



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday, 24 January 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 Karen Stephens, Cr Geoff White, Cr Chrissy Hawker, Cr Alistair McDonald. Cr Gilbert Wilson.

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Director Assets (Mr Paul Healy), Director Corporate Services (Mrs Karena Prevett), Director Community Services (Ms Edith Farrell), Acting Senior Administration Corporate Services (Rachael Fellows), and Corporate Services Administration support (Cherie Arnott).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 13 December 2016, as circulated, be confirmed.

MOTION**MOVED Cr Stephens**

That the minutes of the Ordinary Council Meeting held on Tuesday 13 December 2016, 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 Stephens declared a Conflict of Interest in item F4. Appointment of Community members for Glenelg Shire Council Advisory Committee.

QUESTION TIME:

Nil.

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

Nil.

QUESTIONS FROM THE GALLERY:

Nil.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. RECOMMENDATION FROM CASTERTON LIVESTOCK SALEYARDS ADVISORY COMMITTEE MEETING 9 DECEMBER 2016**

Director: Paul Healy, Director Assets

Author: David Hol, Project Planning and Facilities Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation	ECM
1.	Meeting Record of the Casterton Saleyards Advisory Committee Held on Friday 9 December 2016	2226384

Executive Summary

The purpose of this report is to brief Councillors on the recommendation contained in the Casterton Saleyards Advisory committee meeting record 9 December 2016.

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

One Committee motion is on the meeting record as follows:

That a recognition letter be sent to John Northcott.

a. Council Plan Linkage and Policy Context

Theme 2: Diverse economic base

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

D1. RECOMMENDATION FROM CASTERTON LIVESTOCK SALEYARDS ADVISORY COMMITTEE MEETING 9 DECEMBER 2016

(continued)

c. Consultation and/or communication processes

All members of the Committee carried the recommendation.

d. Risk Management

Not applicable to this report.

e. Resource Implications

A council officer will prepare the letter for signing by the Mayor.

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

John Northcott made a contribution to the Casterton Saleyards over the last 8 years and a letter is fully warranted.

Officer Recommendation

1. That Council endorse writing a letter of recognition to John Northcott for his eight years of service to the Casterton Livestock Saleyards.
2. That the letter be signed by the Mayor.

**D1. RECOMMENDATION FROM CASTERTON LIVESTOCK SALEYARDS
ADVISORY COMMITTEE MEETING 9 DECEMBER 2016**

(continued)

MOTION

MOVED Cr Stephens

Officer Recommendation

1. That Council endorse writing a letter of recognition to John Northcott for his eight years of service to the Casterton Livestock Saleyards.
2. That the letter be signed by the Mayor.

SECONDED Cr Wilson

CARRIED

D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING 6 DECEMBER 2016

Director: Edith Farrell, Director Community Services
 Author: Liz McKinnon, Tourism and Events Coordinator

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM Doc Set ID
1.	Portland Signworks Signboard Designs, Casterton(Kelpie icon), Portland(Whale icon) and Heywood (Wine and Roses icon)	2215646
2.	Portland Signworks Signboard Design, reverse side view exiting town	2215645

Executive Summary

The purpose of this report is to brief Councillors on a recommendation from the Tourism Advisory Committee for the installation of community events sign boards on the highways to replace the current sign boards in Heywood, Casterton and Portland.

Background

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

- Marketing and promotion;
- Policy relating to development of Tourism product; and
- Identification of new ideas.

Event sign boards are currently located on the Henty Highway and Nelson Highway in Portland. This is available for community groups to promote upcoming events. It is the responsibility of the community group to design and pay for the cost to create their event signs.

The Tourism and Events Unit is responsible for the approval, scheduling, and installation and removal of each sign.

Casterton has sign boards for events, which is currently managed by the Casterton Business and Development Association.

Heywood does not have a designated signboard. Community events install their own signage at various locations at the town entry. Promoting Heywood and District Committee have requested an events sign board.

**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
6 DECEMBER 2016**

(continued)

Report**Portland**

The tourism events sign board in Portland is outdated and in need of replacement.

The sign board constantly needs to be repaired as it has aged staff and staff continues to have difficulties installing the signs. The design of the sign board is also outdated and no longer looks appealing to tourists.

The proposal is that the Henty Highway sign is replaced with a new design and that the Nelson Highway sign board remains in its current form.

Casterton

The tourism events sign board in Casterton is maintained by the Casterton Business and Development Association with signage simply added to the town entry sign that recognizes community groups.

Casterton would benefit from two new sign boards that stands out to tourists and is separate from the community group sign.

Heywood

Promoting Heywood and District Committee have recently requested an events sign board for their town entry. Community events currently place their signage individually along the highway. This results in signage clutter on the highway. A location on the northern entry has been suggested.

At the Tourism Advisory Committee meeting held 6 December 2016 it was recommended:

*“That subject to obtaining required permits, Council erect community event sign and structures based on a Lasercut Corten design.
Portland – Replace sign at northern entrance.
Heywood – Replace sign at northern entrance.
Casterton – Replace signs on two entrances.”*

Moved: Cr Rank

Seconded: Cr McDonald

CARRIED

**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
6 DECEMBER 2016**

(continued)

a. Council Plan Linkage and Policy Context

Theme 2 – Diverse economic base

b. Legislative and Legal Considerations

There will be a requirement for VicRoads approval and dependent on the structure there may need to be planning and building permits.

c. Consultation and/or communication processes

Discussed by Committee and Council staff, Consultation will be undertaken with the Portland Tourist Association, Casterton Business and Development Association and Promoting Heywood and District Committee.

d. Risk Management

Risks will be managed as part of the project when construction works are undertaken adjoining the highway.

Replacement of structures will require less maintenance and be more convenient and improve the safe work methods for staff and volunteers changing the signs.

e. Resource Implications

Minimal staff time is required to coordinate this project, which will be installed by an external company.

Council staff will continue to manage the approval, scheduling, installation and removal of community signs in Portland. The responsibility in Casterton will continue to be with the Casterton Business and Development Association and Promoting Heywood and District Committee in Heywood.

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 sign board in Portland will replace the current sign board to ensure limited environmental damage.

Installing one dedicated sign board in Heywood will reduce damage to the lawn by reducing the number of signs being installed at different locations.

**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
6 DECEMBER 2016**

(continued)

h. Budget Implication

Each sign is estimated to cost \$3,870 excluding GST. The four signs and installation will cost \$15,480 excluding GST.

There is no specific budget for this project, however it can be funded from the current Tourism marketing budget, otherwise a new budget initiative will be required.

Officer Recommendation

That Council endorse the Committee recommendation to erect community event sign and structures subject to approval from VicRoads as follows:

1. One Community Events Sign Board to be installed on the Henty Highway in Portland, using Lazercut Corten rusty steel with cultural dot artwork and a whale icon;
2. Two Community Events Sign Boards to be installed on the town entries into Casterton, using Lazercut Corten rusty steel with cultural dot artwork and a kelpie icon;
3. One Community Events Sign Board to be installed on the North entry into Heywood, using Lazercut Corten rusty steel with cultural dot artwork and a wine and roses icon;
4. The Portland Tourist Association, Casterton Business and Development Association and Promoting Heywood and District Committee be consulted and confirm their agreement with the proposal for their respective towns; and
5. That the project be funded from the Tourism marketing budget.

**D2. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
6 DECEMBER 2016**

(continued)

MOTION

MOVED Cr Stephens

Officer Recommendation

That Council endorse the Committee recommendation to erect community event sign and structures subject to approval from VicRoads as follows:

- 1. One Community Events Sign Board to be installed on the Henty Highway in Portland, using Lazercut Corten rusty steel with cultural dot artwork and a whale icon;**
- 2. Two Community Events Sign Boards to be installed on the town entries into Casterton, using Lazercut Corten rusty steel with cultural dot artwork and a kelpie icon;**
- 3. One Community Events Sign Board to be installed on the North entry into Heywood, using Lazercut Corten rusty steel with cultural dot artwork and a wine and roses icon;**
- 4. The Portland Tourist Association, Casterton Business and Development Association and Promoting Heywood and District Committee be consulted and confirm their agreement with the proposal for their respective towns; and**
- 5. That the project be funded from the Tourism marketing budget.**

SECONDED Cr McDonald

CARRIED

D3. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 DECEMBER 2016

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

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Minutes of the Audit Committee Meeting held on Thursday 15 December 2016	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2228289

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 15 December 2016 and to submit the recommendations from the Committee for Council's consideration.

Background

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

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

D3. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 DECEMBER 2016

(continued)

Report

The Audit Committee Meeting held on Thursday 15 December 2016 considered the following items:

Item No.	Item Description
1.	Election of Audit Committee Chairperson and Proposed Appointment
N/A	Business Arising From the Previous Meeting: - Difference in the 2016 and 2017 Residential Rate
2.	Independent Audit Committee Member Resignation and Proposed
3.	Internal Audit – Risk Management Report 1 July 2016 - 30 November 2016
4.	Business Continuity Plan Update
5.	Internal Audit – Corporate Risk Register Review Report
6.	Aged & Disability Services Unit Based Costing
7.	Final Management Letter - Financial Audit 30 June 2016
8.	Monthly Finance Report – October 2016
9.	Rate Debtors Outstanding – as at 30 November 2016
10.	Debtors Outstanding – as at 31 October 2016
11.	Audit Register Review
12.	Receipt of the Glenelg Shire Council's Annual Report for the 2015/2016 Financial Year
13.	Local Government Performance Reporting – 2015/2016 Full Year Results
14.	Organisational Restructure Update
15.	Meeting Allowances for Independent Members of the Audit Committee
16.	Audit Committee Meeting Dates For 2017
N/A	Next Meeting

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

a. Council Plan Linkage and Policy Context

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

b. Legislative and Legal Considerations

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

D3. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 DECEMBER 2016

(continued)

c. Consultation and/or communication processes implemented or proposed

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

d. Risk Management

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

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

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

Conclusion

It is recommended that Council receive the Audit Committee Minutes for the Meeting held on Thursday 15 December 2016.

Officer Recommendation

That Council receive the Minutes of the Audit Committee Meeting held on Thursday 15 December 2016.

D3. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 DECEMBER 2016

(continued)

Officer Recommendation

That Council receive the Minutes of the Audit Committee Meeting held on Thursday 15 December 2016.

MOTION

MOVED Cr McDonald

That Council receive the Minutes of the Audit Committee Meeting held on Thursday 15 December 2016.

SECONDED Cr White

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 1 DECEMBER 2016 – 10 JANUARY 2017 (INCLUSIVE)**

Director: Karena Prevett, Director Corporate Services

Author: Rachael Fellows, Acting Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM DocSetID</i>
1.	Councillors and CEO Meeting Record held Thursday 1 December 2016	2225538
2.	Deputation to Council United Dairyfarmers of Victoria Wannon Branch Meeting Record held on Tuesday 6 December 2016	2234055
3.	Councillor Workshop Meeting Record held on Tuesday 6 December 2016	2215889
4.	Meeting Record of the Casterton Livestock Saleyards Advisory Committee held on Friday 9 December 2016	2226384
5.	Councillors and CEO Meeting Record held on Tuesday 13 December 2016	2222144
6.	Council Briefing Session Meeting Record held on Tuesday 13 December 2016	2224018
7.	Meeting Record of the Community Grants Advisory Committee held on Thursday 15 December 2016	2225745
8.	Councillors and CEO Meeting Record held on Tuesday 10 January 2017	2232674
9.	Councillor Workshop Meeting Record held on Tuesday 10 January 2017	2232940

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:*

E1. ASSEMBLY OF COUNCILLORS RECORDS 1 DECEMBER 2016 – 10 JANUARY 2017 (INCLUSIVE)

(continued)

- *the names of all Councillors and staff at the meeting;*
- *a list of the matters considered;*
- *any conflict of interest disclosed by a Councillor; and*
- *whether a Councillor who disclosed a conflict left the room.*

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

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 Thursday 1 December 2016 – Tuesday 10 January 2017. 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:

- Councillors and CEO Meeting Record held Thursday 1 December 2016 (DocSetID: 2225538)
- Deputation to Council United Dairyfarmers of Victoria Wannon Branch Meeting Record held on Tuesday 6 December 2016(DocSetID: 2234055)
- Councillor Workshop Meeting Record held on Tuesday 6 December 2016 (DocSetID: 2215889)
- Meeting Record of the Casterton Livestock Saleyards Advisory Committee held on Friday 9 December 2016 (DocSetID: 2226384)
- Councillors and CEO Meeting Record held on Tuesday 13 December (DocSetID: 2222144)

E1. ASSEMBLY OF COUNCILLORS RECORDS 1 DECEMBER 2016 – 10 JANUARY 2017 (INCLUSIVE)

(continued)

- Council Briefing Session Meeting Record held on Tuesday 13 December 2016 (DocSetID: 2224018)
- Meeting Record of the Community Grants Advisory Committee held on Thursday 15 December 2016 (DocSetID: 2225745)
- Councillors and CEO Meeting Record held on Tuesday 10 January 2017 (DocSetID: 2232674)
- Councillor Workshop Meeting Record held on Tuesday 10 January 2017 (DocSetID: 2232940)

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.

d. Risk Management

Nil.

e. Resource Implications

Nil.

e. Charter of Human Rights and Responsibilities

Nil.

E1. ASSEMBLY OF COUNCILLORS RECORDS 1 DECEMBER 2016 – 10 JANUARY 2017 (INCLUSIVE)

(continued)

f. Budget Implication

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

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

Conclusion

This report is a summary of the Assembly of Councillors records for the period Thursday 1 December 2016 to Tuesday 10 January 2017 (inclusive).

Officer Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 1 December 2016 to Tuesday 10 January 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 Thursday 1 December 2016 to Tuesday 10 January 2017 (inclusive).

SECONED Cr Halliday**CARRIED**

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCE REPORT - DECEMBER 2016**

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

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Monthly Finance Report - December 2016	2232934

Executive Summary

The Finance Report up to the 31 December 2016 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this Council Agenda.

Background

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

Report

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

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

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

F1. MONTHLY FINANCE REPORT - DECEMBER 2016

(continued)

The report has been prepared on an accrual basis to ensure accurate matching of income and expenditure, both operating and capital items, for the year ending 31 December 2016.

The finance report provides a high level of financial reporting.

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

a. Council Plan Linkage and Policy Context

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

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

b. Legislative and Legal Considerations

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

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Risk Management

Not applicable.

e. Resource Implications

Not applicable.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

As outlined in monthly finance report.

F1. MONTHLY FINANCE REPORT - DECEMBER 2016

(continued)

Conclusion

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

Officer Recommendation

That the Monthly Finance Report for the period ending 31 December 2016 be received.

MOTION

MOVED Cr Hawker

That the Monthly Finance Report for the period ending 31 December 2016 be received.

SECONDED Cr White

CARRIED

F2. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

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

Separate Circulations – Non Confidential

No	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Planning Scheme Amendment C75 – Explanatory Report	2215959
2.	Appendix 1 – Summary of Stage 1 Changes to the Glenelg Local Planning Policy Framework	2215962

Executive Summary

The report recommends that Council resolve to seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* (the Act) to prepare and exhibit Amendment C75 to the Glenelg Planning Scheme.

The Amendment will completely update and restructure the Local Planning Policy Framework (LPPF) in line with current best practice. Details of the changes are outlined in the documentation contained in Attachment 1.

Background

The current LPPF structure and content was introduced as part of the Glenelg Planning Scheme on 24 December 1998. Since then there have been minor alterations over years updating various components of local policy. The most recent was Amendment C73 that introduced the Glenelg Sustainable Settlement Strategy on 24 April 2014.

The Planning Panel for Amendment C73 provided recommendations that the LPPF be updated and restructured. This was in context that both structure and context of much of the LPPF was out of date and redundant.

In June 2014 Council adopted the Planning Scheme Review. This document formed the strategic basis to review the entire LPPF and provided recommendations of how to update it.

More recently the Portland Industrial Land Strategy was adopted by Council in August 2016. The policy recommendations from this strategy have now been included as a new Clause 22 policy as part of the LPPF re-write.

Report

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 contained in Attachment 2.

F2. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

Specifically Amendment C75 will make the following changes to the Glenelg Planning Scheme:

- Provide eleven new Clauses from 21.01 through 21.11; and
- Provide a new Clause 22.01 Portland Industrial Areas.

Amendment C75 inserts the relevant direction and policy from all relevant major policy documents adopted by Council or State Government into the LPPF. The work is the culmination of reviewing over 5000 pages from these documents. It includes relevant policy dating back from 2007 right through until the recently adopted Portland Industrial Land Strategy in August 2016.

This amendment implements the first major review in 18 years of the LPPF since its inception in 1998. It will provide a robust policy to assist Council in determining planning permit decisions. The revised LPPF will also support implementing strategic planning projects such as structure plans and studies that are currently being undertaken.

a. Council Plan Linkage and Policy Context

Theme 3 to Manage and Sustain our Natural and Built Assets

b. Legislative and Legal Considerations

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

- 4 (1)(a) “to provide for the fair, orderly, economic and sustainable use, and development of land”;
- 4 (1)(e) “to protect public utilities and other assets and enable the orderly provision and coordination of public utilities and other facilities for the benefit of the community”; and
- 4 (1)(g) “to balance the present and future interests of all Victorians”.

c. Consultation and/or communication processes implemented or proposed

The planning scheme amendment will be publicly exhibited in accordance with Section 19 of the Act. As no properties are directly impacted exhibition will be undertaken in a general matter through local media rather than individual notice.

Targeted consultation has been undertaken with Department of Environment Land Water and Planning (DELWP). The advice from DELWP supports Council pursuing the Amendment as it will enable implementation of current and future strategic projects.

F2. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

d. Risk Management

Giving notice of the amendment will help minimize any risks that may arise from changes to the LPPF.

e. Resource Implications

The new LPPF will not increase the demand on the resource and administrative costs of Council. The amendment does not add any new permits triggers. It will improve how decisions are made on existing permit applications.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

h. Budget Implication

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

Conclusion

The proposed amendment is considered to be appropriate as per reasons detailed in the attached explanatory report – see Attachment 1. It will also provide an up to date structure for all future planning scheme amendments to rely upon.

Officer Recommendation

1. That Council seek authorisation from the Minister for Planning under Section 8A (3) of the 'Planning and Environment Act 1987' to prepare and exhibit Glenelg Planning Scheme Amendment C75 to rewrite the Local Planning Policy Framework as per documentation attached in the separate circulation.
2. That Council adopt the Local Planning Policy Framework re-write methodology as per documentation attached in the separate circulation.

F2. GLENELG PLANNING SCHEME AMENDMENT C75: LOCAL PLANNING POLICY FRAMEWORK

(continued)

MOTION

MOVED Cr McDonald

1. That Council seek authorisation from the Minister for Planning under Section 8A (3) of the '*Planning and Environment Act 1987*' to prepare and exhibit Glenelg Planning Scheme Amendment C75 to rewrite the Local Planning Policy Framework as per documentation attached in the separate circulation.
2. That Council adopt the Local Planning Policy Framework re-write methodology as per documentation attached in the separate circulation.

SECONDED Cr Stephens

CARRIED

**F3. GLENELG PLANNING SCHEME AMENDMENT C82 AUTHORISATION
REQUEST: ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 3 – RED-
TAILED BLACK COCKATOO PROTECTION**

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

Separate Circulations – Non Confidential

<i>No.</i>	<i>Separate Circulation</i>	<i>ECM</i>
1.	Supporting Documentation Amendment C82 Glenelg Planning Scheme – South-Eastern Red-tailed Black Cockatoo Habitat	2218011
2.	Glenelg Planning Scheme – Local Provision Maps Amendment C82	2218012
3.	Red-tailed Black Cockatoo Poster	2218016

Executive Summary

This report recommends that Council resolve to seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Amendment C83 to the Glenelg Planning Scheme.

Amendment C83 provides clearer protection of the habitat and feeding trees of the nationally endangered Red-tailed Black Cockatoo (RtBC). It does so by improving the written Clause Schedule 3 to the Environmental Significance Overlay (ESO3) which triggers the need for a planning permit to remove specific native vegetation, as well as increasing the overlay's area in the Shire.

Background

Birdlife Australia is an independent, not-for-profit organisation which aims to create a bright future for Australia's birds. Birdlife Australia have prepared this Amendment and submitted it to Council for consideration.

The RtBC is listed as 'Endangered' under the Commonwealth *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act), and is also listed as threatened in South Australia and Victoria.

The ESO3 protection was introduced into the Glenelg Planning Scheme in 2006. It is not providing sufficient protection of crucial habitat and feeding trees and is not simple to understand for landowners. Furthermore, the area it applies to (northern rural areas) does not represent the full habitat range of the RtBC species.

Report

Amendment C82 proposes to improve protection of habitat and feeding trees of the RtBC by:

- Expanding the overlay's coverage to match the known habitat area of the RtBC, which covers the majority of the Shire;

F3. GLENELG PLANNING SCHEME AMENDMENT C82 AUTHORISATION REQUEST: ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 3 – RED-TAILED BLACK COCKATOO PROTECTION

(continued)

- Improving the form of the Clause, which will bring it into alignment with the corresponding overlay in the West Wimmera Shire;
- Creating clearer permit triggers and exemptions, requiring a planning permit application for;
 - Removal or lopping of dead eucalyptus trees with a trunk diameter greater than 40 centimetres at 1.3 metres above ground level;
 - Removal or lopping of live hollow-bearing Eucalyptus; and
 - Removal or lopping of live Stringybark and Buloke trees of certain sizes (which provide seeds for the highly specialised diet of the RtBC).
- Creating clearer application guidelines and decision guidelines; and
- Including the Department of Environment, Land, Water & Planning (DELWP) as a ‘determining’ referral authority for applications to remove this vegetation.

The changes to the overlay have been discussed with DELWP prior to this request to Council.

a. Council Plan Linkage and Policy Context

The Amendment supports Theme 3 to Manage and Sustain our Natural and Built Assets. The Glenelg Planning Scheme Municipal Strategic Statement (Clause 21.09) there is an implementation item “to protect areas of critical breeding habitat of the endangered Red-tailed Black Cockatoo”.

b. Legislative and Legal Considerations

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

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

**F3. GLENELG PLANNING SCHEME AMENDMENT C82 AUTHORISATION
REQUEST: ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 3 – RED-
TAILED BLACK COCKATOO PROTECTION**

(continued)

c. Consultation and/or communication processes implemented or proposed

The Amendment will be publically exhibited via:

- Notice in the government gazette;
- Broad advertisement on Council outlets and local media;
- Notices to statutory authorities and prescribed Ministers; and
- Public information sessions will be held as part of the exhibition process.

d. Risk Management

Providing clearer guidance to landowners and Council around the protection of these crucial feeding and habitat trees will reduce the risk of illegal vegetation removal.

e. Resource Implications

It is not expected that the Amendment will result in an increase in planning permit applications. The overlay seeks to discourage clearance of critical vegetation. If an application is lodged the revised clause will make assessment clearer for the applicant and Council.

f. Charter of Human Rights and Responsibilities

Not applicable.

g. Sustainability and Environmental Considerations

The Amendment seeks to provide improved environmental biodiversity outcomes by protecting this endangered species. The Amendment aligns with the Commonwealth's National Recovery Plan (2007) for the RtBC.

h. Budget Implication

The Amendment poses no negative budget implication. All stages of the amendment process require the proponent (Birdlife Australia) to pay the relevant fees. The fees cover the cost of State Government fees as well as Council administration of the process (exhibition, panel if required).

**F3. GLENELG PLANNING SCHEME AMENDMENT C82 AUTHORISATION
REQUEST: ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 3 – RED-
TAILED BLACK COCKATOO PROTECTION**

(continued)

Conclusion

This Amendment improves regulation aimed at protecting the nationally endangered Red-tailed Black Cockatoo by providing better and clearer protection of its highly-specialised habitat and feeding trees (hollow eucalyptus, Stringybark and Buloke). The Amendment supports the objectives of Planning in Victoria, the Council Plan, and the Commonwealth's National Recovery Plan.

Officer Recommendation

That Council seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C82 to revise and expand the Environmental Significance Overlay Schedule 3 (protection of critical feeding and habitat trees for the Red-tailed Black Cockatoo) as included in the separate circulation document.

MOTION

MOVED Cr Stephens

That Council seek authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C82 to revise and expand the Environmental Significance Overlay Schedule 3 (protection of critical feeding and habitat trees for the Red-tailed Black Cockatoo) as included in the separate circulation document.

SECONDED Cr Wilson

CARRIED

Cr Stephens declared a Conflict of Interest in item F4. Appointment of Community members for Glenelg Shire Council Advisory Committee, and Cr Stephens left the room at 7.09pm.

F4. APPOINTMENT OF COMMUNITY MEMBERS FOR GLENELG SHIRE COUNCIL ADVISORY COMMITTEE

Director: Karena Prevett, Director Corporate Services
Author: Cherie Arnott, Administration Support Corporate Services

Executive Summary

This report seeks Council endorsement to appoint community representatives to serve in a voluntary capacity on the Volunteering and Wellbeing Advisory Committee and Casterton Railway Precinct Advisory Committee (aoC).

Background

At the Ordinary Council Meeting held Tuesday 22 November 2016, Council adopted the Terms of Reference (ToR's) for Glenelg Shire Council's Advisory Committees. The Terms of References required the Committee seek community members with appropriate skills and /or interest from within the Glenelg Shire through an Expression of Interest process. The nominated community representatives applied through a public Expression of Interest that was advertised in the Portland Observer on Friday 16 December 2016 and Casterton News Wednesday 21 December 2016. The Expression of Interest closed on Friday 6 January 2017 at 4.00pm.

Report

The nominations for the Volunteering and Wellbeing Advisory Committee were;

- Julie Amor;
- Tess Howells;
- Hilary Endacott;
- Erica Smith;
- Geraldine Flood;
- Trudy Thorp;
- Thelma Hoggan;
- Nicole Angelino;
- Carolyn Malseed; and
- Brett Matthews.

F4. APPOINTMENT OF COMMUNITY MEMBERS FOR GLENELG SHIRE COUNCIL ADVISORY COMMITTEE

(continued)

The nominations for the Casterton Railway Precinct Advisory Committee (aoC) were;

- Owen Stephens;
- (Lorna) Dawn Mill;
- Margaret Martin; and
- Michael McNamara.

a. Council Plan Linkage and Policy Context

This report has taken into consideration the Glenelg Shire Council Advisory Committee Policy.

b. Legislative and Legal Considerations

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

Unlike a special committee, an advisory committee does not have any delegated authority to act for, and on behalf of the Council, nor does it have any power to make decisions. Rather, an advisory committee provides advice and may make recommendations to the Council.

c. Consultation and/or communication processes implemented or proposed

Council established and appointed membership for a number of Advisory Committees at the Ordinary Council Meeting 22 November 2016.

d. Risk Management

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

e. Resource Implications

Resources are required to provide administrative support to the Committee.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities have been considered.

F4. APPOINTMENT OF COMMUNITY MEMBERS FOR GLENELG SHIRE COUNCIL ADVISORY COMMITTEE

(continued)

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implications

The Terms of Reference state that 'All Advisory Committee representatives and substitute representatives will be responsible for their own costs incurred in attending meetings of the Advisory Committee.

Councillors may claim for travel expenses incurred to attend a Council appointed Committee, in accordance with the Mayor and Councillor Entitlements Policy.'

Conclusion

Following Council approval of the Advisory Committee Terms of Reference and acceptance of the community representatives selected through the Expression of Interest process, the representatives will be formally notified of their selection

F4. APPOINTMENT OF COMMUNITY MEMBERS FOR GLENELG SHIRE COUNCIL ADVISORY COMMITTEES

(continued)

Officer Recommendation

1. That, in accordance with the Terms of Reference, Council approve the following community representatives to the Volunteering and Wellbeing Advisory Committee:
 - Julie Amour;
 - Tess Howells;
 - Hilary Endacott;
 - Erica Smith;
 - Geraldine Flood;
 - Trudy Thorp;
 - Thelma Hoggan;
 - Nicole Angelino;
 - Carolyn Malseed; and
 - Brett Matthews.

2. That, in accordance with the Terms of Reference, Council approve the following community representatives to the Casterton Railway Precinct Advisory Committee:
 - Owen Stephens;
 - (Lorna) Dawn Mill;
 - Margaret Martin; and
 - Michael McNamara.

F4. APPOINTMENT OF COMMUNITY MEMBERS FOR GLENELG SHIRE COUNCIL ADVISORY COMMITTEES

(continued)

MOTION

MOVED Cr Halliday

1. That, in accordance with the Terms of Reference, Council approve the following community representatives to the Volunteering and Wellbeing Advisory Committee:

- **Julie Amour;**
- **Tess Howells;**
- **Hilary Endacott;**
- **Erica Smith;**
- **Geraldine Flood;**
- **Trudy Thorp;**
- **Thelma Hoggan;**
- **Nicole Angelino;**
- **Carolyn Malseed; and**
- **Brett Matthews.**

2. That, in accordance with the Terms of Reference, Council approve the following community representatives to the Casterton Railway Precinct Advisory Committee:

- **Owen Stephens;**
- **(Lorna) Dawn Mill;**
- **Margaret Martin; and**
- **Michael McNamara.**

SECONDED Cr Hawker

CARRIED

Cr Stephens returned to the meeting at 7.11pm.

F5. 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)	2232733

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

F5. 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.

F5. 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 January 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 Stephens

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 Wilson

CARRIED

F6. GLENELG SHIRE COUNCIL COMMUNITY GRANTS REVIEW

Director: Edith Farrell, Director Community Services
Author: Phoebe Nagorcka-Smith, Social Planner

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Council Policy: Community Grants Program	2195866
2.	Community Grants Guidelines (Round 2) 2016-2017	2195865

Executive Summary

The purpose of this report is to brief Councillors on proposed amendments to the Community Grants Program as identified by the 2016-17 Round 1 Grants Advisory Committee meeting, and subsequent Community Grants process review.

Proposed amendments will align the Community Grants Program with key Council strategies and plans, enhance financial accountability of grants recipients, and bring the program into line with current best practice and community expectations.

Background

Discussions on proposed revisions to the Glenelg Shire Council Community Grants Program took place at the Grants Advisory Committee meeting held on 2 August 2016, and at a process evaluation meeting of Council Officers who administered the 2016-17 Round 1 Community Grants Program on 12 August 2016. Discussions centered around 3 main themes:

1. Alignment of assessment criteria with Council strategies and plans;
2. Grant recipient obligations; and
3. Program timelines and administration.

The aim of the Community Grants Program is to assist community organisations and groups to undertake activities and provide facilities to benefit citizens and residents of the Shire. The Glenelg Shire Council provides approximately \$162,000 each year for community grants. There are two rounds of funding each financial year, and applications are usually invited in July and February. Not for profit community organisations or groups are invited to submit an application in the following categories:

1. Recreation;
2. Public Halls;
3. Tourism;

F6. GLENELG SHIRE COUNCIL COMMUNITY GRANTS REVIEW

(continued)

4. Arts, Culture and Heritage;
5. Community Plan Support; and
6. Community Support.

Report

The Glenelg Shire Council is committed to enhancing community wellbeing, and encourages and supports a broad range of arts and cultural events, community, sporting, adult learning, social support clubs and organisations through targeted funding programs known as the Community Grants Program.

The August 2016 review of the Community Grants Program identified several minor enhancements to improve the way in which Council delivers the Community Grants Program.

Proposed enhancements are outlined below, grouped into themes.

1. Alignment of Assessment Criteria with Council Plans and Strategies

Glenelg Shire Council had developed a number of strategies and plans that aim to support the health and wellbeing of the community, including the Access and Inclusion (Disability) Action Plan, Municipal Public Health and Wellbeing Plan, and Volunteer Action Plan. Further, the newly adopted Community Engagement Framework highlights Glenelg Shire Council's commitment to public participation and inclusion. Reinforcing this work through embedding engagement, health and wellbeing into all Council policies and procedures will strengthen community outcomes and maintain Glenelg Shire Council's status as a leader in health promotion.

The proposed revision of weighted selection criteria includes a consideration of the impact of the relevant organisation and their project on the community, in terms of health and wellbeing, in the existing 'community involvement' and 'community benefit' criteria. The definition of health and wellbeing is broad, including physical, mental, social, environmental and spiritual health, with identified priority areas such as gender equity, healthy eating and activity, and lifelong learning specified for consideration.

2. Grant Recipient Obligations and Funding Conditions

Historically, grant acquittals have not evaluated recipients' adherence to funding conditions, presenting a challenge for transparent and accountable governance. Specifically, acquittals requested a final budget report from the applicant, including total project income and expenditure, but receipts and evidence of expenditure were not necessary. Additionally, recipients were not required to provide evidence of acknowledgement of Glenelg Shire Council in promotional material.

F6. GLENELG SHIRE COUNCIL COMMUNITY GRANTS REVIEW

(continued)

In order to enhance accountability, the revised Community Grants Program Policy includes specifications that acquittals must include receipts, or other evidence of expenditure, and examples of promotional material including an acknowledgement of Glenelg Shire Council funding. Criteria determining eligibility of organisations to apply for funding has also been amended to specify that, in addition to requiring successful acquittals, all funding conditions must have been met for previous Glenelg Shire Council grants in order for organisations to be considered eligible. To assist grant recipients with meeting funding conditions, guidelines for the acknowledgement of Glenelg Shire Council contributions and support will be developed by officers and made available with other supporting documentation on the Council website.

To provide the opportunity for closer relationships between Glenelg Shire Council and community groups, and positive promotion of the Community Grants Program, the revised policy requires recipients, or a representative, to attend an awards ceremony to accept their grant allocation. In addition to presenting awards to current recipients, this event provides a platform for the celebration of community work undertaken through previous grant rounds.

3. Program Timelines and Administration

Following the transfer of the Community Grants Program to the Smarty Grants web platform, reducing time delays caused by applications being lodged by mail, it is feasible to reduce the time Community Grants Program application may be lodged from four weeks to three week. This was recommended by Officers administering the Grants Program, to allow greater time to be spent on processing grant applications and related administrative tasks.

It is proposed that grant application, acquittal and assessment forms are amended to reflect updated funding conditions and selection criteria, and increase clarity and transparency around decision making. Changes to the application form include amendments to the description of grant categories and weighted selection criteria. The updated acquittal and assessment forms include requests for evidence of expenditure and promotional material, and space for more qualitative evaluation, such as case studies, that may be used for future marketing of the Grants Program.

F6. GLENELG SHIRE COUNCIL COMMUNITY GRANTS REVIEW

(continued)

a. Council Plan Linkage and Policy Context

Council Plan 2013-2017 - Theme 1 – Engaged, healthy, connected and proud community. This is supported by the strategy to ‘Empower our community through engagement and work in partnership to change for our shared best interest.’

The Community Grants Program Policy was approved by Council on 23 July 2013. It contains a section entitled ‘Funding Conditions’ which details ‘Council will determine the total amount of funding for the Community Grants Program as part of the Budget considerations each financial year. The allocations for each category will also be determined by Council through the Budget process and may be varied by Council decision at any time.’

b. Legislative and Legal Considerations

Recommendations within this report meet all relevant legislative and legal considerations related to the Community Grants Program.

c. Consultation and/or communication processes implemented or proposed

Suggested amendments to the Community Grants Program were formed in collaboration with Council Officers who administer the Community Grants program, and the Community Grants Advisory Committee.

d. Risk Management

All recommendations from the Community Grants Review contained within this report have no impact on the current Risk Management Criteria met by the Community Grants Program.

e. Resource Implications

The implementation of proposed amendments to the Community Grants Program will allow for more efficient use of existing resource allocations.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

The proposed amendments contained within this report have no impact on the Sustainability or Environmental factors. The weighted ratings criteria used in assessing applications for Community Grants Program funding consider the impact of the proposal on the environment and measures taken to minimise them remains the same.

F6. GLENELG SHIRE COUNCIL COMMUNITY GRANTS REVIEW

(continued)

h. Budget Implication

There are no budget implications associated with the proposals contained within this report.

Conclusion

The amendments to Glenelg Shire Council's Community Grants Program, as outlined in this report, will strengthen outcomes for our community through enhanced accountability measures and linkages with Council's strategic objectives. Amendments include minor adjustments in the areas of: alignment of assessment criteria with Council strategies and plans; grant recipient obligations; and program timelines and administration.

Officer Recommendation

That Council endorses the updated Community Grants Program policy, guidelines and associated documents.

MOTION

MOVED Cr Wilson

That Council endorses the updated Community Grants Program policy, guidelines and associated documents.

SECONDED Cr Hawker

CARRIED

F7. COUNCIL PLAN 2017-21 PROJECT SUMMARY

Director: Edith Farrell, Director Community Services
 Author: Phoebe Nagorcka-Smith, Social Planner
 Liz Regent, Strategic Planner

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Council Plan Development Project Plan	2218285
2.	Community Engagement Approach – Council Plan Development	2218286
3.	Municipal Public Health and Wellbeing Plan – Overview of MPHWP Project Plan	2218287

Executive Summary

This paper is to brief Directors and Council on the proposed project plans, timelines, scope of consultant work and engagement approach related to the development of the Glenelg Shire Council Plan 2017-21. This report also proposes that consultation for the Municipal Public Health and Wellbeing Plan is undertaken in tandem with community consultation for the Council Plan, given the overlaps and interrelationships between themes that may emerge, and to expedite the engagement process in a cost effective manner.

Background

The *Local Government Act 1989* requires Councils to develop and endorse a Council Plan by the June following each Local Government election period, and the *Public Health and Wellbeing Act 2008* requires Council to endorse a Municipal Public Health and Wellbeing Plan within 12 months of each Local Government Election Period. The Council Plan drives the strategic direction of Council for the proceeding four years, and highlights priority areas for action to the community. Council Plan and Municipal Public Health and Wellbeing Plan development is typically undertaken collaboratively by Councillors, Council staff, and the wider community.

To date, the Glenelg Shire Extended Leadership Team has taken part in preliminary internal workshops to contribute ideas to the Council Plan development process, identify tentative key themes and draft priority action areas to help inform future community engagement. Subsequently, an internal Project Control Group has been formed to steer the further development of the Council Plan. The Project Control Group consists of the Chief Executive Officer, Director Community, Strategic Planner and Social Planner.

The Project Control Group will guide:

1. Project brief development;
2. Community engagement approach; and
3. Consultation phase and plan development.

F7. COUNCIL PLAN 2017-21 PROJECT SUMMARY

(continued)

Report

Project phases and timelines are outlined below.

Project summary

Council Plan development will include the following phases:

- Phase 1 Planning - development of a project plan, consultant brief and contract documentation;
- Phase 2 Initiation- engagement of consultant and initiation meeting;
- Phase 3- Community Engagement - stage one, incorporating engagement for the Municipal Public Health and Wellbeing Plan;
- Phase 4 Plan Development- draft plan development;
- Phase 5 Formal Consultation – exhibition of draft Council Plan (stage two);
- Phase 6 Adoption – final Council Plan adoption by Council;
- Phase 7 Publication - final Council Plan published; and
- Phase 8 Evaluation - process evaluation.

Community engagement approach

In accordance with Council's adopted Community Engagement Framework, Glenelg Shire is committed to meaningful community engagement that enables community members to have input into decision making and Council direction. The community engagement approach proposed is based on the IAP2 engagement spectrum and will seek to inform, consult, involve and collaborate with community members to: identify key positives and negatives related to life in the Glenelg Shire; define a clear vision; contribute to objectives or outcomes; and prioritise activities and projects.

Community engagement will take place in two stages: stage one (February/March 2017) will gather community input into themes, objectives and actions, in order to form a draft plan; and stage two (April/May 2017) will seek feedback on the draft plan. Engagement activities in stage one will include special purpose Councillor workshops, meetings with key stakeholders, place-based community workshops, written submissions and online engagement through Your Say Glenelg. Community engagement methods will be creative and engaging, to draw out the opinions and vision of participants. Round one of community engagement will be led by consultancy group Liminal by Design, and supported by Glenelg Shire Council staff.

F7. COUNCIL PLAN 2017-21 PROJECT SUMMARY

(continued)

In round two, public display of the draft document will be supported by public information sessions, provision for written submissions or online comment Your Say Glenelg. Round two of community engagement will be led by Glenelg Shire Council staff.

Timeline

Phase	TASK	Dec	Jan	Feb	March	April	May	June
1	Project Planning							
2	Project Initiation Preparation of Stakeholder Engagement Plan (SEP) and endorsement by Council							
3	Engagement-Consultation with Councillors, Staff, Stakeholder groups and the community in accordance with adopted SEP Consultation report and briefing to Council and staff							
4	Development of Council Plan							
5	Formal exhibition and public information sessions at Portland, Heywood and Casterton							
6	Adoption of Council Plan							
7	Publication							
8	Evaluation							

F7. COUNCIL PLAN 2017-21 PROJECT SUMMARY

(continued)

a. Council Plan Linkage and Policy Context

This report relates to the development of both the Council Plan and Municipal Public Health and Wellbeing Plan. This report has been prepared with reference to the Glenelg Shire Council Community Engagement Framework and Council's Procurement Policy.

b. Legislative and Legal Considerations

A Council Plan is required by the *Local Government Act 1989* and the Municipal Public Health and Wellbeing Plan is required by the *Public Health and Wellbeing Act 2008*. The development of these plans will be done in accordance with these acts.

c. Consultation and/or communication processes implemented or proposed

Extensive community consultation is being proposed to inform the development of the Council Plan and Municipal Public Health and Wellbeing Plan.

d. Risk Management

All proposals contained within this report fall within Glenelg Shire Council's risk management policy.

e. Resource Implications

Staff will be required to manage the project and to attend consultation session and arrange venues and catering.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

The proposals contained within this report will have minimal impacts on sustainability or environmental risk factors. Community engagement methods will be planned to minimise resource use such as through printing.

h. Budget Implication

Budget for the development of both the Council Plan and Municipal Public Health and Wellbeing Plan have been factored in to the relevant 2016-17 operational budgets.

F7. COUNCIL PLAN 2017-21 PROJECT SUMMARY

(continued)

Conclusion

The approach put forward for development of the Council Plan for 2017-2021 will provide for a clear transparent direction for Council that is informed by community expectations and vision for the shire. The proposed approach provides increased opportunity for community input and adequate consideration of public feedback. A comprehensive community engagement approach will ensure a rigorous and relevant Council Plan, and Municipal Public Health and Wellbeing Plan, is developed for the next four years.

Officer Recommendation

That Council note the proposed engagement and development process for the Council Plan and Municipal Public Health and Wellbeing Plan.

MOTION

MOVED Cr Stephens

That Council note the proposed engagement and development process for the Council Plan and Municipal Public Health and Wellbeing Plan.

SECONDED Cr McDonald

CARRIED

F8. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE COMMUNITY REPRESENTATIVES

Director: Paul Healy, Director Assets
Author: Gary Bebbington, Local Port of Portland Bay Manager

Executive Summary

This report is to seek endorsement from Council on the preferred appointment of the three (3) community members for the Local Port of Portland Bay Advisory Committee.

Background

Council advertised for submissions seeking three (3) community members for membership of the Local Port of Portland Bay Advisory Committee. Submissions closed at 4.00 pm on Friday 6 January 2017.

Report

The Terms of Reference (ToR) for the Local Port of Portland Bay Advisory Committee require three (3) community representatives. Applications were received from six people.

An evaluation of the six written submissions was undertaken by three independent persons outside of the Local Port staff. These were:

1. Harbour Master, Port of Portland.
2. Emergency Management Officer, Glenelg Shire Council.
3. OHS & Emergency Officer, Glenelg Shire Council.

Candidates were evaluated using a weighted matrix on the following criteria:

- Experience in Port Operations and Legislation/Acts;
- Knowledge of OH&S / Risk Management;
- Previous committee / organisation involvement;
- Commercial fishing experience; and
- Recreational boating experience.

F8. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE COMMUNITY REPRESENTATIVES

(continued)

Three (3) candidates were selected based on the evaluation scores. They were:

Mr John Sealey;

Mr Les Thomas; and

Mr Michael Pickles.

a. Council Plan Linkage and Policy Context

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

b. Legislative and Legal Considerations

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

c. Consultation and/or communication processes

Council advertised for Committee members and the submissions were evaluated against a weighted criteria by three independent persons outside of the Local Port staff.

d. Risk Management

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

e. Resource Implications

There are no resource implications.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

F8. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE COMMUNITY REPRESENTATIVES

(continued)

h. Budget Implication

There is no budget implication. Advisory Committee members receive no remuneration.

Conclusion

The three candidates chosen demonstrated knowledge and experience in the fields required and it is recommended they be offered positions on the Local Port of Portland Bay Advisory Committee.

Officer Recommendation

That, in accordance with the Terms of Reference, Council approves the following community representatives to the Local Port of Portland Bay Advisory Committee:

- Mr John Sealey;
- Mr Les Thomas; and
- Mr Michael Pickles.

MOTION**MOVED Cr White**

That, in accordance with the Terms of Reference, Council approves the following community representatives to the Local Port of Portland Bay Advisory Committee:

- **Mr John Sealey;**
- **Mr Les Thomas; and**
- **Mr Michael Pickles.**

SECONDED Cr McDonald**CARRIED**

ANY OTHER PROCEDURAL MATTER:

URGENT BUSINESS:

1. Alcoa

MOTION

MOVED Cr Stephens

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

SECONDED Cr Wilson

CARRIED

MOTION

MOVED Cr Stephens

That Council write to the Prime Minister, Hon Malcom Turnbull, the Premier of Victoria, Hon Daniel Andrews, the Federal Member for Wannon, Hon Dan Tehan MP, the Federal Member for Flinders, Hon Greg Hunt MP and the Federal Member for Kooyong, Hon Josh Frydenburg MP to acknowledge their visit and to thank them for their support and funding of Alcoa.

SECONDED Cr Wilson

CARRIED

URGENT BUSINESS:

(continued)

2. Budj Bim

MOTION

Moved Cr Stephens

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

SECONDED Cr McDonald

CARRIED

MOTION

MOVED Cr Stephens

That Council write a letter to the Prime Minister, Hon Malcom Turnbull and Federal Member for Kooyong, Hon Josh Frydenburg thank them for their nomination for Budj Bim as a World Heritage listing.

SECONDED Cr McDonald

CARRIED

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

- D1. Recommendation from Casterton Livestock Saleyards Advisory Committee Meeting 9 December 2016
- D2. Recommendation from Tourism Advisory Committee meeting 6 December 2016
- E1. Assembly of Councillors Records 1 December 2016 – 10 January 2017 (Inclusive)
- F1. Monthly Finance report - December 2016
- F2. Glenelg Planning Scheme Amendment C75: Local Planning Policy Framework
- F3. Glenelg Planning Scheme Amendment C82 Authorisation Request: Environmental Significance Overlay Schedule 3 – Red-Tailed Black Cockatoo Protection
- F6. Glenelg Shire Council Community Grants Review
- F7. Council Plan 2017-21 Project Summary

Separate Circulation to Councillors, CEO and Directors

- D3. Minutes of the Audit Committee Meeting held on 15 December 2016
- F5. Councillor and Chief Executive Officer Leave of Absence Register

Recommendation

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

MOTION

MOVED Cr Wilson

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

SECONDED Cr Stephens

CARRIED

CLOSURE OF COUNCIL MEETING:

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.29pm.

I HEREBY CERTIFY THAT PAGES 1 to 57 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

28 February 2017

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