



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 28 November 2017 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland

<u>Contents</u>	<u>Page</u>
<u>Present:</u>	4
<u>Opening Prayer:</u>	4
<u>Aboriginal Acknowledgement:</u>	4
<u>Receipt of Apologies:</u>	4
<u>Confirmation of Minutes:</u>	4
<u>Conflict of Interest:</u>	5
<u>Question Time:</u>	5
<u>Questions of which due notice has been given in writing or previously taken on notice:</u>	5
<u>Questions from the Gallery:</u>	5
<u>A. Notices of Motion:</u>	5
<u>B. Deputations:</u>	5
<u>C. Petitions:</u>	5
<u>D. Committee Reports:</u>	5
<u>E. Assembly of Councillor Records</u>	
E1. Assembly of Councillors Records 12 October 2017 – 16 November 2017 (Inclusive)	6-9
<u>F. Management Reports</u>	
F1. Councillor and Chief Executive Officer Leave of Absence Register	10-12
F2. Monthly Finance Report – October 2017	13-15
F3. Lifting the Alcohol Free Status in Bentinck Street for 2017 New Year's Eve Celebrations	16-17
F4. Contract 2017-18-12 18 Intersections and Various Road Rehabilitation Projects	18-21
F5. Contract 2017-18-22 Wade Street Reconstruction and Associated Works	22-25
F6. Council Policy Review – Council Property Leasing and Licensing Policy	26-27
F7. Karreeta Peeneeyt Mara Portland Child and Family Complex (PC&FC) - 2017 Assessment and Rating Outcome	28-31
F8. Glenelg Early Years Feasibility Study & Infrastructure Action Plan 2016-17 – Stage 1 Update	32-35
F9. Australia Day 2018 Ambassador Program	36-39
F10. Recommendation from the Joint Council Meeting 2 November 2017	40-42

<u>Any Other Procedural Matter:</u>	43
<u>Urgent Business:</u>	43
<u>Receipt of Items Submitted for Information:</u>	43
<u>Index – Separate Circulations to Reports:</u>	43-44
<u>Closure of Meeting to Members of the Public:</u>	45
<u>G. In Camera Reports:</u>	
G1. Proposed Sale of Land at 55 & 57R Percy Street, Portland	46-51
<u>Opening of Council Meeting to Members of the Public:</u>	52
<u>Closure of Council Meeting:</u>	52

TIME:

7.00pm

PRESENT:

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

Also in attendance were the Acting Chief Executive Officer (Ms Edith Farrell), Acting Director Community Services (Ms Yvette Parker), Director Assets (Mr Robert Alexander), Acting Director Corporate Services (Mr David Hol) and Group Manager Special Projects (Mr Paul Healy), Senior Administration Officer Corporate Services (Ms Rachael Fellows) and Media and Communications Officer (Courtney Hoggan).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Chief Executive Officer, Greg Burgoyne.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 24 October 2017 and the Statutory Council Meeting held on Wednesday 8 November 2017 as circulated, be confirmed.

MOTION**MOVED Cr Stephens**

That the minutes of the Ordinary Council Meeting held on Tuesday 24 October 2017 and the Statutory Council Meeting held on Wednesday 8 November 2017 as circulated, be confirmed.

SECONDED Cr Wilson**CARRIED**

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

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

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

Cr White declared an Indirect Conflict of Interest in Item F4. Contract 2017-18-12 18 Intersections and Various Road Rehabilitation Projects F5. Contract 2017-18-22 Wade Street Reconstruction and Associated Work. Cr White has advised the Acting Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

QUESTION TIME: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:

Nil.

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 12 OCTOBER 2017 – 16 NOVEMBER 2017 (INCLUSIVE)**

Director: David Hol, Acting Director Corporate Services

Author: Rachael Fellows, Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Assembly of Councillors – Councillors and CEO meeting held on Tuesday 10 October 2017	2352860
2.	Assembly of Councillors – CEO Review Committee meeting held on Tuesday 17 October 2017	2353812
3.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 24 October 2017	2356164
4.	Assembly of Councillors – Councillor briefing session held on Tuesday 24 October 2017	2358067
5.	Meeting record of the Tourism Advisory Committee held on Thursday 26 October 2017	2362053
6.	Meeting record of the Volunteering and Wellbeing Advisory Committee held on 1 November 2017	2364528
7.	Assembly of Councillors – Joint Council Meeting held on Thursday 2 November 2017	2361958
8.	Meeting record of the Casterton Railway Precinct Advisory Committee held on Thursday 9 November 2017	2363577
9.	Assembly of Councillors – Deputation by Urban Ethos meeting held on 14 November 2017	2363173
10.	Assembly of Councillors – Councillors and CEO meeting held on 14 November 2017	2363055
11.	Assembly of Councillors – Councillor Workshop meeting held on 14 November 2017	2363172

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 12 OCTOBER 2017 – 16 NOVEMBER 2017 (INCLUSIVE)

(continued)

In 2010, Local Government Victoria circulated guidance material that advises an Assembly of Councillors records “*only needs to be a simple document that record:*

- *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 12 October 2017 – Thursday 16 November 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:

- Assembly of Councillors – Councillors and CEO Meeting Record held on Tuesday 10 October 2017 (DocSetID: 2352860);
- Assembly of Councillors – CEO Review Committee meeting held on Tuesday 17 October 2017 (DocSetID: 2353812);
- Assembly of Councillors – Councillors and CEO Meeting record held on Tuesday 24 October 2017 (DocSetID: 2356164);
- Assembly of Councillors – Councillor Briefing Session held on Tuesday 24 October 2017 (DocSetID: 2358067);

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 OCTOBER 2017 – 16 NOVEMBER 2017 (INCLUSIVE)

(continued)

- Meeting record of the Tourism Advisory Committee held on Thursday 26 October 2017 (DocSetID: 2362053);
 - Meeting record of the Volunteering and Wellbeing Advisory Committee held on 1 November 2017;
 - Assembly of Councillors – Joint Council Meeting held on Thursday 2 November 2017 (DocSetID: 2361958);
 - Meeting record of the Casterton Railway Precinct Advisory Committee held on Thursday 9 November 2017 (DocSetID: 2363577);
 - Assembly of Councillors – Deputation by Urban Ethos meeting held on 14 November 2017(DocSetID: 2363173);
 - Assembly of Councillors – Councillors and CEO meeting held on 14 November 2017(DocSetID: 2363055; and
 - Assembly of Councillors – Councillor Workshop meeting held on 14 November 2017(DocSetID: 2363172).
- a. Council Plan Linkage and Policy Context
- Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.
- b. Legislative and Legal Considerations
- This report links to the Council Plan, particularly key objective: (1) - responsible and responsive governance and decision making.
- c. Consultation and/or communication processes implemented or proposed
- This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.
- e. Risk Management
- Nil.

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 OCTOBER 2017 – 16 NOVEMBER 2017 (INCLUSIVE)

(continued)

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 Thursday 12 October 2017 – Thursday 16 November 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 12 October 2017 – Thursday 16 November 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 12 October 2017 – Thursday 16 November 2017 (inclusive).

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 two late items – F9. Australia Day 2018 Ambassador Program and F10. Recommendation from the Joint Council Meeting 2 November 2017

SECONDED Cr Hawker**CARRIED****F. MANAGEMENT REPORTS:****F1. 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)	2362922

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.

F1. 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 of functions of a Councillor during the period of leave;
 - b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;
 - c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
 - d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.

- (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**

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. **Legislative and Legal Considerations**

Nil.

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.

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

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.

Conclusion

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

Officer Recommendation

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

MOTION

MOVED Cr Hawker

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

SECONDED Cr McDonald

CARRIED

F2. MONTHLY FINANCE REPORT – OCTOBER 2017

Director: David Hol, Acting Director Corporate Services
Author: Paulina Silbernagel, Senior Accountant

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Monthly Finance Report – October 2017	2362893

Executive Summary

The finance report up to 31 October 2017 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this Council Agenda.

Background

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

Report

The 2017/2018 Annual Budget was adopted by Council on 27 June 2017.

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

- Executive Summary;
- Income (Operating) Statement;
- Balance Sheet;
- Cash Flow Statement;
- Capital Works Statement;
- Capital Project Expenditure;
- Statement of Changes in Equity; and
- Statement of Human Resources;

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

The finance report provides a high level of financial reporting. The monthly finance report provides comment on favourable and unfavourable variations and trends identified to date.

F2. MONTHLY FINANCE REPORT – OCTOBER 2017

(continued)

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

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

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 October 2017 be received.

F2. MONTHLY FINANCE REPORT – OCTOBER 2017

(continued)

MOTION

MOVED Cr Stephens

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

SECONDED Cr McDonald

CARRIED

F3. LIFTING THE ALCOHOL FREE STATUS IN BENTINCK STREET FOR 2017 NEW YEAR'S EVE CELEBRATIONS

Director: David Hol, Acting Director Corporate Services
Author: Scott Millard, Manager Compliance and Corporate Information

Executive Summary

This report seeks Council's endorsement for lifting the alcohol free status of Bentinck Street, between Gawler and Henty Streets, as part of the 2017 New Year's Eve celebrations in Portland.

Background

The General Local Law 2008 was adopted by Council at its meeting held on 26 February 2008. Under Schedule 4 of the General Local Law 2008 Portland has a designated area where the consumption of alcohol is prohibited, unless otherwise authorised by Council.

Report

As a part of the New Year's Eve celebrations to be held in Portland, a road closure and the ability to consume alcohol in Bentinck Street, has been proposed. This practice is consistent with the celebrations held in previous years.

Council's authorisation is sought to lift the alcohol free status of Bentinck Street Portland pursuant to clause 4.33 of the General Local Law 2008, between Gawler and Henty Streets, from 6.00pm Saturday 31 December 2017 to 1.00am Sunday 1 January 2018.

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

The content of this report relates to Council's Commitment to Growing Glenelg, Creative Glenelg and Leading Glenelg in the 2017-21 Council Plan.

b. **Legislative and Legal Considerations**

Legislative and legal matters have been considered in the preparation of this report.

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

Any changes approved by Council are to be advertised.

d. **Risk Management**

A Risk Management Plan is in place for the New Year's Eve event, which is circulated to all stakeholders including emergency services.

Security personnel have been contracted from 6.00pm 31 December 2017 to 9.00am 1 January 2018 to patrol the foreshore area and Bentinck Street.

**F3. LIFTING THE ALCOHOL FREE STATUS IN BENTINCK STREET FOR 2017
NEW YEAR'S EVE CELEBRATIONS**

(continued)

e. Resource implications

Nil.

f. Charter of the Human Rights and Responsibilities

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

g. Sustainability and Environment Considerations

There are no specific sustainability and environmental considerations that need to be addressed in this report.

h. Budget Implication

The cost of this event will be covered under Council's operational budget.

Conclusion

In accordance with the General Local Law 2008 Council's authorisation is required to allow consumption of alcohol in Bentinck Street, Portland.

Officer Recommendation

That Council authorise the ability for alcohol to be consumed in Bentinck Street Portland, between Gawler and Henty Street, from 6.00pm Saturday 31 December 2017 to 1.00am Sunday 1 January 2018.

MOTION

MOVED Cr Hawker

That Council authorise the ability for alcohol to be consumed in Bentinck Street Portland, between Gawler and Henty Street, from 6.00pm Saturday 31 December 2017 to 1.00am Sunday 1 January 2018.

SECONDED Cr Halliday

CARRIED

Cr White re-declared an Indirect Conflict of Interest in item and left the meeting at 7.07pm.

F4. CONTRACT 2017-18-12 18 INTERSECTIONS AND VARIOUS ROAD REHABILITATION PROJECTS

Director: Robert Alexander, Director Assets
 Author: Malcolm Armstrong, Infrastructure Development Engineer

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 Circulations	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2017-18-12 18 Intersections and Various Road Rehabilitation Projects, Tender Evaluation Matrix	Contains Contractual Matters - Section 89 (2) (d) of the Local Government Act 1989	2363444

Executive Summary

This report outlines the tender evaluation process for the civil works associated with Contract 2017-18-12 for eighteen (18) intersection upgrades and various road rehabilitation projects and recommends the awarding of the contract.

Background

This contract has a program of works including separate part components, including:

- Separable Part A1 to A18: Eighteen (18) Intersections; and
- Separable Part B: Rehabilitation projects on Casterton Dartmoor Road and Chaffeys Lane, Casterton.

The eighteen (18) intersection upgrades are part of the Roads to Market funding (Department of Economic Development, Jobs, Transport and Resources grant) and Council-sourced funding. The work includes pavement widening, pavement strengthening, asphaltting and associated road works for the 18 intersections on milk tanker haulage routes.

The various road rehabilitation projects, of approximately 0.9km of roadwork on Casterton Dartmoor Road and Chaffeys Lane Casterton, includes pavement strengthening and associated road works for damaged haulage routes.

F4. CONTRACT 2017-18-12 18 INTERSECTIONS AND VARIOUS ROAD REHABILITATION PROJECTS

(continued)

Report

Public Tenders were called on Thursday 28 September 2017 and closed at 3pm on Thursday 26 October 2017. A total of three (3) submissions were received for evaluation.

Tenders were received from:

- Gambier Earth Movers Pty Ltd, Mount Gambier, South Australia;
- Porthaul Civil Pty Ltd, Portland Victoria; and
- Mibus Bros (Aust) Pty Ltd, Portland, Victoria.

The Tender Evaluation Panel have considered the tender submissions taking into account the selection criteria and weighting which covers price, resource capability, quality, reliability and past performance, risk management, economic contribution to Glenelg Shire region and sustainability standards and environmental effect on the region.

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

This contract has a strong link to the Council Plan 17-21, particularly the theme 'Growing Glenelg'.

b. **Legislative and Legal Considerations**

This road construction has some legal considerations with regard to native vegetation removal and some sites being close to a culturally sensitive area.

These considerations will be further considered by the Contract Supervisor as part of the tender works.

There are no other known outstanding permit and requirements.

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

Tenders were invited in accordance with Council's procurement policy and communication with prospective tenderers was via Council's Tenderlink website to ensure a fair and transparent platform for tendering.

Notification of the successful and unsuccessful tenders will also be provided to tenderers following Council's resolution to award the contract.

F4. CONTRACT 2017-18-12 18 INTERSECTIONS AND VARIOUS ROAD REHABILITATION PROJECTS

(continued)

d. Risk Management

Once the Contractor has been engaged, 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 develop (but not be limited to developing), to Council's satisfaction, the following plans once appointed:

- 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

The contract will be managed by current resources within the Assets Department.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

The tender evaluation matrix contains sustainability and environmental considerations as selection criteria and this forms part of the evaluation.

h. Budget Implication

The costs for the recommended separable part tender/s are within the budget allocation.

F4. CONTRACT 2017-18-12 18 INTERSECTIONS AND VARIOUS ROAD REHABILITATION PROJECTS

(continued)

Conclusion

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that the preferred tenderers for Contract 2017-18-12 are:

- Separable Part(s) A1 to A18 to Mibus Bros (Aust) Pty Ltd; and
- Separable Part B to Porthaul Civil Pty Ltd.

Officer Recommendation

1. That Council award Contract 2017-18-12 Separable Part(s) A1 to A18 intersection works to Mibus Bros (Aust) Pty Ltd.
2. That Council award Contract 2017-18-12 Separable Part B various road rehabilitation works to Porthaul Civil Pty Ltd.
3. That the Director Assets be authorised to negotiate contractual terms and conditions with the preferred tenderers.
4. That, subject to successful negotiation with the preferred tenderers, the Chief Executive Officer be authorised to execute all documents relating to this contract.
5. That the Director Assets be authorised to complete all financial payments relating to this contract.

MOTION**MOVED Cr Stephens**

1. That Council award Contract 2017-18-12 Separable Part(s) A1 to A18 intersection works to Mibus Bros (Aust) Pty Ltd.
2. That Council award Contract 2017-18-12 Separable Part B various road rehabilitation works to Porthaul Civil Pty Ltd.
3. That the Director Assets be authorised to negotiate contractual terms and conditions with the preferred tenderers.
4. That, subject to successful negotiation with the preferred tenderers, the Chief Executive Officer be authorised to execute all documents relating to this contract.
5. That the Director Assets be authorised to complete all financial payments relating to this contract.

SECONDED Cr Halliday**CARRIED**

Cr White re-declared an Indirect Conflict of Interest in item F5. Contract 2017-18-22 Wade Street Reconstruction and Associated Works and left the meeting at 7.07pm.

F5. CONTRACT 2017-18-22 WADE STREET RECONSTRUCTION AND ASSOCIATED WORKS

Director: Robert Alexander, Director Assets
 Author: Ishor Gurung, Civil Design Engineer

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 Circulations	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2017-18-22 Wade Street Reconstruction and Associated Works, Tender Evaluation Matrix	Contains Contractual Matters - Section 89 (2) (d) of the Local Government Act 1989	2363443

Executive Summary

This report outlines the tender evaluation process for the civil works associated with Contract 2017-18-22 for Wade Street Reconstruction and Associated Works and recommends the awarding of the contract.

Background

This contract has a program of works including separate part components, including:

- Separable Part A1: Wade Street reconstruction; and
- Separable Part A2: Osbourne Street (continuation of Wade Street) and associated works.

The Wade Street reconstruction and Osbourne Street are part of the capital works program. The work includes pavement widening, kerb and channel, asphaltting, underground drainage and associated works.

F5. CONTRACT 2017-18-22 WADE STREET RECONSTRUCTION AND ASSOCIATED WORKS

(continued)

Report

Public Tenders were called on Thursday 5 October 2017 and closed at 3pm on Thursday 26 October 2017. A total of three (3) submissions were received for evaluation.

Tenders were received from:

- Gambier Earth Movers Pty Ltd, Mount Gambier, South Australia;
- Porthaul Civil Pty Ltd, Portland, Victoria; and
- G R Carr Pty Ltd, Portland, Victoria.

The Tender Evaluation Panel have considered the tender submissions taking into account the selection criteria and weighting which covers price, resource capability, quality, reliability and past performance, risk management, economic contribution to Glenelg Shire region and sustainability standards and environmental effect on the region.

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

This contract has a strong link to the Council Plan 2017-21, particularly the theme 'Growing Glenelg'.

b. **Legislative and Legal Considerations**

This road construction has some services that will be further considered by the Contract Supervisor as part of the tender works.

There are no known outstanding permits or requirements.

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 a fair and transparent platform for tendering.

Notification of the successful and unsuccessful tenders will also be provided to tenderers following Council's resolution to award the contract.

F5. CONTRACT 2017-18-22 WADE STREET RECONSTRUCTION AND ASSOCIATED WORKS

(continued)

d. Risk Management

Once the Contractor has been engaged, 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 develop (but not be limited to developing), to Council's satisfaction, the following plans once appointed:

- 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

The contract will be managed by current resources within the Assets Department.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

The tender evaluation matrix contains sustainability and environmental considerations as selection criteria and this forms part of the evaluation.

h. Budget Implication

The cost for the recommended tender is within the budget allocation.

F5. CONTRACT 2017-18-22 WADE STREET RECONSTRUCTION AND ASSOCIATED WORKS

(continued)

Conclusion

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that Contract 2017-18-22 be awarded as follows:

- Separable Part A1 to G R Carr Pty Ltd; and
- Separable Part A2 to G R Carr Pty Ltd.

Officer Recommendation

1. That G R Carr Pty Ltd be awarded Contract 2017-18-22 Separable Part A1 and A2 being Wade Street Reconstruction and Associated Works.
2. That the Director Assets be authorised to negotiate contractual terms and conditions with the preferred tenderer.
3. That, subject to successful negotiation with the preferred tenderer, the Chief Executive Officer be authorised to execute all documents relating to this contract.
4. That the Director Assets be authorised to complete all financial payments relating to this contract.

MOTION**MOVED Cr Halliday**

1. **That G R Carr Pty Ltd be awarded Contract 2017-18-22 Separable Part A1 and A2 being Wade Street Reconstruction and Associated Works.**
2. **That the Director Assets be authorised to negotiate contractual terms and conditions with the preferred tenderer.**
3. **That, subject to successful negotiation with the preferred tenderer, the Chief Executive Officer be authorised to execute all documents relating to this contract.**
4. **That the Director Assets be authorised to complete all financial payments relating to this contract.**

SECONDED Cr McDonald**CARRIED**

Cr White returned to the meeting at 7.10pm.

F6. COUNCIL POLICY REVIEW – COUNCIL PROPERTY LEASING AND LICENSING POLICY

Director: Robert Alexander, Director Assets
Author: Simone Scott, Contract and Lease Officer

Separate Circulation – Non Confidential

No.	Separate Circulation	Doc Set ID
1.	Council Property Leasing and Licensing Policy CPO-ASSETS-OP-002	1392702

Executive Summary

The purpose of this report is to enable Council to consider the Council Property Leasing and Licensing Policy review undertaken and adopt the policy.

Background

The policy was adopted by Council 23 April 2013 and as per policy guidelines is due for review every four years.

Report

This policy applies to leases and licences developed for use of Council land or Crown land where Council is the Committee of Management.

The only amendments made to the policy are to reflect name changes, both within Council and the State Government Department responsible for Crown Land.

a. Council Plan Linkage and Policy Context

The Policy links to the Council Plan 2017 – 2021 Leading Glenelg.

b. Legislative and Legal Considerations

A number of laws and regulations affect Council leases and licences, in particular Section 190 of the *Local Government Act 1989*.

c. Consultation and/or communication processes implemented or proposed

Following adoption of the policy by Council, it will be communicated to relevant staff.

d. Risk Management

This policy will provide a framework for the development and negotiation of all new and existing leases, licences and renewals ensuring consistency and transparency in the preparation of these documents and compliance with the requirements of the *Local Government Act 1989* and other relevant Acts and Regulations.

F6. COUNCIL POLICY REVIEW – COUNCIL PROPERTY LEASING AND LICENSING POLICY

(continued)

e. Resource Implications

No additional resources are required.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable to this policy.

h. Budget Implication

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

Conclusion

The policy continues to meet the needs of Councils leasing and licensing.

Officer Recommendation

1. That Council adopt the reviewed Council Property Leasing and Licensing Policy CPO-ASSETS-OP-002 as separately circulated.
2. That the Council Property Leasing and Licensing Policy CPO-ASSETS-OP-002 be effective from the 28 November 2017.

MOTION

MOVED Cr Stephens

1. That Council adopt the reviewed Council Property Leasing and Licensing Policy CPO-ASSETS-OP-002 as separately circulated.
2. That the Council Property Leasing and Licensing Policy CPO-ASSETS-OP-002 be effective from the 28 November 2017.

SECONDED Cr McDonald

CARRIED

F7. KARREETA PEENEYT MARA PORTLAND CHILD AND FAMILY COMPLEX (PC&FC) 2017 ASSESSMENT AND RATING OUTCOME

Director: Edith Farrell, Director Community Services
 Author: Janine Johnstone, Children's Services Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Karreeta Peeneeyt Mara Portland Child & Family Complex	2347774

Executive Summary

This paper is to brief Council of the outcome for the Karreeta Peeneeyt Mara Portland Child and Family Complex (PC&FC) Assessment and Rating, which was undertaken by authorised representatives from the Department of Education and Training (DET) on 17 and 18 May 2017.

Background

Education and care services (preschools/kindergartens, long day care, outside school hours care and family day care services) operating under the National Quality Framework are assessed and rated against the National Quality Standards and the requirements of the *Education and Care Services National Law Act 2010* (National Law) and the *Education and Care Services National Regulations 2011* (National Regulations).

As a guide the frequency of assessment and rating visits is as follows:

- *Excellent*: Generally every four years;
- *Exceeding National Quality Standard*: Generally every four years;
- *Meeting National Quality Standard*: Generally every three years;
- *Working Towards National Quality Standard*: Generally every two years; and
- *Significant Improvement Required*: The service is operating in a way that places the safety, health and wellbeing of children at risk and the Department is working with the service to ensure that these issues are addressed immediately.

The National Regulations and the National Quality Standard are organised around seven quality areas. The seven quality areas are informed by best practice and the way in which high-quality education and care is delivered:

1. Educational program and practice;
2. Children's health and safety;

F7. KARREETA PEENEYT MARA PORTLAND CHILD AND FAMILY COMPLEX (PC&FC) 2017 ASSESSMENT AND RATING OUTCOME

(continued)

3. Physical environment;
4. Staffing arrangements;
5. Relationships with children;
6. Collaborative partnerships with families and communities; and
7. Leadership and service management.

The last Assessment and Rating conducted at PC&FC was completed on 17 and 18 December 2012, which achieved an “Exceeding National Quality Standards” outcome.

Report

The assessment and rating report and ratings represents a point in time assessment of the performance of the education and care service against the National Quality Standards, National Law and National Regulations. The assessment and rating process represents an opportunity for education and care services to receive feedback about their performance against the National Quality Standards.

DET has provided the final report and final notice of rating to Council. The Notice of Rating is provided as a Separate Circulation.

It is very pleasing to advise that PC&FC achieved an overall rating of ‘*Exceeding*’ *National Quality Standards*. The staff, families and communities at the service have worked together to achieve this fantastic outcome. This is evidenced with the following excerpts from the assessment of Quality Area 6 - Collaborative partnerships with families and communities:

“The service provided a range of opportunities for families to be involved in the service and to contribute to decisions regarding the operation of the service”; and

“The service developed and maintained respectful, supportive relationships with all families and offered a range of opportunities for them to participate in the service and contribute to service decisions. Active communication supported a comprehensive enrolment process. Current information about the operation of the service and children's program was available in a variety of formats”.

a. Council Plan Linkage and Policy Context

This report is linked to the Council Plan 2017-21 - Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures and Growing Glenelg – sustaining and growing a diverse economy and social prosperity.

F7. KARREETA PEENEYT MARA PORTLAND CHILD AND FAMILY COMPLEX (PC&FC) 2017 ASSESSMENT AND RATING OUTCOME

(continued)

b. Legislative and Legal Considerations

Education and care services operating under the National Quality Framework are assessed and rated against the National Quality Standards and the requirements of the *Education and Care Services National Law Act 2010* (National Law) and the *Education and Care Services National Regulations 2011* (National Regulations).

Education and care services must meet the requirements of the National Quality Framework.

c. Consultation and/or communication processes implemented or proposed

DET advised Council that the Assessment and Rating process was to be undertaken. At that time representatives of the parent committee were notified and Council staff were informed and supported throughout the process.

The overall service rating and rating for each quality area will be communicated to families.

d. Risk Management

Risks have and will be managed through the consultation and implementation process.

e. Resource Implications

The Assessment and Rating process is labour intensive. The two days include questioning of staff by DET and DET representatives observe service provision.

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 Assessment and Rating process is completed within the Children's Services operational budget.

F7. KARREETA PEENEYT MARA PORTLAND CHILD AND FAMILY COMPLEX (PC&FC) 2017 ASSESSMENT AND RATING OUTCOME

(continued)

Conclusion

The outcome for the PC&FC Assessment and Rating, which was undertaken by authorised representatives from DET on 17 and 18 May 2017, resulted in an assessment of *Exceeding National Quality Standards*, which is the highest rating possible awarded by DET.

Officer Recommendation

That Council receive the Karreeta Peeneeyt Mara Portland Child and Family Complex Assessment and Rating Notice of Rating, which received an overall rating of “Exceeding” National Quality Standards for information.

MOTION**MOVED Cr Stephens**

That Council receive the Karreeta Peeneeyt Mara Portland Child and Family Complex Assessment and Rating Notice of Rating, which received an overall rating of “Exceeding” National Quality Standards for information.

SECONDED Cr Wilson**CARRIED**

F8. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-17 – STAGE 1 UPDATE

Director: Edith Farrell, Director Community Services
Author: Janine Johnstone, Children's Services Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Early Years Feasibility Study & Infrastructure Plan 2016-18 Stage 1 Progress Update	2337979

Executive Summary

This paper is to provide Council a progress update regarding the Glenelg Early Years Feasibility Study and Infrastructure Plan (EYFSIP) Action Plan 2016-2017 – Stage 1. Now titled “Glenelg Early Years Feasibility Study and Infrastructure Plan (EYFSIP) Action Plan 2016-2018 – Stage 1”.

Background

Glenelg Shire Council engaged K2 Planning Pty Ltd to develop the EYFSIP in June 2015.

The Plan was to:

- Reflect upon the needs and interests of potential early years services providers and partnerships;
- Identify and implement best practice trends and examples in the delivery of early years services;
- Determine infrastructure priorities; and
- Plan for facilities that promoted increased community participation, social inclusion and enhanced well-being.

The Plan aimed to assist the strategic planning of the early year's services and help Council understand the short, medium and long term infrastructure implications that are associated with supporting these services.

The final version of the EYFSIP was presented to the 23 February 2016 Ordinary Council Meeting.

The EYFSIP – Action Plan 2016-17 (Stage 1) was presented to the 13 December 2016 Ordinary Council Meeting.

F8. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-17 – STAGE 1 UPDATE

(continued)

Report

As reported to Council in December 2016, Local Government has an overall responsibility to ensure that local service systems work well for their community and to advocate for children and families to receive appropriate services, especially where additional needs are evident.

There are a number of challenges for Council with a significant higher proportion of children living within the municipality identified as vulnerable on one or more of the Australian Early Development Census (AEDC) domains, compared to Victoria and Australia overall. These domains are communication skills and general knowledge.

There is also evidence showing higher levels of vulnerability for physical health and well-being and social competence compared to Victoria.

The forecast population indicates there will be a minor increase of the overall population of children living within the Shire, to the year 2036. Most of the population growth is anticipated to occur in Portland, Heywood and Nelson.

Council owned facilities are well maintained however some are currently underutilised, therefore the need to investigate mixed service user models in response to the community needs and best practice examples is evident.

To encourage these integrated models and future growth pockets Council may need to consider further infrastructure development and possible infrastructure redesign and will need to plan, advocate and seek external capital funding.

The Glenelg Early Years Feasibility Study and Infrastructure Plan (EYFSIP) Action Plan 2016-2017 (Stage 1) was developed for the priority areas identified in the Glenelg Shire Health and Wellbeing Plan 2013-2017.

The Glenelg Early Years Feasibility Study & Infrastructure Plan – Action Plan 2016-18 (Stage 1) – Progress Update, circulated separately, provides a summary of the progress to date.

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

This report is linked to the Council Plan 2017-21 - Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

The development of the EYFSIP was a Year 4 Key Strategic Activity for the 2013-2017 Council Plan, which was due for completion by 31 December 2016.

b. **Legislative and Legal Considerations**

This report has considered the legal and legislative responsibilities.

F8. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-17 – STAGE 1 UPDATE

(continued)

c. Consultation and/or communication processes implemented or proposed

Consultation and communication will be undertaken in accordance with the Action Plan activities.

d. Risk Management

There are a range of challenges / risks in relation to the planning, development and provisions of early years' services across the Shire; low population, declining numbers of children in some areas, isolated communities, limited public transport and a level of uncertainty about future service provisions through the private sector.

Despite these challenges there is significant evidence of the need for Council to remain an active player in the planning and development of the early years' services in order to support the overall health and well-being of our community.

e. Resource Implications

There are a number of recommendations highlighted in this report; it is envisaged there will be resource implications as the recommendations will be in addition to the normal day to day business to be undertaken within the Children's Services Unit.

f. Charter of Human Rights and Responsibilities

The proposed actions 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

Sustainability and environmental factors have been considered in this report.

h. Budget Implication

Additional costs will be incurred for the engagement of architects and consultants to deliver this Plan.

It is envisaged that there will be cost implications for Council to meet some of the recommendations that have been listed in this report.

These costs will need to be referred to Council's annual Budget process as well as through seeking external grant funding.

F8. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-17 – STAGE 1 UPDATE

(continued)

Conclusion

The Early Years Feasibility Study & Infrastructure Plan 2016-18 (Stage 1) Update provides a summary of the achievements to date.

Officer Recommendation

1. That Council receive the Glenelg Early Years Feasibility Study and Infrastructure Plan, Action Plan 2016-18 (Stage 1) report for information.
2. That Officers continue to implement the identified actions subject to adequate resourcing and funding being attained.
3. That Officers provide a further Glenelg Early Years Feasibility Study and Infrastructure Plan, Action Plan 2016-18 (Stage 1) Update by 30 June 2018.
4. That Officers develop a Stage 2 Glenelg Early Years Feasibility Study and Infrastructure Plan Action Plan by 30 June 2018.

MOTION**MOVED Cr Hawker**

1. That Council receive the Glenelg Early Years Feasibility Study and Infrastructure Plan, Action Plan 2016-18 (Stage 1) report for information.
2. That Officers continue to implement the identified actions subject to adequate resourcing and funding being attained.
3. That Officers provide a further Glenelg Early Years Feasibility Study and Infrastructure Plan, Action Plan 2016-18 (Stage 1) Update by 30 June 2018.
4. That Officers develop a Stage 2 Glenelg Early Years Feasibility Study and Infrastructure Plan Action Plan by 30 June 2018.

SECONDED Cr White**CARRIED**

F9. AUSTRALIA DAY 2018 AMBASSADOR PROGRAM

CEO: Edith Farrell, Acting Chief Executive Officer
 Author: Kim Overall, Acting Council Support Coordinator

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Categories of Interest 2018 Australia Day Ambassadors	2366711

Separate Circulation – Confidential

The separate circulation listed in the table below has been designated as confidential by the Chief Executive Officer under sections 89(2)(h) of the Local Government Act 1989 (the Act):

No.	Separate Circulation	Relevant Grounds Under Section 89(2) of the Act	ECM
2.	Proposed Local Identities for 2018 Australia Day Ambassadors	Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2366698

Executive Summary

The purpose of this report is to brief Councillors on recommendations from the Australia Day Advisory Committee in respect of a change to its process for the selection of Ambassadors for the 2018 Australia Day Awards.

This report also seeks Council consideration of approaching local community members to act as Ambassadors for the 2018 program.

The Australia Day Advisory Committee met on 21 November 2017 to review nominations for the 2018 Australia Day awards. The outcome of the Committee's deliberations on nominations will be presented to the 12 December 2017 Ordinary Council Meeting.

Background

This year the Australia Day Council altered the process for selection of Ambassadors for the 2018 Australia Day Awards.

A list of available Ambassadors is no longer provided and instead areas of interest must now be selected via an on-line portal after which time the Australia Day Council will match an Ambassador to Council.

F9. AUSTRALIA DAY 2018 AMBASSADOR PROGRAM

(continued)

Report

Two Ambassadors are required for the Glenelg Shire, one for the Portland/Heywood events and one for the Casterton event.

Categories identified by the committee were;

- Media/Media Personality; and
- Emergency Services.

The full list of categories is attached listed in Separate Circulation 1. Categories of Interest 2018 Australia Day Ambassadors.

In addition to submitting to the Australia Day Council, the Committee has recommended that Council also consider that local community members be approached to fill the Ambassador roles for the 2018 Australia Day Awards. A number of local identities were proposed with the preferred options listed on confidential separate circulation 2. Proposed Local Identities for 2018 Australia Day Ambassadors.

In addition the Committee also recommended that officers proceed with a request to the Australia Day Council for potential Ambassador's under the two categories noted above, as an alternative plan in case local Ambassadors are unavailable.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Communication on the selected Ambassadors will form part of the broader communication on the Australia Day civic event program.

d. Risk Management

Not applicable.

e. Resource Implications

Nil.

F9. AUSTRALIA DAY 2018 AMBASSADOR PROGRAM

(continued)

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

Nil.

Conclusion

This report proposes that Council approve the category choices of Media/Media Personality and Emergency Services be submitted via the Australia Day Council on-line portal as the chosen areas of interest for the Australia Day Ambassadors and that local community members proposed be approached as possible Ambassadors.

Officer Recommendation

1. That Council approve the two category choices of Media/Media Personality and Emergency Services as the selected areas of interest for Ambassadors to be submitted via the Australia Day Council's on-line portal for 2018.
2. That Council approve the request to approach proposed local identities as potential Ambassadors for the Glenelg Shire 2018 Australia Day Awards.
3. That the Mayor write to proposed local community members inviting them to be Ambassadors for the following:
 - 2018 Australia Day Event in Portland and Heywood; and
 - 2018 Australia Day Event in Casterton.

F9. AUSTRALIA DAY 2018 AMBASSADOR PROGRAM

(continued)

MOTION

MOVED Cr Stephens

- 1. That Council approve the two category choices of Media/Media Personality and Emergency Services as the selected areas of interest for Ambassadors to be submitted via the Australia Day Council's on-line portal for 2018.**
- 2. That Council approve the request to approach proposed local identities as potential Ambassadors for the Glenelg Shire 2018 Australia Day Awards.**
- 3. That the Mayor write to proposed local community members inviting them to be Ambassadors for the following:**
 - 2018 Australia Day Event in Portland and Heywood; and**
 - 2018 Australia Day Event in Casterton.**

SECONDED Cr Wilson

CARRIED

**F10. RECOMMENDATION FROM THE JOINT COUNCIL MEETING
2 NOVEMBER 2017**

CEO: Edith Farrell, Acting Chief Executive Officer

Author: Edith Farrell, Acting Chief Executive Officer

Executive Summary

The purpose of this report is to brief Councillors on a recommendation from the Joint Council Meeting held on 2 November 2017 and hosted by the District Council of Grant. This report seeks Council endorsement for Glenelg Shire Council to lead the establishment of a Green Triangle Regional Tourism Working Group for the purpose of developing a Regional Tourism Strategy.

Background

The role of the Joint Council meetings is to discuss matters of importance and enhance cross border relationships. A range of issues were discussed at the 2 November meeting including roads, coastal management, the establishment of a cross border Commissioner and regional tourism opportunities.

In regards to joint regional tourism opportunities it was agreed that a working group be established for the purpose of developing a Regional Tourism Strategy that would have the aims of;

- Servicing our regions visitors;
- Cross border mobilisation of our collective Art Centres;
- Joint product development; and
- General event development & cross border promotion.

Given that Glenelg Shire Council is due to host the February 2018 meeting it is considered pertinent to proceed with the agreed action of establishing a Green Triangle Regional Tourism Working Group to enable reporting on progress at the February 2018 meeting.

Report

It is proposed that the working group will comprise of Mayors and nominated other Councillors / Officers as elected by each Local Government Mayor.

It is proposed that an inaugural meeting of the Green Triangle Regional Tourism Working Group is conducted on December 11 2017 and hosted by Glenelg Shire Council and held at Casterton Town Hall. The location selected is based on it being centrally located for Joint Council member's attendance.

**F10. RECOMMENDATION FROM THE JOINT COUNCIL MEETING
2 NOVEMBER 2017**

(continued)

Councils to be involved in the working group include City of Mount Gambier, District Council of Grant, Glenelg Shire Council, Southern Grampians and Wattle Ranges Council.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes

An agreed joint consultation and communication plan would be required in relation to this project as it progresses.

d. Risk Management

Not applicable.

e. Resource Implications

There will be limited resource implications as this initiative will be supported by tourism staff from each of the participating Councils.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implication

Each of the regional Council partners may eventually be required to provide a contribution for a branded/promotional document upon completion of the strategy.

**F10. RECOMMENDATION FROM THE JOINT COUNCIL MEETING
2 NOVEMBER 2017**

(continued)

i. Conclusion

A Green Triangle Regional Tourism working group has the potential to further build on our visitor economy, unlock / enhance regional opportunities, build on the collective strengths and value proposition of the region.

Glenelg Shire Council are due to host the next meeting of the Joint Council's group on Thursday 22nd February 2018 and it is intended to ensure that the establishment of the Green Triangle Regional Tourism Working Group is well progressed prior to the February meeting.

The outcomes of this working group will be reported to full Council through the Glenelg Shire Council Tourism Advisory Committee.

Officer Recommendations

1. That Council endorse the establishment of a Green Triangle Regional Tourism Working Group for the purpose of exploring the development of a Regional Tourism Strategy.
2. That the inaugural meeting is hosted by Glenelg Shire Council and the mayor and nominated Councillor _____ attend, together with relevant Council officers.
3. That activities of the Green Triangle Regional Tourism Working Group are reported to Council through the Glenelg Shire Council Tourism Advisory Committee.

MOTION

MOVED Cr Hawker

1. **That Council endorse the establishment of a Green Triangle Regional Tourism Working Group for the purpose of exploring the development of a Regional Tourism Strategy.**
2. **That the inaugural meeting is hosted by Glenelg Shire Council and the Mayor and nominated Councillor Stephens attend, together with relevant Council officers.**
3. **That activities of the Green Triangle Regional Tourism Working Group are reported to Council through the Glenelg Shire Council Tourism Advisory Committee.**

SECONDED Cr McDonald

CARRIED

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:MOTION1. Yarraman Park**MOVED Cr Wilson**

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

- E1. (1) Assembly of Councillors – Councillors and CEO meeting Record held on Tuesday 10 October 2017
- E1. (2) Assembly of Councillors – CEO Review Committee meeting held on Tuesday 17 October 2017
- E1. (3) Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 24 October 2017
- E1. (4) Assembly of Councillors – Councillor briefing session held on Tuesday 24 October 2017
- E1. (5) Meeting record of the Tourism Advisory Committee held on Thursday 26 October 2017
- E1. (6) Meeting record of the Volunteering and Wellbeing Advisory Committee held on 1 November 2017
- E1. (7) Assembly of Councillors – Joint Council Meeting held on Thursday 2 November 2017
- E1. (8) Meeting record of the Casterton Railway Precinct Advisory Committee held on Thursday 9 November 2017
- E1. (9) Assembly of Councillors – Deputation by Urban Ethos meeting held on 14 November 2017
- E1. (10) Assembly of Councillors – Councillors and CEO meeting held on 14 November 2017

- E1. (11) Assembly of Councillors – Councillor Workshop meeting held on 14 November 2017
- F2. (1) Monthly Finance Report – October 2017
- F6. (1) Council Property Leasing and Licensing Policy CPO-ASSETS-OP-002
- F7. (1) Karreeta Peeneeyt Mara Portland Child & Family Complex
- F8. (1) Glenelg Early Years Feasibility Study & Infrastructure Plan 2016-18 Stage 1 Progress Update

Separate Circulation to Councillors, CEO and Directors

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F3. (1) Contract No. 2017-18-12 18 Intersections and Various Road Rehabilitation Projects, Tender Evaluation Matrix
- F4. (1) Contract No. 2017-18-12 18 Intersections and Various Road Rehabilitation Projects, Tender Evaluation Matrix
- G1. (1) Map of Location and access points – 55 & 57R Percy Street Portland
- G1. (2) Valuation Report 55 & 57R Percy Street Portland undertaken 22 September 2017

Recommendation

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

MOTION

MOVED Cr Wilson

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

SECONDED Cr Stephens

CARRIED

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC:Recommendation

That the Council Meeting be closed to members of the public pursuant to Section 89 2(h) of the *Local Government Act 1989*, excluding the Acting Chief Executive Officer, Acting Director Corporate Services, Acting Director Community Services, Director Assets, Group Manager Special Projects and Senior Administration Corporate Services to consider the following reports:

G1. Proposed Sale of Land at 55 & 57R Percy Street, Portland

MOTION

MOVED Cr Hawker

That the Council Meeting be closed to members of the public pursuant to Section 89 2(h) of the *Local Government Act 1989*, excluding the Acting Chief Executive Officer, Acting Director Corporate Services, Acting Director Community Services, Director Assets, Group Manager Special Projects and Senior Administration Corporate Services to consider the following reports:

G1. Proposed Sale of Land at 55 & 57R Percy Street, Portland

SECONDED Cr Wilson

CARRIED

OPENING OF COUNCIL MEETING TO MEMBERS OF THE PUBLIC:Recommendation

That the Council Meeting be opened to members of the public.

MOTION

MOVED Cr Halliday

That the Council Meeting be opened to members of the public.

SECONDED Cr Stephens

CARRIED

CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.34pm.

I HEREBY CERTIFY THAT PAGES 1 TO 52 INCLUDING PAGES 45 TO 52 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

**CR ANITA RANK
MAYOR
12 DECEMBER 2017**

Victorian State Legislation Copyright Acknowledgement

Extracts from legislation of the Parliament of the State of Victoria, Australia, are reproduced with the permission of the Crown in right of the State of Victoria, Australia. The State of Victoria accepts no responsibility for the accuracy and completeness of any legislation contained in this publication.

© State of Victoria, Australia. Copyright of legislation referenced in this publication is owned by the Crown in right of the State of Victoria, Australia.