



---

**Glenelg Shire Council**  
**Minutes of the Ordinary Council Meeting held on**  
**Tuesday 25 July 2017 at 7.00pm at**  
**Portland Customer Service Centre**  
**71 Cliff Street, Portland**

---

<b><u>Contents</u></b>	<b><u>Page</u></b>
Present:	4
Opening Prayer:	4
Aboriginal Acknowledgement:	4
Receipt of Apologies:	4
Confirmation of Minutes:	4
Conflict of Interest:	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>	6
D1. Recommendations from Heritage Advisory Committee Meeting 3 July 2017	6-8
D2. Tourism Advisory Committee Recommendations	9-12
<u>E. Assembly of Councillor Records:</u>	13
E1. Assembly of Councillors Records 15 June 2017 – 13 July 2017 (Inclusive)	13-16
<u>F. Management Reports:</u>	17
F1. Councillor and Chief Executive Officer Leave of Absence Register	17-19
F2. Final Report – Council Plan 2013-17 Year 4 Key Strategic Activities 2016/17	20-22
F3. Draft Domestic Animal Management Plan 2017 – 2021	23-25
F4. Heritage Grant and Loan Application 3261 Casterton-Portland Road, Digby	26-28
F5. Jaycee Kindergarten 2017 Assessment and Rating	29-32
F6. Contract 2016-17-41 Limestone Crushing Services	33-36
<u>Any Other Procedural Matter:</u>	37
<u>Urgent Business:</u>	37

<u>Receipt of Items Submitted for Information:</u>	37
<u>Index – Separate Circulations to Reports</u>	37-38
<u>Closure of Meeting to Members of the Public:</u>	39
<u>G. In Camera Reports:</u>	40
G1. Independent Audit Committee Member Appointment	40-43
<u>Opening of Council Meeting to Members of the Public:</u>	44
<u>Closure of Council Meeting:</u>	44

TIME:

7.00pm

PRESENT:

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

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

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Cr Gilbert Wilson.

CONFIRMATION OF MINUTES:

Recommendation

That the minutes of the Ordinary Council Meeting held on  
Tuesday 27 June 2017, as circulated, be confirmed.

**MOTION**

**Moved Cr White**

**That the minutes of the Ordinary Council Meeting held on  
Tuesday 27 June 2017, as circulated, be confirmed.**

**Seconded Cr McDonald**

**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'.*

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

Mr Bill Meldrum asked the following question:

Has the Council been notified of a second company integrated in an intermodal development south of Kennedy Street?

Director Assets, Mr Paul Healy advised that Council had not been officially notified of a second development south of Kennedy Street.

A. NOTICES OF MOTION:B. DEPUTATIONS:C. PETITIONS:

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

In accordance with clause 4.4.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013 that item D2. Tourism Advisory Committee Recommendations be included in the Ordinary Council Meeting Agenda, under section D. Committee Reports for Council consideration.

**SECONDED Cr McDonald****CARRIED****D. COMMITTEE REPORTS:****D1. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 3 JULY 2017**

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

**Separate Circulations – Non Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Heritage Loan and Grant Scheme Policy	2308008
2.	Meeting Notes Heritage Advisory Committee Monday 3 July 2017	2310301

**Executive Summary**

The purpose of this report is to brief the Council on the recommendations contained in the Heritage Advisory Committee meeting record 3 July 2017.

**Background**

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

1. Development of Council Policy relating to heritage matters;
2. Application for heritage restoration loans and grants made available by Council;
3. Recommendations on applications made by Council for heritage funding;
4. Act as an information resource to Council's Heritage Advisor, Council or Council Officers to assist with local information on specific heritage places and objects; and
5. Council's heritage objectives and the conservation of the heritage assets in the municipality.

**D1. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 3 JULY 2017**

(continued)

Report

The following motion was made at the meeting:

1. *Council adopts the revised Heritage Loan and Grant Scheme Policy.*

This policy has been updated to achieve a number of items including:

- Be explicit that payment of grant is provided upon satisfactory completion of works;
- Allow only a loan or a grant (not both in the one application);
- Increase loan amount to \$40,000; and
- General improvement to language in the document.

a. Council Plan Linkage and Policy Context

Liveable Glenelg – Livability and quality of life.

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

c. Consultation and/or communication processes

The new policy will be updated on Council's website and continue to be promoted through Council's Heritage Advisory service.

d. Risk Management

Not applicable to this report.

e. Resource Implications

There are no resource implications applicable to this report.

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. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 3 JULY 2017**

(continued)

h. Budget Implications

There are no budget implications.

Conclusion

It is submitted that the motion of the Heritage Advisory Committee meeting be supported with the following recommendation.

Officer Recommendation

That the revised Heritage Loan and Grant Scheme Policy be adopted.

**MOTION**

**Moved Cr Hawker**

**That the revised Heritage Loan and Grant Scheme Policy be adopted.**

**Seconded Cr Halliday**

**CARRIED**



**D2. TOURISM ADVISORY COMMITTEE RECOMMENDATIONS**

Director: Edith Farrell, Director Community Services  
Author: Liz McKinnon, Manager Tourism and Marketing

**Separate Circulation– Non Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Shire Council Meeting Record Tourism Advisory Committee Thursday 15 June 2017	2308262

**Executive Summary**

This report is to provide advice to Council regarding four recommendations made by the Tourism Advisory Committee (TAC) at its meeting held Thursday 15 June 2017. This report recommends that Council abandon plans to upgrade signage at the Frank Lodge Lookout and instead investigate options for a new arts installation, or digital medium, which showcases Portland's town entrance.

Furthermore, this report recommends Council send two councillors to the Australian Cruise Association Annual Conference and AGM in Mooloolaba on 6-8 September 2017 to assist the attraction of more cruise ships to Portland.

**Background**

The function of the Tourism Advisory Committee is to provide information and advice to Council on tourism marketing and promotion; policy relating to development of tourism products; and identification of new ideas.

The TAC is currently meeting at a minimum each quarter. It reports to the Ordinary Council Meeting (OCM) following each of its meetings by submitting a record of meeting minutes and any recommendations for Council's consideration.

These recommendations are in accordance with the TAC ToR.

**Report**

The TAC met on 15 June 2017 and noted recommendations from the Glenelg Tourism Strategy 2015-18 to upgrade existing signage at the Frank Lodge Lookout. The committee agreed that the proposed new signage was not consistent with council's smart cities ambitions nor sympathetic of the Glenelg Shire Arts and Culture Strategy, and Public Art Masterplan (PAMP)

**D2. TOURISM ADVISORY COMMITTEE RECOMMENDATIONS**

(continued)

The committee made the following recommendation:

*That the Frank Lodge lookout signage upgrade be abandoned and officers investigate options to replace the signage with a new arts installation, or digital medium, which showcases the entrance of town.*

Moved – Cr Karen Stephens

Seconded – Cr Anita Rank

CARRIED

*That officers provide a further report to Council that details the potential funding sources and different art installation options.*

Moved – Cr Karen Stephens

Seconded – Cr Anita Rank

CARRIED

The committee also discussed the importance of council having representation at the forthcoming Australian Cruise Association Annual Conference and AGM in Mooloolaba on 6-8 September 2017. The 21<sup>st</sup> annual conference will feature some of the cruise industries most influential leaders and operators providing council with opportunities to build new partnerships with operators in its endeavour to attract more cruise bookings in the future.

The meeting noted a recommendation that:

*Two Councillors attend the cruise ship conference in Mooloolaba .*

Moved – Cr Karen Stephens

Seconded – Cr Anita Rank

CARRIED

a. Council Plan Linkage and Policy Context

Growing Glenelg – sustaining and growing a diverse economy and social prosperity

b. Legislative and Legal Considerations

No legislative or legal considerations.

c. Consultation and/or communication processes implemented or proposed

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

**D2. TOURISM ADVISORY COMMITTEE RECOMMENDATIONS**

(continued)

d. Risk Management

Has been considered.

e. Resource Implications

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

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

h. Budget Implication

Budget implications apply to the recommendations contained, but any associated costs would be managed within current operational allocations. Furthermore, an art installation at the Frank Lodge lookout would require costings and may also have implications on both the tourism and arts units' operational budget.

Conclusion

The abandoning of plans to upgrade outdated signage at the Frank Lodge Lookout is consistent with Council's Four Year Plan. Plans to investigate a new arts or digital installation will ensure this town entrance is inviting and reflective of Council's arts and culture strategy, PAMP and furthermore smart cities ambitions, which aims to use new digital mediums to further engage with visitors and market the region.

Furthermore, Council's attendance at the 2017 Australian Cruise Association Annual Conference and AGM will be influential in building Portland's profile as a cruise destination, building new partnerships with operators and key cruise destinations.

**D2. TOURISM ADVISORY COMMITTEE RECOMMENDATIONS**

(continued)

**Officer Recommendation**

1. That Council accept the recommendation of the TAC to abandon upgrade to signage at the Frank Lodge Lookout with officers to investigate options to replace signage with a new arts installation, or digital medium, to showcase the town entrance.
2. That officers provide a report to Council that details the potential funding sources and art installation options for Frank Lodge Lookout.
3. That two Councillors are nominated to attend the 2017 Australian Cruise Association Annual Conference and AGM in Mooloolaba on 6-8 September 2017.
4. That Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ are nominated to attend.

**MOTION****MOVED Cr McDonald**

1. That Council accept the recommendation of the TAC to abandon upgrade to signage at the Frank Lodge Lookout with officers to investigate options to replace signage with a new arts installation, or digital medium, to showcase the town entrance.
2. That officers provide a report to Council that details the potential funding sources and art installation options for Frank Lodge Lookout.
3. That two Councillors are nominated to attend the 2017 Australian Cruise Association Annual Conference and AGM in Mooloolaba on 6-8 September 2017.
4. That Councillor Mayor Rank and Councillor Stephens are nominated to attend.

**SECONDED Cr Halliday****CARRIED**

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 JUNE 2017 – 13 JULY 2017 (INCLUSIVE)**

(continued)

Director: Karena Prevett, Director Corporate Services  
 Author: Rachael Fellows, Senior Administration Officer

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Assembly of Councillors – CEO and Councillors Meeting held Tuesday 27 June 2017	2308259
2.	Assembly of Councillors – Councillor Briefing Session meeting held Tuesday 27 June 2017	2304965
3.	Meeting Record of the Tourism Advisory Committee held on Thursday 15 June 2017	2308262
4.	Meeting Record of the Heritage Advisory Committee held on Monday 3 July 2017	2310301

Executive Summary

In accordance with the *Local Government Act 1989* Assembly of Councillors records (including records of those titled as committees) must be reported to the next 'practical' Ordinary Council meeting and recorded in the minutes of that meeting. The objective of submitting the Assembly of Councillors (including records of those titled as committees) records to Council meetings is to ensure public transparency in Council decision making processes.

Background

The Chief Executive Officer must ensure that a written record is kept of every Assembly of Councillors records (including records of those titled as committees). Department of Community Development and Planning circular L97 advises that Assembly of Councillors records "*only needs to be a simple document that records:*

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

**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 JUNE 2017 – 13 JULY 2017 (INCLUSIVE)**

(continued)

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 15 June 2017 – Thursday 13 July 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 – CEO and Councillors Meeting held Tuesday 27 June 2017 (DocSetID: 2308259);
- Assembly of Councillors – Councillor Briefing Session meeting held Tuesday 27 June 2017 (DocSetID: 2304965);
- Meeting Record of the Tourism Advisory Committee held on Thursday 15 June 2017 (DocSetID: 2308262);
- Meeting Record of the Heritage Advisory Committee held on Monday 3 July 2017 (DocSetID: 2310301).

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

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

**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 JUNE 2017 – 13 JULY 2017 (INCLUSIVE)**

(continued)

b. Legislative and Legal Considerations

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”

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 Thursday 15 June 2017 – Thursday 13 July 2017 (inclusive).

**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 JUNE 2017 – 13 JULY 2017 (INCLUSIVE)**

(continued)

**Officer Recommendation**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 15 June 2017 – Thursday 13 July 2017 (inclusive).

**MOTION****MOVED Cr White**

**That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 15 June 2017 – Thursday 13 July 2017 (inclusive).**

**SECONDED Cr McDonald**

**CARRIED**



F. MANAGEMENT REPORTS:**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

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

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2312134

Executive Summary

The purpose of this report is to enable Council to consider the Councillor and Chief Executive Officer Leave of Absence Register.

Background

In accordance with Section 66B of the *Local Government Act 1989* Councillors are entitled to take Leave of Absence.

Report

Section 66B of the *Local Government Act 1989* states:

- (1) If a Councillor is required to take leave of absence under this Act, the Councillor -
- a. may continue to be a Councillor but must not perform the duties of functions of a Councillor during the period of leave;
  - b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

- 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

Section 66B of the *Local Government Act 1989*.
  - c. Consultation and/or communication processes implemented or proposed

Councillors are required to submit Leave of Absence requests in writing to the Chief Executive Officer.

The Chief Executive Officer is required to submit his Leave of Absence requests in writing to Council through the Councillor and Chief Executive Officer Leave of Absence Register.

A register will be held by the Chief Executive Officer and reported monthly to Council.
  - d. Risk Management

Not applicable.
  - e. Resource Implications

Nil.
  - f. Charter of Human Rights and Responsibilities

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

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

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 July 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. FINAL REPORT – COUNCIL PLAN 2013-17 YEAR 4 KEY STRATEGIC ACTIVITIES 2016/17**

CEO: Greg Burgoyne, Chief Executive Officer

Author: Greg Burgoyne, Chief Executive Officer

### Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Council Plan 2013-17 – Year 4 Key Strategic Activities – Final Report (2016/17)	2312271

### Executive Summary

Council prepared and submitted to the Minister for Local Government the Council Plan 2013-17. Council has also adopted and published the key strategic activities statement providing an annual action plan to the Council Plan. This report records the achievements against the key strategic activities for 2016/17 (Year 4 of the Plan and Final Report).

### Background

- The Council Plan 2013-17 provides the future direction and resources to achieve Council's vision and the community's aspirations. The Plan includes a statement of intent, a list of four themes supported by strategies and performance indicators to measure progress against the themes. The strategic objectives for the period of the Council Plan were:

*Theme 1 – An engaged, healthy, connected and proud community.*

Objective 1 – A community where we belong, we can actively participate and are positive about our future.

*Theme 2 – Diverse economic base.*

Objective 2 – Thriving economy full of opportunities and resilience.

*Theme 3 – Manage and sustain our natural and built assets.*

Objective 3 – a place where our livelihoods and quality of life complement our natural and built assets.

*Theme 4 – Govern in a responsible and responsive way.*

Objective 4 – A community that trusts us to deliver in their long term best interest.

### Report

The Council Plan was developed through a series of ongoing workshops with Council. Further consultation and opportunities for community input were provided during the exhibition period. Consideration has also been given to commentary from Council's auditor. The Council Plan 2013-2017 was adopted by Council at the meeting held on 25 June 2013.

## **F2. FINAL REPORT – COUNCIL PLAN 2013-17 YEAR 4 KEY STRATEGIC ACTIVITIES 2016/17**

(continued)

Over the four years of the Plan 15 measures are set to assess performance. Many of the measures are broken down to assess annual achievements – others are only assessed now at the end of the 4 year term of the Plan. Of the 15 measures, 13 have been achieved with 2 not achieved.

Up and until 2014, Council was required to prepare and publish key strategic activities within the annual budget. The key strategic activities provide an annual work plan linked to the Council Plan objectives. As at 30 June 2017, 65 of the 75 key strategic activities with dates and targets set for attainment in the 12 months of the reporting period were achieved (e.g. 1 July 2016 to 30 June 2017). Of the 10 key strategic activities which were not achieved, three were achieved after the target date set in the Council Plan. During the past four years there have been learnings in relation to how we set the measures, tasks and targets and we will look to improve the quality of the measures, tasks and targets as we set these indicators for the new Council Plan over the next four years.

Appendix 1, separately circulated with this report, provides a final report on these key strategic activities with comments for both achieved and not achieved measures and tasks.

Additionally, the key strategic activities for 2017/18 (Year 1 of the recently adopted Council Plan 2017-2021) will be established at a future Council meeting as a focus for Council's activities during the coming year and beyond.

### a. Council Plan Linkage and Policy Context

The Council Plan 2013-17 was the key four year planning document of Council. More specifically this progress report links directly to Theme 4 (during the period of the Plan) – Govern in a responsible and responsive way.

### b. Legislative and Legal Considerations

The Victorian State Government's reporting framework, the *Local Government Amendment (Performance Reporting and Accountability) Act 2014*, no longer requires the key strategic activities to be included in Council's annual budget. However, the key strategic activities provide a meaningful, tangible way to monitor and inform of progress against the Council Plan.

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

Regular reporting on progress towards the attainment of the four year Council Plan provides an easy way for Council and the community to monitor progress.

This report assists in providing Councillors with current information in relation to the progress of Council against these key strategic indicators and ultimately the Council Plan 2013-17.

**F2. FINAL REPORT – COUNCIL PLAN 2013-17 YEAR 4 KEY STRATEGIC ACTIVITIES 2016/17**

(continued)

d. Risk Management

The Council Plan articulates the strategic actions of Council. There is minimal risk to achievements at this time.

e. Resource Implications

Resources continue to be aligned to the strategic actions of the Council Plan.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities was considered in the preparation of the Council Plan.

g. Sustainability and Environmental Considerations

The Council Plan incorporates key sustainability and environmental considerations and they are reflected in the themes shown in the Plan.

h. Budget Implications

The implementation of the Council Plan was anticipated and is the basis for allocated budgets.

Conclusion

This report concludes the Council Plan for 2013-17.

Officer Recommendation

That Council receives the final report on the Council Plan 2013-2017 Year 4 Key Strategic Activities (2016/17) in Appendix 1 of this report.

**MOTION**

**MOVED Cr Stephens**

**That Council receives the final report on the Council Plan 2013-2017 Year 4 Key Strategic Activities (2016/17) in Appendix 1 of this report.**

**SECONDED Cr Halliday**

**CARRIED**

**F3. DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2017 – 2021**

Director: Karena Prevett, Director Corporate Services  
Author: Jacqueline Muskee, Local Laws Team Leader

**Separate Circulation – Non Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Draft Domestic Animal Management Plan 2017 - 2021	2290579

**Executive Summary**

Council is required under Section 68A of the *Domestic Animals Act 1994* (the Act) to have a Domestic Animal Management Plan (DAMP) in place. The DAMP is required to be produced in consultation with the Secretary of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) at four yearly intervals. The current DAMP was adopted by Council in 2013 and it is proposed that the revised draft DAMP will succeed it, following due process.

**Background**

The DAMP outlines the services, programs and policies the Council has established to address the administration of the Act and the management of domestic animals in our community for the next four years concluding in 2021.

The DAMP is required to be reviewed annually and amendments made where appropriate. A copy of the amended DAMP is sent to the Secretary of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

**Report**

Section 68A of the *Domestic Animals Act 1994* mandates the requirement for Council to prepare a Domestic Animal Management Plan.

A complete review of the current 2013-2017 DAMP has been undertaken and the draft 2017 – 2021 DAMP has been developed using the guidelines and format based on a template provided by DEDJTR.

The draft DAMP addresses the following criteria:

- Training of authorised officers; and
- Services and strategies that the Council intends to pursue in relation to animal ownership, enforcement, control of animals at large and processes for declaration of menacing and dangerous dogs.

The scope of the document includes information in relation to issues such as barking dogs, authorised officer training requirements, domestic animal registration and general animal management within the Shire.

**F3. DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2017 – 2021**

(continued)

Overpopulation, high euthanasia, identification (microchipping) and registration is a focus area for the next four year period with various ideas on how to tackle these issues detailed throughout the DAMP.

The purpose of these elements is to ensure that the document is relevant for both internal and external reference.

a. Council Plan Linkage and Policy Context

- Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.
- Liveable Glenelg – Embracing inclusive, healthy, sustainable and diverse cultures.

b. Legislative and Legal Considerations

Section 68A of the *Domestic Animals Act 1994* mandates the requirement for a Domestic Animal Management Plan.

c. Consultation and/or communication processes implemented or proposed

It is considered 'best practice' to submit the DAMP for a public consultation phase and, it is proposed that this process be undertaken for 28 days commencing 28 July 2017. Public notices will be advertised in the Portland Observer and the Casterton News. The draft DAMP will be available on the Council website, Your Say Glenelg site and hard copies will be available at all Customer Service Centres.

d. Risk Management

If a Domestic Animal Management Plan is not forwarded to the Secretary of DEDJTR by the required date Council would be non-compliant with the legislative requirements.

e. Resource Implications

Resource implications would be dependent on what is adopted by Council at the conclusion of the formal process. No other resource implications are foreseen as the DAMP formalises normal work practices of the Local Laws Unit.

f. Charter of Human Rights and Responsibilities

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



**F3. DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2017 – 2021**

(continued)

g. Sustainability and Environmental Considerations

The promotion and enforcement of responsible pet ownership would have a beneficial effect via the reduction of dog faeces which is an issue that has substantial health and environmental risk factors.

h. Budget Implication

This is a draft plan and until the final DAMP is adopted budget implications at this stage are unknown.

Conclusion

Following the Councillor Workshop session and insertion of any recommended changes the Draft DAMP can proceed to the July Ordinary Council Meeting to seek Council's endorsement of the Draft DAMP and commence public exhibition.

Officer Recommendation

1. That Council endorse the Draft Domestic Animal Management Plan for public exhibition.
2. That a report be provided to Council following the public exhibition period to present the final Draft Domestic Animal Management Plan for consideration and adoption.

**MOTION**

**MOVED Cr McDonald**

1. That Council endorse the Draft Domestic Animal Management Plan for public exhibition.
2. That a report be provided to Council following the public exhibition period to present the final Draft Domestic Animal Management Plan for consideration and adoption.

**SECONDED Cr Halliday**

**CARRIED**

**F4. HERITAGE GRANT AND LOAN APPLICATION 3261 CASTERTON-PORTLAND ROAD, DIGBY**

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

**Separate Circulations – Non Confidential**

No.	Separate Circulation Title, Date and Author	ECM
1.	Heritage Advisor Report, Flightpath dated 24 May 2017	2287406
2.	Heritage Loan/Grants Scheme Application dated 5 May 2017	2280867

**Executive Summary**

This report relates to a heritage grant and loan application for repairs to the buttresses and storm water damage of St Johns' The Evangelist Church at 3261 Casterton-Portland Rd, Digby. A grant of \$5,000 and a loan of \$5,000 is recommended for approval to the applicant, Mrs Beverley Pepper, Parish Warden.

**Background**

On 22 April 2014 Council adopted a revised Heritage Loans/Grant Scheme to make it easier to approve loans and grants to the public.

**Report**

On 5 May 2017 a grant and loan application was lodged for \$10,000 to conduct repairs and new guttering and downpipes at 3261 Casterton-Portland Road, Digby – as per attachment 2. The church is listed under Heritage Overlay 207.

The works include repairs to buttresses, timber barges, eaves, fascias, soffits, guttering and downpipes. A planning permit was issued on 17 May 2017 with a building permit application to be lodged. These works meet the eligibility criteria in the Heritage Loans/Grants Scheme policy.

As per the policy the grant and loan application was referred to Council's appointed heritage advisor who supports the proposal as per the written advice attached.

The application was also referred to the Heritage Advisory Committee for comment with no objections received. One committee member recommended lime based mortar be used which is addressed in the heritage advisors conditions. The member also recommended vegetation be removed as part of general tidy up on the site. Whilst this is desirable is not essential to the restoration of the site.

The Heritage Loans/Grants Scheme policy allows a maximum of 50% of the value of works up to an amount of \$5,000.00 for grants and \$20,000 for loans. The quotes provided are \$15,435.56 for the works. This means a grant of \$5,000 and loan of \$5,000 can be approved with the applicant contributing \$5,435.36.

**F4. HERITAGE GRANT AND LOAN APPLICATION 3261 CASTERTON-  
PORTLAND ROAD, DIGBY**

(continued)

a. Council Plan Linkage and Policy Context

Liveable Glenelg – Livability and quality of life.

b. Legislative and Legal Considerations

There are no specific legislative or legal considerations.

c. Consultation and/or communication processes

The Heritage Advisory Committee was consulted. The applicant will be advised of the Council meeting outcome.

d. Risk Management

Not applicable to this paper.

e. Resource Implications

Not applicable to this paper.

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 approval of the grant and loan application supports sustaining heritage assets in the Shire.

h. Budget Implication

There are sufficient funds for the grant and loan application which comes from the heritage grants/loans restoration fund.

Conclusion

In summary the grant and loan application will make a positive contribution to the restoration of this heritage listed building in the Shire. The application meets all the eligibility requirements of the Heritage Loans/Grants Scheme policy. A \$5000 grant and \$5000 loan totalling \$10,000 is recommended for approval.

**F4. HERITAGE GRANT AND LOAN APPLICATION 3261 CASTERTON-  
PORTLAND ROAD, DIGBY**

(continued)

**Officer Recommendation**

That Council approve the grant and loan application of \$10,000 from the heritage grants/loans restoration fund for repairs to the buttresses, timber barge, fascia's, guttering and downpipes at 3261 Casterton-Portland Road, Digby in accordance with planning permit P17040 and subject to relevant building permits being granted and the following requirements:

- a. That any replacement timbers such as barges, fascias, soffits are of a type and profile to match the original, including beaded edge profile;
- b. That any replacement bricks match the original as closely as possible in type, size and colour;
- c. That any replacement mortar or repointing match the original as closely in possible in composition, colour and joint profile. Flexible caulking should not be used to repoint; and
- d. That the new steel downpipes continue to ground level to meet the PVC stormwater, minimising any visible PVC components.

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

**That the Heritage Grant and Loan Application 3261 Casterton-Portland Road, Digby be laid on the table.**

**SECONDED Cr Halliday****CARRIED**

**F5. JAYCEE KINDERGARTEN 2017 ASSESSMENT AND RATING**

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

**Separate Circulations – Non Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Jaycee Kindergarten has achieved the following ratings, 2 May 2017, Department of Education and Training	2280387
2.	National Quality Standard Assessment and Rating Report	2280388

**Executive Summary**

This paper is to brief Council of the outcome for the Jaycee Kindergarten Assessment and Rating, which was undertaken by authorised representatives from the Department of Education and Training (DET) on 15 and 16 March 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;

**F5. JAYCEE KINDERGARTEN 2017 ASSESSMENT AND RATING**

(continued)

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

**Background continued**

The National Quality Standards are further divided into 18 standards and 58 elements. Education and care services are assessed against each element and rated against each of the standards.

Following the assessment and rating visit, Council received a draft assessment and rating report that included a proposed rating against each of the seven quality areas and an overall rating.

The ratings that can be achieved by education and care services are:

- *Excellent* (awarded by ACECQA);
- *Exceeding National Quality Standard*;
- *Meeting National Quality Standard*;
- *Working Towards National Quality Standard*; and
- *Significant Improvement Required*.

Services must meet the National Quality Standard for all 58 elements in order to receive a rating of '*Meeting*' National Quality Standard. The highest rating to be given by DET is '*Exceeding*' National Quality Standard.

**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 have provided the final report and final notice of rating to Council, refer Separate Circulation.

**F5. JAYCEE KINDERGARTEN 2017 ASSESSMENT AND RATING**

(continued)

It is very pleasing to note that Jaycee Kindergarten achieved an overall rating of '*Exceeding*' *National Quality Standards*. This outcome is representative of the strong collaborative partnership between Council, Children's Services kindergarten staff and Jaycee Kindergarten Parents and Friends Inc. (parent committee).

The final notice of rating must be displayed so that it is clearly visible from the main entrance of the kindergarten.

a. Council Plan Linkage and Policy Context

The review is linked to the Council Plan 2014 - 2017, particularly Key Objectives (1) and (4):

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

b. Legislative and Legal Considerations

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.

**F5. JAYCEE KINDERGARTEN 2017 ASSESSMENT AND RATING**

(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

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

Conclusion

The outcome for the Jaycee Kindergarten Assessment and Rating, which was undertaken by authorised representatives from DET on 15 and 16 March 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 Jaycee Kindergarten Assessment and Rating report, which received an overall rating of "Exceeding" National Quality Standards for information.

**MOTION**

**MOVED Cr White**

**That Council receive the Jaycee Kindergarten Assessment and Rating report, which received an overall rating of "Exceeding" National Quality Standards for information.**

**SECONDED Cr McDonald**

**CARRIED**



**F6. CONTRACT 2016-17-41 LIMESTONE CRUSHING SERVICES**

Director: Paul Healy, Director Assets  
Author: David Owen, Assets and Works Manager

**Separate Circulation – Confidential**

*The separate circulation/s 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 2016-17-41 Provision of Limestone Crushing Services, Tender Evaluation Matrix, dated 5 July 2017	Contains contractual matter – section 89 (2) (d)	2822261

**Executive Summary**

This paper is to brief Council on the process for calling tenders for the Supply of Limestone Crushing Services for the purpose of producing material for road works conducted by the Glenelg Shire Council Works Unit.

The term of the contract will be two (2) years with Council reserving the right to extend the contract if it so desires, by an additional three (3) by one (1) year options.

**Background**

The current contract for the provision of this service expired on 30 June 2017 and no further options to extend the current contract were available. As such, Council required a new contract to cover future supply of this service.

**Report**

This report covers the tender requirements relating to the quality supply of limestone crushing services for the purposes of producing road making material within the Glenelg shire.

Public tenders were called for the Provision of Limestone Crushing Services. A total of sixteen (16) downloads were recorded and the closing time of tenders, with a total of six (6) responses received for evaluation.

**F6. CONTRACT 2016-17-41 LIMESTONE CRUSHING SERVICES**

(continued)

Tender submissions were received from:

1. Titan Willows Pty Ltd TA WA Molan & Sons;
2. Milbrae Quarries Pty Ltd;
3. Mibus Bros (Aust) Pty Ltd;
4. James Milne Pty Ltd;
5. Gambier Earth Movers Pty Ltd; and
6. The Trustee for Woodlawn TA Trust DirtFert.

The Tender Evaluation Panel have considered the tender submissions taking into account the price, capacity to execute the works, proven ability to produce the specific products, local economic contribution and the environmental sustainability impact on Council.

a. Council Plan Linkage and Policy Context

This contract relates to the 2017-2021 Council Plan theme, 'Connecting Glenelg - Connecting people, places and spaces'.

b. Legislative and Legal Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

Tenders were invited in accordance with Council's Procurement Policy and communications with prospective tenderers 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 on this Contract

d. Risk Management

The appointed Contractors will be required to provide assurance that the products and service supplied under this contract comply with appropriate Australian Standards as they apply to industry and to Council's satisfaction.

In addition to the above, any appointed Contractor will be bound by Council's Guidelines, Policies and Procedures for dealing with risk management and occupational health and safety.

**F6. CONTRACT 2016-17-41 LIMESTONE CRUSHING SERVICES**

(continued)

e. Resource Implications

Staff time in coordinating and facilitating measurement of materials for payment and monitoring of material stockpile volume and quality.

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 key criteria and has considered each submission's impact on this area.

h. Budget Implication

Expenditure associated with this tender will be incorporated into future budget forecasts and are allowed for in both operational and capital works budgets for roadworks. The costs for the recommended tenders will be within budget allocations.

Conclusion

Based on the overall assessment undertaken by the Tender Evaluation Panel, it is recommended that the following three (3) suppliers be appointed under the panel contract arrangement:

1. Mibus Bros (Aust) Pty Ltd;
2. Gambier Earth Movers Pty Ltd; and
3. The Trustee for Woodlawn Trust TA Dirlfert.

**F6. CONTRACT 2016-17-41 LIMESTONE CRUSHING SERVICES**

(continued)

**Officer Recommendation**

1. That Council award Contract 2016-17-41 for the provision of Limestone Crushing Services to the following for a period of two (2) years:
  - a. Mibus Bros (Aust) Pty Ltd;
  - b. Gambier Earth Movers Pty Ltd; and
  - c. The Trustee for Woodlawn Trust TA Dirtfert.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Assets be authorised to complete all financial payments and documents in relation to this contract.

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

1. That Council award Contract 2016-17-41 for the provision of Limestone Crushing Services to the following for a period of two (2) years:
  - a. Mibus Bros (Aust) Pty Ltd;
  - b. Gambier Earth Movers Pty Ltd; and
  - c. The Trustee for Woodlawn Trust TA Dirtfert.
2. That the Chief Executive Officer be authorised to sign all documents to give effect to this Council decision.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Assets be authorised to complete all financial payments and documents in relation to this contract.

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

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

- D1. (1) Heritage Loan and Grant Scheme Policy
- D1. (2) Meeting Notes Heritage Advisory Committee Monday 3 July 2017
- D2. (1) Meeting Record Tourism Advisory Committee Thursday 15 June 2017
- E1. (1) Assembly of Councillors – CEO and Councillors Meeting held Tuesday 27 June 2017
- E1. (2) Assembly of Councillors – Councillor Briefing Session meeting held Tuesday 27 June 2017
- E1. (3) Meeting Record of the Tourism Advisory Committee held on Thursday 15 June 2017
- E1. (4) Meeting Record of the Heritage Advisory Committee held on Monday 3 July 2017
- F2. (1) Final Report – Council Plan 2013-17 Year 4 Key Strategic Activities 2016/17
- F3. (1) Draft Domestic Animal Management Plan 2017 – 2021
- F4. (1) Heritage Advisor Report, Flightpath dated 24 May 2017
- F4. (2) Heritage Loan/Grants Scheme Application dated 5 May 2017
- F5. (1) Jaycee Kindergarten has achieved the following ratings, 2 May 2017, Department of Education and Training
- F5. (2) National Quality Standard Assessment and Rating Report

Separate Circulation to Councillors, CEO and Directors

F1. (1) Councillor and Chief Executive Officer Leave of Absence Register

'IN CAMERA' Separate Circulation to Councillors and Directors

F6. (1) Contract 2016-17-41 Provision of Limestone Crushing Services, Tender Evaluation Matrix, dated 5 July 2017

Recommendation

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

**MOTION**

**MOVED Cr Stephens**

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

**SECONDED Cr McDonald**

**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 Chief Executive Officer, Director Corporate Services, Director Community Services, Director Assets, Council Support Coordinator and Senior Administration Corporate Services to consider the following reports:

G1. Independent Audit Committee Member Appointment

**MOTION**

**MOVED Cr Stephens**

**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 Chief Executive Officer, Director Corporate Services, Director Community Services, Director Assets, Council Support Coordinator and Senior Administration Corporate Services to consider the following reports:**

**G1. Independent Audit Committee Member Appointment**

**SECONDED Cr Halliday**

**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 Stephens**

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

**SECONDED Cr McDonald**

**CARRIED**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.26pm.

**I HEREBY CERTIFY THAT PAGES 1 TO 44 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.**

CR ANITA RANK  
MAYOR

**22 AUGUST 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.*