3. Exit Phase: January - March 2017.

Adequate time was allocated to ensure an informed and accountable approach to exit the service provision.

Report

All three phases of the Exit Strategy Framework have now been completed; with a transfer of service delivery to YMCA Grampians region occurring on April 3 2017.

F18. HOME BASED CARE EXIT STRATEGY

(continued)

Officers from both YMCA and Council, supported by an Early Years Consultant, have worked closely to ensure a smooth transition for children, families and Educators within Council's timelines.

a. Council Plan Linkage and Policy Context

The Exit Strategy Framework links to the Council Plan 2014 - 2017, particularly Key Objectives (1) and (4):

- Focus on the early years of a child's development; and
- A community that trusts us to deliver in their long-term best interest.

b. Legislative and Legal Considerations

The Exit Strategy Framework considered the Commonwealth Childcare Reform and other relevant policies as follows:

- *Victoria State Local Government Act 1989;*
- *A New Tax System (Family Assistance) (Administration) Act 1999;*
- *A New Tax System (Family Assistance) Act 1999;*
- *The Education and Care Service National Law Act 2010;*
- *The Education and Care Service National Regulations 2010; and*
- *Victorian Government Child Safe Standards 2016.*

c. Consultation and/or communication processes implemented or proposed

A comprehensive Communication Plan was developed and implemented as part of the Exit Strategy Framework.

The Communication Plan determined the proposed level of involvement, participation and communication methods and the Plan embedded key messages to assist Council to inform the community.

A total of 12 communiques were developed and provided fortnightly updates to all service users outlining the Exit Strategy progress. These communiques were emailed, or otherwise provided, to all stakeholders, including but not limited to Educators, Service users, and relevant Council officers.

F18. HOME BASED CARE EXIT STRATEGY

(continued)

Commencing in January 2017 through to 3 April 2017 Council officers and YMCA representatives worked together to ensure a smooth transition for educators and families, including conducting joint home visits, meetings with families (Casterton and Portland) and educators, development of policies and procedures, preparation of media releases and working to ensure that all legislative compliance requirements were completed.

d. Risk Management

A Risk Management Plan was developed to identify any potential risks associated with the phasing-out / transfer of service. The Plan also provided risk mitigation strategies for Council.

e. Resource Implications

Resources were allocated to ensure the implementation of the Exit Strategy, which has resulted in a smooth transition for stakeholders.

f. Charter of Human Rights and Responsibilities

The Victorian Government Charter of Human Rights and Responsibilities Act 2006 recognises that all people are born free and equal in dignity and rights.

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implication

The development and implementation of the Exit Strategy Framework did not result in any net increase in expenditure to the operational budget.

Conclusion

Council's service provision of Home Based Care formally ceased on 2 April with the service approval transferring to YMCA Grampians Region from 3 April 2017.

Officer Recommendation

That Council notes the formal completion of the exit from Home Based Care services in accordance with its recommendation from the Ordinary Council Meeting held on 28 June 2016.

F18. HOME BASED CARE EXIT STRATEGY

(continued)

MOTION

MOVED Cr Hawker

That Council notes the formal completion of the exit from Home Based Care services in accordance with its recommendation from the Ordinary Council Meeting held on 28 June 2016.

SECONDED Cr Stephens

CARRIED

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

- D1. (1) Meeting Record of the Casterton Saleyards Advisory Committee held on Thursday 20 April 2017
- D1. (2) Terms of Reference Casterton Saleyards Advisory Committee
- E1. (1) Meeting Record of the Casterton Saleyards Advisory Committee Thursday 20 April 2017
- E1. (2) Assembly of Councillors - CEO and Councillors Meeting Record Wednesday 26 April 2017
- E1. (3) Assembly of Councillors - Councillor Briefing Session Meeting Record Wednesday 26 April 2017
- E1. (4) Meeting Record of the Casterton Railway Precinct Advisory Committee Thursday 27 April 2017
- E1. (5) Meeting Record of the Heritage Advisory Committee held on Monday 8 May 2017
- E1. (6) Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday 9 May 2017
- E1. (7) Assembly of Councillors - Councillors Workshop Meeting Record held on Tuesday 9 May 2017
- E1. (8) Assembly of Councillors - CEO and Councillors Meeting Record held on Tuesday 9 May 2017
- F1. (1) Monthly Financial Report – April 2017
- F3. (1) Attachment 1 - Submissions received to C75
- F3. (2) Attachment 2 – Schedule of Submissions
- F3. (3) Attachment 3 – LPPF post exhibition documents
- F4. (1) Submissions for Fenced Dog Park in Portland
- F5. (1) Council Policy - Planning Delegation and Decision Guidelines
- F13. (1) Council Policy - Cultural Collection Policy and Procedure

- F14. (1) Glenelg Shire Cultural Collection Strategy 2016-2020
- F14. (2) Glenelg Shire Cultural Collection Feasibility Study 2013
- F15. (1) Vern McCallum Collection Strategic Plan (Author Phil Ruge) October 2016
- F17. (1) Glenelg Shire Council Volunteer Action Plan 2017 (appendix 1)
- F17. (2) Volunteer Action Plan Summarised Submissions April 2017 (appendix 2)

Separate Circulation to Councillors, CEO and Directors

- F2. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F6. (1) Tender Evaluation Matrix, Provision of Design, Publishing & Printing of Glenelg Shire Council Documents Contract 2016-17-34
- F7. (1) Tender Evaluation Matrix, Panel for the Provision of Internal Audit and Financial Services, Contract 2016-17-36
- F8. (1) Tender Evaluation Matrix, RC Pipes, Environmental Protection Products, Grates, Access Covers, Stormwater Pipes and Associated Products, Contract 2016-17-24

Recommendation

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

MOTION

MOVED Cr Stephens

The documents separately circulated to Councillors, CEO, and 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 7.45pm.

I HEREBY CERTIFY THAT PAGES 1 TO 88 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

23 June 2017

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