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**Glennelg Shire Council**  
**Minutes of the Ordinary Council Meeting held on**  
**Tuesday, 28 March 2017 at 7.00pm, at**  
**Narrawong Mechanics Institute Hall**  
**Windham Street, Narrawong**

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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 and Cr Gilbert Wilson.

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Acting Director Assets (Mr Chris Saunders), Director Corporate Services (Mrs Karena Prevett), Director Community Services (Ms Edith Farrell), Senior Administration Officer Corporate Services (Rachael Fellows), Council Support Coordinator (Kylie Walford).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 28 February 2017, as circulated, be confirmed.

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

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

**SECONDED Cr Hawker****CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

**CONFLICT OF INTEREST**

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

*An online copy of the Local Government Act is available at [www.localgovernment.vic.gov.au](http://www.localgovernment.vic.gov.au) select – legislation. Alternatively, a printed copy is available for Councillors upon request'.*

*Mayor Councillor Anita Rank provided an apology to Mr Michael Byrne on behalf of Council for the way the matter was handled at the last Ordinary Council Meeting.*

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:QUESTIONS FROM THE GALLERY:**1. Reinstatement of Ridings and Wards**

Mr Owen Roberts of Narrawong asked the following question;

*Will the present Council consider the current structure of Council with a view to the reinstatement of ridings or wards prior to the next Local Government Election, to ensure balanced representation throughout the whole of the Shire (if necessary, a referendum of ratepayers could be conducted in conjunction with the issue of annual rate notices)?*

Director Corporate Services, Ms Prevett advised that it is the Victorian Electoral Commission (VEC) that determines the structure and composition and the VEC undertake periodical reviews on the composition to which Council's and ratepayers can provide input.

QUESTIONS FROM THE GALLERY:**2. Issue arising from last Ordinary Council Meeting**

Mr Michael Byrne of Cape Bridgewater asked the following question;

- a. *Do you understand the reason why this matter will be referred to the appropriate independent authority to investigate the behaviour that occurred at the last Council Meeting?*

Mayor Cr Rank advised that she did understand.

- b. *Do you understand that there needed to be a public apology given to me?*

Mayor Cr Rank advised that this question will be taken on notice.

*\* An amendment to the minutes of the Ordinary Council Meeting of 28 March 2017 was made at the Ordinary Council Meeting on 26 April 2017, whereby the Mayor stated that she did understand 'the question'.*

**3. Bike and Walking Paths in Narrawong**

Ms Christine Markulev of Narrawong asked the following question;

- a. *Are there any plans for a bike and walking track from Narrawong to Portland?*

Chief Executive Officer, Mr Burgoyne advised that Council does not have this on the radar in terms of planning.

- b. *Are there any plans for walking or bike tracks within the whole township of Narrawong?*

Chief Executive Officer, Mr Burgoyne advised that a community based plan for the township of Narrawong would be required to consider the connectivity issues and then discussions with Council on how they might be incorporated into future plans for Narrawong.

**4. Out of Hours Family Care**

Ms Ellen Harper of Narrawong asked the following question;

- a. *What is the Shire going to do for shift workers and families to support after hours care that the day care centres provide?*

Director Community Services, Ms Farrell advised that Council has undertaken a process to exit from that service, however through that we have undertaken a very rigorous communication process and issued no less than 12 notices to all families that have been involved in the service, and can provide copies of those if you needed. Ms Farrell advised that Council had been working very closely with the YMCA and the YMCA have actually taken on that service, so the service has not been lost to the community, it's simply been provided by another provider.

QUESTIONS FROM THE GALLERY:

(continued)

- b. Can the Glenelg Shire Council assist in providing out of hours child care for the Narrawong School?*

Director Community Services, Ms Farrell advised that after school care is a different type of care arrangement. This would need to be done in collaboration with the school and is certainly something that could be considered through a community Township Plan.

A. NOTICES OF MOTION:B. DEPUTATIONS:**B1. COMMUNITY PRESENTATION OF NARRAWONG KANG-O-MEERTEEK SMALL TOWN TRANSFORMATION PROJECT**

Graham Coffey of Regional Arts Victoria provided a presentation to the Council on the Narrawong Kang-O-Meerteek Small Town Transformation.

Catherine Bailey (Project Manager) provided a presentation to Council on the Narrawong Kang-O-Meerteek Small Town Transformation Project.

C. PETITIONS:**C1. PETITION RECEIVED REGARDING ADDITIONAL POOL ACCESS STAIRS AT THE MERINO POOL**

Director: Paul Healy, Director Assets

Author: Paul Healy, Director Assets

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Petition for Additional Pool Access Stairs at the Merino Pool	2256313

Executive Summary

The purpose of this report is for Council to receive the petition requesting additional pool access stairs at the Merino pool and to make a recommendation on this matter.

Background

The Merino pool, including the access ladder, was compliant at the time the facility was built, and there are no outstanding building compliance issues at this facility to trigger an upgrade or works. The current access ladder is in good useable condition, however during a condition and compliance assessment of all Council pools, it was stated that the access to the Merino pool was not sufficient and recommended the provision of a drop in removable stair unit referencing both the Disabled Access and Facilities checklist and the Royal Life Saving society.

Report

Council recently investigated options for a portable stair unit to be custom made to suit the pool and of a commercial grade. The findings from this investigated determined that in order for the portable stair unit to meet Australian Standards it would result in increased manual handling issues due to being a large unit and the unit would take up significant lane space.

The process to manage requests for new projects requiring capital funds is to refer all requests to future Capital Works programs for consideration against all Capital projects as part of Councils budget process.

Conclusion

It is recommended that Council receive the petition and advise the petition organiser that the request for additional pool access stairs at the Merino pool will be referred to the 2017/18 draft Capital Works Program for Council to consider as part of the budget process.



**C1. PETITION RECEIVED REGARDING ADDITIONAL POOL ACCESS STAIRS AT THE MERINO POOL**

(continued)

**Officer Recommendation**

1. That Council receive the petition in accordance with Glenelg Shire Councils Meeting Procedure.
2. That Council refer the petition requesting additional pool access stairs at the Merino pool to the 2017/18 draft Capital Works Program for consideration against all other Capital projects as part of Council's budget process.
3. That Council advise the petition organiser of Councils decision.

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

1. That Council receive the petition in accordance with Glenelg Shire Councils Meeting Procedure.
2. That Council refer the petition requesting additional pool access stairs at the Merino pool to the 2017/18 draft Capital Works Program for consideration against all other Capital Works projects as part of Council's budget process.
3. That Council advise the petition organiser of Council's decision.

**SECONDED Cr Wilson****CARRIED**

D. COMMITTEE REPORTS:**D1. RECOMMENDATION FROM GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE 14 FEBRUARY 2017**

Director: Edith Farrell, Director of Community Service

Author: Rachel Brough, Acting Aboriginal Development Officer

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Glenelg Shire Council Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday, 14 February 2017	2255419

Executive Summary

The purpose of this report is to brief the Council on the recommendations contained in the Aboriginal Advisory Committee meeting record of 14 February 2017. Specifically the Advisory Committee moved 2 recommendations including the establishment of a working group for National Reconciliation Week event for the Glenelg Shire Council. This report also details a recommendation of the Advisory Committee requesting Council write a letter to the Minister for Indigenous Health and Aged Care.

Background

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

1. Progress towards the implementation of the Glenelg Aboriginal Partnership Plan 2017-2020;
2. Developing a communication and engagement strategy;
3. Promoting active stakeholder and community participation in the implementation of the Plan;
4. Educating the community about the rationale, goals and strategies of the Agreement and Partnership Plan; and
5. Reporting to stakeholders on progress towards meeting the goals of the Agreement and Partnership Plan.

**D1. RECOMMENDATION FROM GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE 14 FEBRUARY 2017**

(continued)

Report

The recommendations that were made by the Committee are as follows:

1. *Recommendation: To establish a working group for the Glenelg Reconciliation Week event.*

*MOTION: Cr Karen Stephens*

*MOVED: Roslyn Pevitt*

*SECOND: Denis Rose*

**CARRIED**

2. *Recommendation: For Glenelg Shire Council to write a letter to the newly appointed Minister for Indigenous Health and Aged Care, Ken Wyatt, to congratulate him, invite him to come and explore the Budj Bim World Heritage Nominated Site, advise on what we are undertaking, and provide a copy of the agreement. The Committee suggested the letter to be signed by the Mayor and Board Presidents.*

- a. Council Plan Linkage and Policy Context

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

- b. Legislative and Legal Considerations

There are no legislative or legal considerations.

- c. Consultation and/or communication processes

Not applicable.

- d. Risk Management

Not applicable to this report.

- e. Resource Implications

There are no resource implications with this recommendation.

- f. Charter of Human Rights and Responsibilities

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

- g. Sustainability and Environmental Considerations

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

**D1. RECOMMENDATION FROM GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE 14 FEBRUARY 2017**

(continued)

h. Budget Implications

Not Applicable.

Conclusion

It was noted that due to the discussion and feedback from the previous National Reconciliation event, improvements would be assisted with establishment of a working group from the Advisory Committee.

A written letter to the Minister for Indigenous Health and Aged Care, Ken Wyatt, was considered timely to highlight the GAPP partnership and in consideration of the current Budj Bim World Heritage Nomination.

Officer Recommendations

1. That Council endorse the establishment of a working group of members from the GMQAAC for the 2017 Glenelg Reconciliation Week event.
2. That Council endorse the compilation of a letter to be signed by the Mayor and Board Presidents to the appointed Minister for Indigenous Health and Aged Care, Ken Wyatt.

**MOTION**

**MOVED Cr Stephens**

1. **That Council endorse the establishment of a working group of members from the GMQAAC for the 2017 Glenelg Reconciliation Week event.**
2. **That Council endorse the compilation of a letter to be signed by the Mayor and Board Presidents to the appointed Minister for Indigenous Health and Aged Care, Ken Wyatt.**

**SECONDED Cr Halliday**

**CARRIED**

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 FEBRUARY 2017 – 14 MARCH 2017 (INCLUSIVE)**

Director: Karena Prevett, Director Corporate Services

Author: Rachael Fellows, Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM DocSetID</i>
1.	Meeting Record of the Casterton Railway Precinct Advisory Committee Friday 3 February 2017	2259369
2.	Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee Tuesday 14 February 2017	2255419
3.	Meeting Record of the Volunteering and Wellbeing Advisory Committee Thursday 23 February 2017	2253966
4.	Meeting Record of the Tourism Advisory Committee Tuesday 28 February 2017	2257642
5.	Councillors and CEO Meeting Record Tuesday 28 February 2017	2253352
6.	Councillor Briefing Session Meeting Record Tuesday 28 February 2017	2256581
7.	Councillor and CEO Meeting Record Tuesday 14 March 2017	2260313
8.	Presentation by Local Government Investigations and Compliance Inspectorate – David Wolf Tuesday 14 March 2017	2260314
9.	Councillor Workshop Meeting Record Tuesday 14 March 2017	2260365

**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 FEBRUARY 2017 – 14 MARCH 2017 (INCLUSIVE)**

(continued)

**Separate Circulations – Confidential**

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

No.	<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.	Meeting Notes Glenelg Municipal Fire Management Planning Committee Wednesday 15 February 2017	Any other matter which the Council or Special Committee Considers would prejudice the Council or any person – Section 89 (2) (h) of the Local Government Act 1989	2251461
2.	Meeting Notes Glenelg Municipal Emergency Management Planning Committee Wednesday 15 February 2017	Any other matter which the Council or Special Committee Considers would prejudice the Council or any person – Section 89 (2) (h) of the Local Government Act 1989	2251460

**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).

**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 FEBRUARY 2017 – 14 MARCH 2017 (INCLUSIVE)**

(continued)

Department of Community Development and Planning circular L97 advises that Assembly of Councillors records “*only needs to be a simple document that records:*

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

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 Friday 3 February 2017 – Tuesday 14 March 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 Railway Precinct Advisory Committee Friday 3 February 2017 (DocSetID: 2259369);
- Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee Tuesday 14 February 2017(DocSetID: 2255419 ;
- Confidential Meeting notes of the Municipal Fire Management Planning Committee held on Wednesday 15 February 2017(DocSetID:2251461);

**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 FEBRUARY 2017 – 14 MARCH 2017 (INCLUSIVE)**

(continued)

- Confidential Municipal Emergency Management Planning Committee held on Wednesday 15 February 2017 (DocSetID 2251460);
- Meeting record of the Volunteering and Wellbeing Advisory Committee held on Thursday 23 February 2017 (DocSetID: 2253966);
- Meeting record of the Tourism Advisory Committee held on Tuesday 28 February 2017(DocSetID: 2257642);
- Councillors and CEO Meeting record held on Tuesday 28 February 2017 (DocSetID: 2253352);
- Councillor Briefing Session Meeting record held on Tuesday 28 February 2017 (DocSetID: 2256581);
- Councillor and CEO Meeting Record held on Tuesday 14 March 2017 (DocSetID: 2260313);
- Presentation by Local Government Investigations and Compliance Inspectorate – David Wolf Meeting record held on Tuesday 14 March 2017 (DocSetID: 2260314); and
- Councillor Workshop Meeting Record held on Tuesday 14 March 2017(DocSetID: 2260365).

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.



**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 FEBRUARY 2017 – 14 MARCH 2017 (INCLUSIVE)**

(continued)

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.

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 Friday 3 February 2017 – Tuesday 14 March 2017 (inclusive).

Officer Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Friday 3 February 2017 – Tuesday 14 March 2017 (inclusive).

**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 FEBRUARY 2017 – 14 MARCH 2017 (INCLUSIVE)**

(continued)

**MOTION**

**MOVED Cr Wilson**

- 1. That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Friday 3 February 2017 – Tuesday 14 March 2017 (inclusive),**
- 2. That the following changes be made to the Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee:**
  - a. Correct spelling of Ken White to Ken Wyatt; and**
  - b. Chief Executive Officer, Greg Burgoyne and Mayor Councillor Anita Rank, left the meeting after item 5.6 at 10.40am.**

**SECONDED Cr Hawker**

**CARRIED**

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCIAL REPORT – FEBRUARY 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 – February 2017	2260102

Executive Summary

The Financial Report up to the 28 February 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 – FEBRUARY 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 28 February 2017.

The financial report provides a high level of financial reporting.

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

a. Council Plan Linkage and Policy Context

The monthly financial 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 financial 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 – FEBRUARY 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 28 February 2017 be received.

**MOTION**

**MOVED Cr Hawker**

**That the Monthly Financial Report for the period ending 28 February 2017 be received.**

**SECONDED Cr McDonald**

**CARRIED**

**F2. ADOPTION OF 2017/2018 FEES AND CHARGES SCHEDULE**

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

**Separate Circulations – Non Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Fees and Charges Schedule 2017-2018 Financial Year	2260403
2.	Statutory Fees and Charges Schedule 2017-2018 Financial Year	2260404

**Executive Summary**

The purpose of this report is to enable Council to adopt the Fees and Charges schedule for the 2017/18 financial year.

**Background**

As part of its annual Budget preparation process, Council reviews its suite of user fees and charges. These fees and charges need to be adopted prior to the release of the Council Budget, so they can commence on 1 July each year. This enables the incorporation of proposed fees and charges into the coming year's budget, and ensures that sufficient notice is provided to service users and customers.

**Report**

All Council's fees and charges have been reviewed for the 2017/2018 financial year. A number of fees and charges are fixed by the Federal or State Government and are non – discretionary. Fees and charges that are discretionary and set by Council have been reviewed by the relevant service area.

As a guiding principle, the Council's Strategic Resource Plan was based on an average increase of two percent (2.0%), with the exception of statutory fees (determined by external legislation and not Council) and those items impacted by rounding. Any other fee or charge that has either increase / decreased by greater than two percent (2.0%) has been considered by Council.

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

The fees and charges schedule links to the Council Plan, particularly key objective: (4) – Govern in a responsible and responsive way.

**b. Legislative and Legal Considerations**

Statutory fees governed by legislation have been considered.

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

Service recipients and customers have been given sufficient notice of the fees and charges effective from the 1 July 2017.

**F2. ADOPTION OF 2017/2018 FEES AND CHARGES SCHEDULE**

(continued)

d. Risk Management

Not applicable.

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 Implication

As per the attached report.

Conclusion

As service recipients and customers should be given reasonable notice prior to a fee or charge changing, the adoption of the fees and charges for the 2017/2018 financial year will provide reasonable notice period and commencement of the new fees and charges on 1 July 2017, it is therefore recommended that the Fees and Charges for 2017/2018 be adopted.

Officer Recommendation

1. That Council adopt the fees and charges contained in the 2017/2018 Fees and Charges schedule, separately circulated, subject to Council reserving the right to vary the fees and charges during the 2017/2018 financial year following completion of any subsequent reviews.
2. That Council, as a matter of policy, set all statutory fees and charges at the maximum level permitted by the relevant Act or Regulation, unless otherwise specified in the 2017/2018 Fees and Charges document.

**F2. ADOPTION OF 2017/2018 FEES AND CHARGES SCHEDULE**

(continued)

**MOTION**

**MOVED Cr Stephens**

- 1. That Council adopt the fees and charges contained in the 2017/2018 Fees and Charges schedule, separately circulated, subject to Council reserving the right to vary the fees and charges during the 2017/2018 financial year following completion of any subsequent reviews.**
- 2. That Council, as a matter of policy, set all statutory fees and charges at the maximum level permitted by the relevant Act or Regulation, unless otherwise specified in the 2017/2018 Fees and Charges document.**

**SECONDED Cr Wilson**

**CARRIED**



### **F3. COUNCIL POLICY REVIEW AND DEVELOPMENT – MAYOR AND COUNCILLOR ENTITLEMENTS**

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

#### Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	DRAFT Council Policy – Mayoral and Councillor Entitlements	815362

#### Executive Summary

The purpose of this report is to enable Council to consider the reviewed Council Policy – Mayor and Councillor Entitlements.

#### Background

Council at its meeting held on 15 December 2015 adopted a revised Mayor and Councillor Entitlements Policy.

Following the General Election held in October 2016, a revised Policy is now presented for Council's consideration.

#### Report

As a result of the Policy review, some minor changes and wording enhancements have been made to the Policy. Following are the main content amendments proposed to the Mayoral and Councillor Entitlements Policy. All amendments have been highlighted in tracked changes on the separate circulation to this report, to enable Council to view the changes.

Clause	Title	Proposed Change/Amendments/Inclusions etc.
1.1	Level of Allowance	Amendment - Allowance reviews are required to take place with six months of a General Election (not 7) – Legislative change.
1.2	Allowance for Acting Mayor	Amendment – Has been incorporated into 1. Allowance Provision - Acting Mayor may receive Mayoral Allowance for a continuous period exceeding 50 days – this amendment is in accordance with Section 74A(1A) <i>Local Government Act</i> .
3.	Provision of information technology, office equipment and telecommunication links	Addition – As Councillors are not public officers, records that Councillors send or receive are not public records, unless communication is received by a Council Officer, then it becomes a public record – as defined in S2 <i>Records Management Act</i> .

**F3. COUNCIL POLICY REVIEW AND DEVELOPMENT – MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

7.	Goods & Services Tax	Tax invoices for purchases or payments has been increased to \$85.50 in accordance with the Australian Taxation Office.
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a. Council Plan Linkage and Policy Context

This Policy links to the Council Plan, particularly theme four 'Govern in a responsible and responsive way'.

The Policy also links to a range of Glenelg Shire policies including the Councillor Code of Conduct.

b. Legislative and Legal Considerations

As per Section 75B(1) of the *Local Government Act 1989*:

“A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees”.

c. Consultation and/or communication processes implemented or proposed

The Mayoral and Councillor Entitlements Policy was provided to all Councillors in October 2016.

d. Risk Management

As all electronic information transmitted and received by Councillors is the property of the Glenelg Shire from a legal and legislative perspective, all incoming correspondence to Council must be managed in accordance with relevant legislation, including the *Public Records Act* and established policies and procedures.

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

The revised Policy and this report have considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

g. Sustainability and Environmental Considerations

The introduction of Tablets and iPhone technology has reduced duplication in services, reduced photocopying and printing costs, and has replaced outdated equipment that is costly for Council to maintain.

**F3. COUNCIL POLICY REVIEW AND DEVELOPMENT – MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

h. Budget Implications

The direct costs incurred in accordance with this Policy are included in the 2016/2017 Council Budget. The indirect costs of staff time to administer the Policy are included in the salary budgets for the Chief Executive Officer's Department – Council Support.

Conclusion

That Council consider the revised Council Policy – Mayor and Councillor Entitlements as recommended.

Officer Recommendation

That the revised Council Policy 'Mayor and Councillor Entitlements' be adopted.

**MOTION**

**MOVED Cr Stephens**

**That the revised Council Policy 'Mayor and Councillor Entitlements' be adopted.**

**SECONDED Cr Halliday**

**CARRIED**

#### **F4. COUNCILLOR & MAYORAL ALLOWANCES**

Director: Karena Prevett, Director Corporate Services  
Author: Scott Millard, Corporate Coordinator

##### Executive Summary

The purpose of this report is to enable Council to determine the Councillor and Mayoral Allowances as required by the *Local Government Act 1989*.

##### Background

Section 74(1) of the *Local Government Act 1989* (the Act) provides for each Council to review and determine Councillor and Mayoral allowances within six months after a general election or by the next 30 June (whichever is later). The allowances fixed become payable for the next four years subject to any variations or adjustments by the Minister for Local Government.

At its 13 December 2016 meeting, the Council proposed to:

- (a) Fix the Councillor allowance at \$24,730 per annum plus any adjustments as determined by the Minister for Local Government.
- (b) Fix the Mayoral allowance at \$76,521 per annum plus any adjustments as determined by the Minister for Local Government.
- (c) Provide the Mayor and Councillors an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance.

Under the provisions of Sections 74(4) and 223 of the Act, the proposed allowances were required to be subjected to a public submission process.

The Council appointed Councillors Rank, Wilson and White to an advisory committee with the express purpose to hear submissions on the proposed Councillor and Mayoral allowances.

The committee was scheduled to meet at 3.00pm on 28 February 2017.

##### Report

In accordance with the Act, public notices advertising the proposed Councillor and Mayoral allowances appeared in the following newspapers:

- Casterton News on 17 January 2017; and
- Portland Observer on 20 January 2017.

The public notice informed the community of the Council's intention to fix the Councillor & Mayoral Allowances, with submissions closing at 5.00pm, Monday 20 February 2017.

**F4. COUNCILLOR & MAYORAL ALLOWANCES**

(continued)

No submissions were received by the advertised closing date, consequently there was no requirement for the advisory committee to meet.

a. Council Plan Linkage and Policy Context

The review links to the Council Plan, Theme 4 Govern in a responsible and responsive way.

The review is also consistent with 'Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources - April 2008'.

b. Legislative and Legal Considerations

Section 74(1) of the Act requires that councils must review and determine the level of Councillor and Mayoral allowances within six months after a general election or by the next 30 June, whichever is later.

c. Consultation and/or communication processes implemented or proposed

As required by the Act, Council gave public notice of its intention to set the Councillor and Mayoral Allowances, with no submissions received.

d. Risk Management

Appropriate remuneration as recognition of the responsibilities of the positions of Mayor and Councillors will continue to assist with retaining and attracting skilled and dedicated people from diverse backgrounds to civic life.

e. Resource Implications

Not applicable.

f. Charter of Human Rights and Responsibilities

Not applicable.

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

The current Councillor and Mayoral allowances are budgeted within the 2016/2017 financial year.

**F4. COUNCILLOR & MAYORAL ALLOWANCES**

(continued)

**Conclusion**

As there were no submissions received during the public notice period the recommendation to set the Councillor and Mayoral allowances is consistent with the Council resolution carried at its meeting held on 13 December 2016.

**Officer Recommendation**

That Council:

1. Fix the Councillor allowance at \$24,730 per annum plus any adjustments as determined by the Minister for Local Government.
2. Fix the Mayoral allowance at \$76,521 per annum plus any adjustments as determined by the Minister for Local Government.
3. Provide the Mayor and Councillors an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance.

**MOTION**

**MOVED Cr White**

1. **That Council fix the Councillor allowance at \$24,730 per annum plus any adjustments as determined by the Minister for Local Government.**
2. **Fix the Mayoral allowance at \$76,521 per annum plus any adjustments as determined by the Minister for Local Government.**
3. **Provide the Mayor and Councillors an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance.**

**SECONDED Cr McDonald**

**CARRIED**

**F5. GLENELG SHIRE COUNCIL HEALTHY CATERING POLICY REVIEW**

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

**Separate Circulation – Non Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	DRAFT Council Policy - Healthy Catering Policy	2230748

**Executive Summary**

The aim of Council's Healthy Catering Policy is to make healthy choices easier for staff, volunteers and community members, by increasing the availability of healthy eating options at Council meetings and events. The policy was first endorsed in December 2013, and was reviewed by staff in December 2016. The review resulted in a number of recommendations, which have been reflected in the updated draft policy presented to Council.

**Background**

Healthy eating has significant positive effects on health and wellbeing, including protecting against chronic diseases such as Type 2 Diabetes, heart disease, and obesity. This is particularly important for the Glenelg Shire, where an estimated 49% of women, 71% of men and 39% of primary school aged children are overweight or obese.

**Healthy Catering at Events**

While offering fried food, pastries, cakes and biscuits at functions, staff training or events and activities may be seen as providing special food for special occasions, in reality these events occur regularly and can make up a significant proportion of someone's food intake. In fact, results from the Australian Health Survey show that these food choices make up 35% of Australians' total daily energy intake. Through offering healthy food options at events and functions, Glenelg Shire Council has an opportunity to encourage and support healthy eating amongst staff and the community, act as a role model to other organisations in their catering choices, and support local catering businesses who offer healthy food options.

**Workplaces as a Health Promotion Setting**

Employees spend around one third of their time at work, making workplaces a significant opportunity for promoting health and wellbeing. Supporting healthy eating amongst employees also makes good business sense, with improved staff health and wellbeing being associated with: lower rates of absenteeism; increased physical capacity, energy levels and mental alertness; improved productivity and morale; reduced stress and anxiety; and a positive corporate image. Healthy policies, such as the Healthy Catering Policy, are an important part of supporting employee wellbeing as they create an environment in which making healthy choices is easy, normal, and even enjoyable. This drives long-term culture change, and long-term health benefits.

**F5. GLENELG SHIRE COUNCIL HEALTHY CATERING POLICY REVIEW**

(continued)

**Report**

An internal working party with representation from across Council reviewed the current Healthy Catering Policy. The review considered which elements of the policy had worked well, where improvements could be made, and updates to best practice and recommendations that have occurred since the policy's creation.

The revised Healthy Catering Policy applies to all Council meetings, functions and events, both internal and external. It does not apply to personal food and drink brought to work by staff, nor does it apply to external fundraising or social club events. The revised policy contains a number of provisions to support staff to consume and prepare healthy food at work, as well as updated guidelines and tips for ordering healthy catering. A number of specific additions to the policy were suggested by staff and included in the reviewed policy, including:

- Guidelines for reducing food waste, including updated suggested portion sizes;
- A requirement to observe the Responsible Service of Alcohol, including the promotion of non-alcohol drinks at all events where alcohol is to be served;
- A commitment to not providing sugar sweetened drinks such as soft drinks and cordial at Council events;
- The inclusion of sample catering menus with pictures to assist with ordering; and
- A requirement that staff minimise plastic food packaging and disposable cutlery or crockery wherever practical, in an effort to improve the environmental sustainability of Council meetings and events.

In addition to updating the Healthy Catering Policy, the working party offered two recommendations:

- That the cost of a water filter for use in the kitchen next to the reception room at the Portland office be investigated. Currently, bottled sparkling water is offered at meetings and events at the Council offices, rather than tap water; and
- That short, practical training be offered to staff on the topic of healthy catering.

The Social Planner will progress these recommendations with the assistance of the working party.



**F5. GLENELG SHIRE COUNCIL HEALTHY CATERING POLICY REVIEW**

(continued)

a. Council Plan Linkage and Policy Context

This policy was reviewed and updated in accordance with:

- Glenelg Shire Council Plan 2013-17: Theme 1: Engaged, healthy and proud community;
- Glenelg Shire Council Municipal Public Health and Wellbeing Plan 2013-17: priority action area 'increase access to and consumption of healthy food'; and
- Victorian Public Health and Wellbeing Plan 2015-19: priority action area 'healthy eating and active living'.

b. Legislative and Legal Considerations

This policy was reviewed and updated in accordance with the Public Health and Wellbeing Act 2008: To seek to protect, improve and promote public health and wellbeing within the municipal district by creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health.

c. Consultation and/or communication processes implemented or proposed

All staff were invited to join the working party, and then to provide comment on the updated policy.

d. Risk Management

Risks associated with changing the Healthy Catering Policy will be minimised through staff consultation and the offer of training and appropriate resources.

e. Resource Implications

There are no resource implications associated with this policy review.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered during the policy review.

g. Sustainability and Environmental Considerations

The updated Healthy Catering Policy contains provisions for minimising waste, which will assist Council in considering and addressing sustainability and environmental concerns.

**F5. GLENELG SHIRE COUNCIL HEALTHY CATERING POLICY REVIEW**

(continued)

**h. Budget Implication**

There are no budget implications associated with this policy review. Catering costs are covered by individual operational or project budgets.

**Conclusion**

The adoption of the updated Healthy Catering Policy will ensure that a range of healthy food choices continues to be offered at Council activities, meetings and events.

**Officer Recommendation**

1. That Council endorse the revised Healthy Catering Policy.
2. That the Officer coordinates communication within the organisation to highlight changes to the policy, provide support to staff and encourage compliance.

**MOTION****MOVED Cr Halliday**

1. That Council endorse the revised Healthy Catering Policy.
2. That the Officer coordinates communication within the organisation to highlight changes to the policy, provide support to staff and encourage compliance.

**SECONDED Cr Wilson****CARRIED**

## **F6. EVENING HOURS TRIAL AT PORTLAND LIBRARY**

Director: Edith Farrell, Director Community Services  
Author: Yvette Parker, Library and Information Services Manager

### Executive Summary

The following report outlines the outcome of a trial of evening hours at the Portland Library and provides a recommendation for Council to consider.

### Background

The Portland Library introduced extended opening hours in July 2016 with longer opening hours on a Wednesday from 10am to 8pm. The Library operates 10am to 5.30pm on other weekdays and 10am to 4pm on Saturdays.

The initiative was introduced in line with the Year 4 Key Strategic Activity of the Council Plan 2013-2017:

- *Implementation of evening hours at the Portland Library*

A Council resolution was endorsed at the April 2016 Ordinary Council Meeting with a recommendation to provide a further report to Council on the outcome of the 12-month trial.

### Report

Evening Hours have been operating at the Portland Library since July 2016 with the aim to bring the service levels into alignment with most other Victorian Libraries offering evening hours.

The initiative provides greater access to the Library for people who are unable to visit during normal business hours.

The results of the evening trial have revealed an average of 35 people visiting between 5pm-8pm on Wednesday evenings. In comparison, between 10am and 5pm the Library averages 250 people per day.

Staff report that most visits occur before 7pm with only a small number using the PCs and Wi-Fi after 7pm.

Customer feedback in general supports the idea of the Library opening during the evening; however, few people appear to actually take advantage of the extended opening to 8pm.

Portland survey respondents favoured evening hours while Heywood and Casterton respondents preferred Saturday opening hours.

Officer has considered the possibility of evening hours at the other Library branches but the smaller township catchment is unlikely to generate feasible usage levels.

**F6. EVENING HOURS TRIAL AT PORTLAND LIBRARY**

(continued)

The initiative does provide an avenue for the Library service to offer programs and events outside of business hours.

a. Council Plan Linkage and Policy Context

The initiative is in accordance with the Council Plan 2013-2017:

*Council is committed to an engaged, healthy, connected and proud community.*

Glenelg Shire Health and Wellbeing Plan 2013-2017 goals:

*Our Community will feel safe, connected and be able to access and participate in community life.*

*Lifelong learning is a way of life in Glenelg Shire.*

b. Legislative and Legal Considerations

Glenelg Libraries complies with all relevant legislation relating to the Library's operations and services.

c. Consultation and/or communication processes implemented or proposed

The evening hour's initiative was the result of community feedback in January 2015 where a third of respondents supported the introduction of extended evening hours.

d. Risk Management

There are minimal risks associated with maintaining evening hours at the Portland Library other than a drop in patronage levels. The risk relating to discontinuation of the evening opening would be possible negative feedback by community members.

e. Resource Implications

No additional funding was provided for the extension of opening hours to Wednesday evening. This has resulted in some increased costs due to staffing availability and the need to roster casual staff every fourth Wednesday evening.

f. Charter of Human Rights and Responsibilities

Council is committed to the Human Rights Principles and Responsibilities of freedom, respect, equality and dignity. We will take human rights into consideration when setting policies, providing services and to give human rights proper consideration in decision-making.

**F6. EVENING HOURS TRIAL AT PORTLAND LIBRARY**

(continued)

g. Sustainability and Environmental Considerations

Glenelg Libraries is committed to the sustainable and considered use of resources to ensure best practice wherever possible.

h. Budget Implication

The trial of evening hours has been undertaken and funded within the Library's operational budget. Some additional costs are incurred due to staffing for programs on Wednesdays which can be impacted by having fewer staff available to work from 10am.

Conclusion

Taking into consideration the results of the initial trial of evening hours at the Portland Library, officers propose an amendment of the opening hours of 10.00am to 7.00pm on a Wednesday ongoing.

Officer Recommendation

That Council approve evening hours at the Portland Library with the amended opening hours of 10am to 7pm on a Wednesday.

**MOTION**

**MOVED Cr Hawker**

**That Council approve evening hours at the Portland Library with the amended opening hours of 10am to 7pm on a Wednesday.**

**SECONDED Cr McDonald**

**CARRIED**

## **F7. SOUTH WEST COMMUNITY FOUNDATION SPONSORSHIP**

Director: Edith Farrell, Director Community Services  
Author: Sharon Bridgewater, Community Liaison Officer

### **Executive Summary**

This paper is to brief Council on a request for council contribution to the South West Community Foundation. The request is for \$5,000 per annum for the next three years.

### **Background**

The South West Community Foundation was established in 2007 and is a philanthropic trust created by the people of the South West Victoria, for the people of South West Victoria. The Foundation provides small grants to community organisations across the Warrnambool, Moyne, Glenelg, Southern Grampians, Corangamite and Colac Otway municipalities. The foundation has distributed more than \$500,000 in grants across the region.

One of the Foundation's key aims is to build a substantial, permanent trust fund, with investment income used to support projects that strengthen communities throughout South West Victoria. The foundation generates their trust funds through donations, endowments and bequests. The Trust is held in perpetuity, and the aim is to grow and use only the interest earned from investments in the granting process. In the first seven years of operation, the Foundation grew a corpus of \$2.1 million.

The Foundation is managed by an honorary Board of local people and offers opportunities for tax exempt donations and bequests. While the trust keeps their operating costs down to a minimum there remain costs incurred in raising public awareness, corporate statutory obligations and associated grant processes costs. The Foundation has requested consideration of a \$5,000 contribution for the next 3 years from Glenelg Shire Council (GSC) to assist with these costs.

Moyne and Southern Grampians Shires are currently the only councils which provide cash contributions to the Foundations.

### **Report**

The South West Community Foundation is seeking support over the next three years from each of the Councils in the South West Region. A contribution of \$5,000 per annum from each Council would allow the foundation to cover their administration costs, enhance community awareness and preserve their perpetual funds, allowing 100% of fund donations to be allocated to the foundations trust funds.

Sponsorship for the foundation would entitle Council to the following:

- Acknowledgement of Councils support for the Foundation in the Foundation's Annual Report, website and Facebook page for the period of the sponsorship;

**F7. SOUTH WEST COMMUNITY FOUNDATION SPONSORSHIP**

(continued)

- Provision of Granting Information sessions and support to community groups when applying for Foundation Grants and other funding grants and acknowledging Council's involvement in this;
- Linking with the Foundation and other Councils in the Region specifically regarding funding of cross-region and joint project opportunities; and
- The Foundation can be a facilitator for Council to access to business, corporate, industry, philanthropic and community within the south west region.

The Foundation does not receive many applications from Glenelg Shire clubs or organisations as the foundation offers funds for community beneficial projects and not for general sport and recreation clubs. All recreational user groups are made aware of the grant with the offer of assistance with the application procedure. The CEO of the Foundation attends the Glenelg Shire's Grant Writing Workshops in Casterton, Portland and Heywood. There are no specific funds allocated each year, each project is judged on its own merits and funds granted as necessary. See below for a list of recent grants awarded to Glenelg Shire Clubs and organisations.

Year	Club/Group	Project	Amount
2016	Merino Progress Assn	Merino Bore Site Enhancement Project	\$1,190
2015	Portland Toy Library	Purchase Toys for All	\$3,700
2014	Casterton P & A Society Inc	Casterton P & A Show	\$1,000
2013	Nil applications		
2012	Nil applications		
2011	Portland Men's Shed	Tools and Equipment	\$1,000

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.'

b. Legislative and Legal Considerations

There are no legislative or legal requirements.

c. Consultation and/or communication processes implemented or proposed

No consultation is required.

d. Risk Management

This has been considered.

**F7. SOUTH WEST COMMUNITY FOUNDATION SPONSORSHIP**

(continued)

e. Resource Implications

There are no resource implications associated with this request for funding.

f. Charter of Human Rights and Responsibilities

This application is within the requirements of the Victorian Charter of Human Rights and Responsibilities Act 2006.

g. Sustainability and Environmental Considerations

This has been considered.

h. Budget Implication

The South West Community Foundation has requested sponsorship of \$5,000 per annum for 3 years, starting in the 2017/2018 financial year. A total of \$15,000 has been requested over a 3 year period. This would need to be a New Initiative for in the 2017/18 budget or funds will be required to be sourced from the existing operational budget.

Conclusion

A proposal to financially contribute \$5,000 per annum over the next 3 years to the South West Community Foundation Sponsorship is presented for consideration.

Sponsorship for a Warrnambool based Foundation may be seen to be at odds with support for locally based charities (i.e. United Way) which donate over \$60,000 to the community each year. Council does not currently sponsor United Way Glenelg.

Glenelg Shire sport and recreation clubs are not eligible for the foundation unless they can prove community contribution.

Officer Recommendation

That Council decline the request for support to the South West Community Foundation.

**MOTION**

**MOVED Cr Stephens**

**That Council decline the request for support to the South West Community Foundation.**

**SECONDED Cr Halliday**

**CARRIED**



**F8. CONTRACT 2016-17-04 CASTERTON FEMALE FRIENDLY FACILITIES**

Director: Edith Farrell, Director Community Services  
 Author: Jodie Maybery, Community Wellbeing Manager

**Separate Circulations – Confidential**

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2016-17-04-Casterton Female Friendly Facilities Tender Evaluation Matrix	Contractual matters - section 89 (2) (d) of the Local Government Act 1989	2258135
2.	Glenelg Shire Council Tender Evaluation Summary Document	Contractual matters - section 89 (2) (d) of the Local Government Act 1989	2258133

**Executive Summary**

This report outlines the tender evaluation process for Contract 2016-17-04 for the construction of the Casterton Female Friendly Facility and recommends the awarding of the contract.

**Background**

A grant was received from Sports Recreation Victoria (SRV) to upgrade the existing netball and tennis facilities at Island Park Casterton. It was originally intended to extend the original footprint to house the new change rooms, including toilets, showers and storage.

Floodwaters in September 2016 caused damage to the existing building prompting a review of the original design and the need to redesign the facility to withstand any future flooding. Therefore a new design was drawn up, raising the facility above ground level, allowing floodwaters to flow underneath the building.

The scope of the contract was amended to include demolition of the existing infrastructure and construction of a new facility, resulting in an increase to the overall project cost.

**Report**

Invitations to tender were sent via Tenderlink for the project on Thursday 15 December 2016 with the tender closing date of Tuesday 14 February 2017 at 3.00 pm. A total of four (4) electronic submissions were received.

**F8. CONTRACT 2016-17-04 CASTERTON FEMALE FRIENDLY FACILITIES**

(continued)

Tender submissions were received from:

- Dycer Family Trust TA Dycer Constructions Pty Ltd, Mount Gambier SA;
- Dylan Anton Constructions, Highton Vic;
- Kennett Pty Ltd, Brompton SA; and
- GR Carr Pty Ltd ATF The Gavin Carr Family Trust, Portland Vic.

The Tender Evaluation Panel comprised of Council's Acting Contracts Manager, Building Works Coordinator, Community Wellbeing Manager and Community Liaison Officer (previously Recreation Development Officer).

All tender submissions have been assessed against the tender specifications and the key selection criteria (as listed below)

SELECTION CRITERIA	% Weighting
1. Tender Price	30
2. Resources and Capacity to Tenderer	15
3. Previous Experience	20
4. **Economic Contribution to the Glenelg Shire Council Region	25
5. **Sustainability standards and Environmental effect on the Glenelg Shire Council	10

Based upon the tender evaluation process and further negotiations, it has been recommended by the Tender Evaluation Panel that GR Carr Pty Ltd ATF The Gavin Carr Family be awarded the Contract.

a. Council Plan Linkage and Policy Context

This Contract is in line with Theme 3, 'Manage and sustain our natural and built asset' of the Council Plan.

b. Legislative and Legal Considerations

The tender was undertaken in accordance with procurement requirement of the *Local Government Act 1989*.

Based upon the value of the Contract, Council approval is required. To be presented to Council for their endorsement.

c. Consultation and/or communication processes implemented or proposed

Tenders were invited in accordance with Council's Procurement Policy and communications with prospective tenderers were via Council's Tenderlink website to ensure fair and transparent platform for tendering.

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

**F8. CONTRACT 2016-17-04 CASTERTON FEMALE FRIENDLY FACILITIES**

(continued)

d. Risk Management

Once the successful tenderer has been engaged for this Contract, the Contract Supervisor will review the risk assessment for the works.

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.

The appointed contractor will be required to supply the following plans (where appropriate) to Council's satisfaction:

- Health and Safety Plan;
- Quality Plan;
- Risk Management Plan;
- Incident Management Plan;
- Job Safety Analysis;
- Safe Work Method Statements; and
- Construction Environmental Management Plan (CEMP).

e. Resource Implications

A Project Control Team has been established with current resources across the associated departments.

f. Charter of Human Rights and Responsibilities

The requirements of the Victorian Charter of Human Rights and Responsibilities have been considered.

g. Sustainability and Environmental Considerations

As noted within the report, when selecting the preferred tenderer, a mandatory 10% weighting on environmental sustainability was considered.

h. Budget Implication

\$217,000 for the extension of the Casterton Female Friend Facilities was the original budget with \$100,000 received from Sport Recreation Victoria (SRV) and the additional \$117,000 within the 2016/17 Capital Works budget under the New and Upgrading Facilities Program.

**F8. CONTRACT 2016-17-04 CASTERTON FEMALE FRIENDLY FACILITIES**

(continued)

Due to the September 2016 floods there was internal damage to the existing facility therefore it was recommended to demolish and construct a new facility with an additional \$408,000 to be contributed towards the project by Council.

It is expected that funds (up to \$100K) may be recouped through the State Government Flood Recovery Program. Additional funds may be available through Council's Insurance Agreement due to the flood damage however is pending further inspection.

**Conclusion**

Due to the flood the scope and timing of this project were amended to ensure mitigation against future potential flooding.

**Officer Recommendation**

That Council award Contract 2016-17-04 for the construction of Casterton Female Friendly Facilities to GR Carr Pty Ltd ATF The Gavin Carr Family Trust.

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

- 1. That Council award Contract 2016-17-04 for the construction of Casterton Female Friendly Facilities to GR Carr Pty Ltd ATF The Gavin Carr Family Trust.**
- 2. 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 sign and approve all payments in relation to the Council decision.**

**SECONDED Cr McDonald****CARRIED**

**F9. SUPPORT AND PARTNER ENDORSEMENT OF AGE-FRIENDLY VICTORIA**

Director: Edith Farrell, Director Community Services  
 Author: Anne Deam, Manager Aged and Disability Services

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement	2257537

Executive Summary

The purpose of this report is to seek Council's approval for the Age friendly Victoria initiative announced by the Minister for Ageing Martin Foley MP in May 2016 and request for the Mayor to sign a Victorian Declaration Commitment to the Glenelg Shire Council being an age friendly community. The initiative follows from a report by the Commissioner for Senior Victorians 'Ageing is Everyone's Business' (January 2016) which has looked at the issue of social isolation and loneliness amongst older Victorians.

Background

In early 2015 the Commissioner for Senior Victorians investigated the issue of social isolation and loneliness among Victorian seniors. The Commissioner found that at least ten per cent of Victoria's older population experiences loneliness at any one time. The causes can be related to 'trigger' events in later life, such as leaving the workforce, death of a partner, living alone or moving to a new location. Officers previously provided a councillor update on 24 May 2016 requesting that the CEO sign the Victorian Declaration Commitment. However, the MAV have recently been in contact and requested that the Mayor sign the new form due to the wrong form being previously circulated to all local councils.

Report

The Commissioner concluded that addressing loneliness among older people is 'everyone's business' and we all have roles to play as neighbours, business owners, members of community groups or service providers. As part of its commitment, the State will deliver \$2.2 million over four years for Age-Friendly Community grants targeting rural councils and innovative age-friendly projects to improve quality of life for older people.

The Municipal Association of Victoria has signed the Age-friendly Victoria Declaration which provides a commitment to working together with the State Government on creating age-friendly communities and Councils are encouraged to sign the Declaration to help work towards age-friendly outcomes. (See separate circular).

a. Council Plan Linkage and Policy Context

The Council Plan 2013 - 2017 indicates a commitment under theme one of an "engaged, healthy connected and proud community".

**F9. SUPPORT AND PARTNER ENDORSMENT OF AGE-FRIENDLY VICTORIA**

(continued)

b. Legislative and Legal Considerations

The Commissioner for Senior Victorians investigated the issue of social isolation and loneliness among Victorian seniors.

c. Consultation and/or communication processes implemented or proposed

The Municipal Association of Victoria (MAV) has signed the Age-friendly Victoria Declaration which provides a commitment to working together with the State Government on creating age-friendly communities and Councils are encouraged to sign the Declaration. Councils are then being encouraged to send a photo of signed declarations via email to join the virtual wall of commitments.

d. Risk Management

There are minimal risks associated with signing the Declaration and the State will deliver \$2.2 million over four years for Age-Friendly Community grants targeting rural councils. Signing this declaration will enable the Glenelg Shire Council to access these funding opportunities.

e. Resource Implications

The State Government and MAV will provide Council with advice, expertise, policy information and other support to encourage local age-friendly initiatives.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

This report has considered the sustainability and environmental factors.

h. Budget Implication

The State Government will deliver \$2.2 million over four years for Age - Friendly Community grants targeting rural councils.

Conclusion

This Declaration builds on the strengths and furthers the partnership between state and local government to continue to support and assist the issue of social isolation and loneliness amongst older Victorians. For reasons stated in this report, it is recommended that Council sign the Declaration.

**F9. SUPPORT AND PARTNER ENDORSMENT OF AGE-FRIENDLY VICTORIA**

(continued)

**Officer Recommendation**

That Council endorse the Mayor to sign the Age-friendly Victoria Declaration Commitment and direct officers to post a photo of the signed declaration to the State Governments 'virtual' wall of commitment on Age-Friendly web page at [agefriendlyvic@dhhs.vic.gov.au](mailto:agefriendlyvic@dhhs.vic.gov.au).

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

1. That Council endorse the Mayor to sign the Age-friendly Victoria Declaration Commitment and direct officers to post a photo of the signed declaration to the State Governments 'virtual' wall of commitment on Age-Friendly web page at [agefriendlyvic@dhhs.vic.gov.au](mailto:agefriendlyvic@dhhs.vic.gov.au).
2. That Council actively pursue funding towards innovative aged projects to improve the quality of life for older people.

**SECONDED Cr Hawker****CARRIED**

**F10. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2017/18**

Director: Paul Healy, Director Assets

Author: Gary Bebbington, Local Port of Portland Bay Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author	ECM
1.	Local Port of Portland Bay Proposed Business Plan & Trawler Wharf Budget 2017/18 dated March 2017 prepared by Glenelg Shire Council.	2240781

Executive Summary

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) require the Local Port of Portland Bay to submit a Business Plan and Trawler Wharf Budget for funding in 2017/18.

Background

Glenelg Shire Council is Manager of the Local Port of Portland Bay and operates the Local Port under a Management Agreement with the Victorian Government's Department of Economic Development, Jobs, Transport and Resources (DEDJTR). The management agreement extends until June 2017. A new five year Agreement will be entered into from 1 July 2017.

Report

As part of the Local Port Management Agreement with DEDJTR, Council receives funding for the Local Port of Portland Bay's Trawler Wharf operations and management of Port waters. The operation and maintenance of the Trawler Wharf and Port waters management is cost neutral to Council.

Annual funding is provided by DEDJTR and from retaining the collection of user fees. DEDJTR require a proposed Business Plan (Trawler Wharf budget) for 2017/18 funding. The proposed budget covers all aspects of operation and staffing.

a. Council Plan Linkage and Policy Context

Theme 2 - Objective 2.

Build Portland Bay and foreshore as economic attractor.

b. Legislative and Legal Considerations

Council as Local Port Manager has a clearly defined and gazetted boundary of its waters which pertain to specific legislative obligations including the *Marine Safety Act 2010*, the *Port Management Act 1995* and Local Port Regulations.

Management of the Trawler Wharf is clearly defined in the management agreement between DEDJTR and Council.



**F10. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2017/18**

(continued)

c. Consultation and/or communication processes

The Local Port undertakes regular community and user consultation sessions which are a requirement of DEDJTR and the Local Port's Safety and Environmental Management Plan (SEMP).

d. Risk Management

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

e. Resource Implications

This budget funds the resources required for the Trawler Wharf and Port water's operations.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

h. Budget Implication

There are no budget implications to Council as the Local Port (Trawler Wharf) operation is funded by DEDJTR and user fees.

Conclusion

The Local Port's Business Plan and Trawler Wharf budget is a requirement for funding by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

Officer Recommendation

That the proposed Local Port of Portland Bay Business Plan and Trawler Wharf Budget 2017/18 reviewed March 2017, as separately circulated, be forwarded to the Department of Economic Development, Jobs, Transport and Resources.

**F10. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2017/18**

(continued)

**MOTION**

**MOVED Cr White**

**That the proposed Local Port of Portland Bay Business Plan and Trawler Wharf Budget 2017/18 reviewed March 2017, as separately circulated, be forwarded to the Department of Economic Development, Jobs, Transport and Resources.**

**SECONDED Cr McDonald**

**CARRIED**

**F11. LICENCE AGREEMENT WITH DR DAVID ELDER**

Director: Paul Healy, Director Assets  
Author: Simone Scott, Contract & Lease Officer

**Executive Summary**

This report is to advise Council that a licence between the Glenelg Shire Council and Dr David Elder will expire on 30 April 2017.

**Background**

The previous licence was for a term of two (2) years 1 May 2015 to 30 April 2017.

The licenced area is known as office one (1) located at the Portland Airport, 1260 Bridgewater Lakes Rd Cashmore.

Currently Dr David Elder pays \$100.00 (including GST) per day.

**Report**

Contact was made with Dr Elder advising him that the licence will expire on 30 April 2017.

Discussions were held regarding tenure. The outcome was an in principle agreement to execute a one (1) year licence with a rental figure of \$100.00 (includes GST) per day.

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.

d. **Risk Management**

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

e. **Resource Implications**

Not applicable.

**F11. LICENCE AGREEMENT WITH DR DAVID ELDER**

(continued)

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implications

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

Conclusion

That as there have been no concerns with the current licence arrangement it is recommended that a renewal be entered into with Dr David Elder.

Officer Recommendation

1. That a new one (1) year licence with 2 x 1 year extension options be entered into with Dr David Elder.
2. That the rental figure of \$100.00 (including GST) per day be charged.
3. That the Director Assets be authorised to finalise and execute the new licence documents.

**MOTION****MOVED Cr Halliday**

1. That a new one (1) year licence with 2 x 1 year extension options be entered into with Dr David Elder.
2. That the rental figure of \$100.00 (including GST) per day be charged.
3. That the Director Assets be authorised to finalise and execute the new licence documents.

**SECONDED Cr McDonald****CARRIED**

**F12. LEASE AGREEMENT WITH CAFÉ BAHLOO PTY LTD**

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 Café Bahloo Pty Ltd will expire on 17 June 2017.

**Background**

The previous lease was for a term of two (2) years 18 June 2015 to 17 June 2017.

The building leased is located at 85 Cliff St Portland.

Currently Café Bahloo Pty Ltd pays \$14,541.00 (including GST) per annum.

**Report**

Café Bahloo Pty Ltd made contact with Glenelg Shire Council to advise that they did not wish to exercise their right to take up the remaining one (1) further term of two (2) years and eleven months but instead requested to enter into a new lease.

A valuation report was obtained in February 2017 to provide an indicative rent for the lease of the building.

Discussions were held regarding tenure. The outcome was an in principle agreement to execute a three (3) year lease with a rental figure of \$14,541.00 (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.

d. **Risk Management**

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

**F12. LEASE AGREEMENT WITH CAFÉ BAHLOO PTY LTD**

(continued)

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 building for the 2017/2018 financial year.

Conclusion

That as there have been no concerns with this current lease arrangement it is recommended that a renewal be entered into with Café Bahloo Pty Ltd.

Officer Recommendation

1. That a new three (3) year lease with 2 x 3 year extension options be entered into with Café Bahloo Pty Ltd.
2. That the rental figure is \$14,541.00 (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.

**F12. LEASE AGREEMENT WITH CAFÉ BAHLOO PTY LTD**

(continued)

**MOTION**

**MOVED Cr McDonald**

1. That a new three (3) year lease with 2 x 3 year extension options be entered into with Café Bahloo Pty Ltd.
2. That the rental figure is \$14,541.00 (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 White**

**CARRIED**

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

That Council, in accordance with Clause 4.4.3 of the Glenelg Shire Council Meeting procedure, include a late item – F13. Councillor and Chief Executive Officer Leave of Absence for consideration within the management reports section of this Council Meeting.

**SECONDED Cr Wilson****CARRIED****F13. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Greg Burgoyne, Chief Executive Officer  
Author: Kim Overall, Acting Council Support Coordinator

**Separate Circulation – Confidential**

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2265428

**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.



**F13. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

**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 or 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.
  
- (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.

**F13. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

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.

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 McDonald**

**CARRIED**

**MOTION**

**MOVED Cr Stephens**

**That Council, in accordance with Clause 4.4.3 of the Glenelg Shire Council Meeting procedure, include a late item – F14. Community Grants for consideration within the management reports section of this Council Meeting.**

**SECONDED Cr Hawker**

**CARRIED**

**MOTION**

**MOVED Cr Wilson**

**That the Community Grants applications and funding be adopted and the amounts be kept In Camera, until the amounts and successful applicants are announced at a reception on Tuesday 11 April 2017.**

**SECONDED Cr Stephens**

**CARRIED**

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

- C1. (1) Petition for Additional Pool Access Stairs at the Merino Pool.
- D1. (1) Glenelg Shire Council Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee held on Tuesday, 14 February 2017.
- E1. (1) Meeting Record of the Casterton Railway Precinct Advisory Committee Friday 3 February 2017.
- E1. (2) Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee Tuesday 14 February 2017.
- E1. (3) Meeting Record of the Volunteering and Wellbeing Advisory Committee Thursday 23 February 2017.
- E1. (4) Meeting Record of the Tourism Advisory Committee Tuesday 28 February 2017.
- E1. (5) Councillors and CEO Meeting Record Tuesday 28 February 2017.
- E1. (6) Councillor Briefing Session Meeting Record Tuesday 28 February 2017.
- E1. (7) Councillor and CEO Meeting Record Tuesday 14 March 2017.
- E1. (8) Presentation by Local Government Investigations and Compliance Inspectorate – David Wolf Tuesday 14 March 2017.
- E1. (9) Councillor Workshop, Meeting Record Tuesday 14 March 2017.
- F1. (1) Monthly Financial Report – February 2017.
- F2. (1) Fees and Charges Schedule 2017-2018 Financial Year.
- F2. (2) Statutory Fees and Charges Schedule 2017-2018 Financial Year.

Separate Circulation to Councillors, CEO, Director and available to the Public  
(continued)

- F3. (1) DRAFT Council Policy – Mayoral and Councillor Entitlements.
- F5. (1) DRAFT Council Policy - Healthy Catering Policy.
- F9. (1) Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement.
- F10. (1) Local Port of Portland Bay Proposed Business Plan & Trawler Wharf Budget 2017/18 dated March 2017 prepared by Glenelg Shire Council.

Separate Circulation (Confidential) to Councillors, CEO and Directors

- E1. (1) Meeting Notes Glenelg Municipal Fire Management Planning Committee Wednesday 15 February 2017.
- E1. (2) Meeting Notes Glenelg Municipal Emergency Management Planning Committee Wednesday 15 February 2017.
- F8. (1) Contract No. 2016-17-04-Casterton Female Friendly Facilities Tender Evaluation Matrix; and
- F8.(2) Glenelg Shire Council Tender Evaluation Summary Document.

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 8.00pm.

**I HEREBY CERTIFY THAT PAGES 1 TO 62 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.**

CR ANITA RANK  
MAYOR

**26 APRIL 2017**

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