



Glenelg Shire Council

Minutes of the Ordinary Council Meeting held on

Tuesday 26 June 2018 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
1. Proposed Browning Street extension to service future industry and A2C Timber Mill	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. Minutes and Recommendations of the Audit Committee Meeting held on 22 May 2018	6-11
D2. Recommendations from Heritage Advisory Committee Meeting 4 June 2018	12-15
D3. Recommendation from Tourism Advisory Committee Meeting 17 May 2018	16-18
<u>E. Assembly of Councillor Records:</u>	19
E1. Assembly of Councillors Records 10 May 2018 – 14 June 2018 (Inclusive)	19-22
<u>F. Management Reports:</u>	23
F1. Monthly Financial Report – May 2018	23-24
F2. Councillor and Chief Executive Officer Leave of Absence Register	25-27
F3. Draft Strategic Internal Audit Plan July 2018 to June 2021	28-30
F4. Proposed Council Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22: Adoption	31-35
F5. Heritage Grant Application 5-7 Tyers Street, Portland	36-38
F6. Council Policy Review – Procurement Policy	39-42

<u>Contents</u>	<u>Page</u>
F7. Proposed Licence Agreement with Portland CEMA	43-45
F8. Arts and Culture Strategy (2016 – 2020) Year 2 Report	46-49
F9. Business and Tourism Awards Events 2018-2019	50-53
F10. Contract 2017-18-28 Provision of Food Services (Meals on Wheels)	54-57
F11. 2019 – 2020 Community Sports Infrastructure Fund Portland Bowling Club	58-60
F12. Casterton Saleyards Fees Proposal	61-63
<u>Any Other Procedural Matter:</u>	64
<u>Urgent Business:</u>	64
<u>Receipt of Items Submitted for Information:</u>	64
<u>Index – Separate Circulations to Reports:</u>	64-65
<u>Closure of Meeting to Members of the Public:</u>	66
<u>G. In Camera Reports:</u>	67
G1. Twilight Cinema	67-72
G2. Over Dimensional Travel on Ring Road Henty Hwy	73-80
G3. Employment Matters	81
<u>Opening of Council Meeting to Members of the Public:</u>	82
<u>Closure of Council Meeting:</u>	82

TIME:

7:00pm

PRESENT:

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

Also in attendance were the Acting Chief Executive Officer (Ms Edith Farrell), Director Assets (Mr Rob Alexander), Director Corporate Services (Mr David Hol), Organisational Development Manager (Ms Ann Kirkham), Council Support Coordinator (Mrs Kylie Walford) and Media and Communications Officer (Ms Courtney Hoggan).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Cr Geoff White.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 22 May 2018, as circulated, be confirmed.

MOTION**MOVED Cr Hawker**

That the minutes of the Ordinary Council Meeting held on Tuesday 22 May 2018, as circulated, be confirmed.

SECONDED Cr McDonald**CARRIED**

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

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

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

Cr Stephens declared a Direct Conflict of Interest in Item F10. Contract 2017-18-28 Provision of Food Services (Meals on Wheels).

Cr Stephens 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 HAVE BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:QUESTIONS FROM THE GALLERY:1. Proposed Browning Street extension to service future industry and A2C Timber Mill

The Portland Observer asked the following question:

What progress has the Council and Vic Roads made in relation to the proposed Browning Street extension to service future industry and the A2C timber mill?

Director Assets, Mr Alexander advised that the question would be taken on notice.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 22 MAY 2018**

CEO: Greg Burgoyne, Chief Executive Officer

Author: Scott Millard, Internal Audit Officer

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocsetID
1.	Draft Glenelg Shire Council Audit Committee Charter	2108832
2.	Draft Audit Committee Meeting Plan	2284746

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocSetID
1.	Minutes of the Audit Committee Meeting held on Tuesday 22 May 2018.	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2437176

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 22 May 2018 and to submit any recommendations from the Committee for Council's consideration.

Background

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

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

D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 22 MAY 2018

(continued)

Report

The Audit Committee Meeting held on Thursday 22 May 2018 considered the following items:

Item No.	Item Description
1.	Draft External Audit Strategy for the Financial Year Ending 30 June 2018
2.	Interim Management Letter for the Financial Year Ending 30 June 2018
3.	Internal Audit Plan 1 July 2017 to 30 June 2018 - Proposed Amendment
4.	Draft Strategic Internal Audit Plan July 2018 to June 2021
5.	Internal Audit – Review of Project Management Practices for Specific Capital Works Projects
6.	Risk Management Report February to April 2018
7.	Strategic Risk Register Review May 2018
8.	Monthly Financial Report – March 2018
9.	Internal Audit - Review of Library Cash Handling Processes
10.	Audit Register Review and High Risks Update
11.	Local Authorities Superannuation Fund – Defined Benefits Plan
12.	Anti-Phishing Campaign and Employee Security Awareness Training
13.	Portland Landfill Environmental Audit
14.	Casterton Saleyards EUCAS and NSQA Accreditation Audits
15.	Status of Annual Budget Process
16.	Review of Audit Committee Charter
17.	Review of Audit Committee Meeting Plan
18.	Audit Committee Self-Assessment Survey 2017/18
19.	Update on Audit Committee Independent Member Vacancies
20.	Certificate of Appreciation – Member Kevin Tobin

The following recommendations from the meeting are submitted to Council for consideration:

Item 3 Internal Audit Plan 1 July 2017 to 30 June 2018 - Proposed Amendment

That the Audit Committee recommends to Council that the:

1. *Glenelg Shire Council Internal Audit Plan 1 July 2017 to 30 June 2018 be amended to remove the Road Management Plan audit.*
2. *Road Management Plan audit be included in the proposed 3 year Internal Audit Plan 2018 – 2021 for consideration by Council.*

MOVED Member Holmes

SECONDED Cr Stephens

CARRIED

**D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE
MEETING HELD ON 22 MAY 2018**

(continued)

Officer Comment:

Specific requirements of the Glenelg Shire Council Road Management Plan (the RMP) have been suspended since 9 September 2016 due to a force majeure. As a result of a natural disaster (storm event and flooding across the region) that occurred in September 2016 excessive damage was caused by the event. Council's limited resources available and other priorities meant that certain requirements of the RMP could not be met:

As a result of the force majeure and suspension of the of the RMP, it is recommended that the proposed internal audit be postponed until sufficient time has elapsed following the deactivation of the RMP suspension.

The RMP has been included in the draft Strategic Internal Audit Plan that is the subject of Council's consideration under item number F3 of this agenda.

Item 4 Draft Strategic Internal Audit Plan July 2018 to June 2021

That the Audit Committee:

1. *Receives the draft Strategic Internal Audit Plan July 2018 to June 2021.*
2. *Approves the draft Strategic Internal Audit Plan July 2018 to June 2021 in principle.*
3. *Recommends to Council that the draft Strategic Internal Audit Plan July 2018 to June 2021 as amended be adopted.*

MOVED Member Saunders

SECONDED Cr McDonald

CARRIED

Officer Comment:

The draft Strategic Internal Audit Plan July 2018 to June 2021 is the subject of Council's consideration under item number F3 of this agenda.

D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 22 MAY 2018

(continued)

Item 16 Review of Audit Committee Charter

That the Audit Committee recommends to Council that the Draft Audit Committee Charter be adopted.

MOVED: Member Saunders

SECONDED: Member Holmes

CARRIED

Officer Comment:

Council adopted the current Audit Committee Charter at its meeting on 27 June 2017. The Charter states that the Audit Committee will review and assess the adequacy of the Charter annually.

Item 17 Review of Audit Committee Meeting Plan

That the Audit Committee recommends to Council that the Draft Audit Committee Meeting Plan be adopted.

Moved: Member Saunders

Seconded: Cr McDonald

CARRIED

Officer Comment:

A review of the Glenelg Shire Council's Audit Committee Meeting Plan has been completed to set the agenda for the Committee for the next 12 months.

a. Council Plan Linkage and Policy Context

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

b. Legislative and Legal Considerations

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

c. Risk Management

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

D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 22 MAY 2018

(continued)

d. Consultation and/or communication processes implemented or proposed

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

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

The 2017/18 Council budget contains a budget to support the Audit Committee and to undertake an internal audit program during the financial year. Management and staff time to support the Committee and internal audit projects is an indirect cost.

Conclusion

It is recommended that Council receives the Audit Committee minutes and adopts the recommendations made by the Committee at its meeting held on Tuesday 22 May 2018.

Officer Recommendation

That Council:

1. Receives the minutes of the Audit Committee meeting held on Tuesday 22 May 2018.
2. Amends the Glenelg Shire Council Internal Audit Plan 1 July 2017 to 30 June 2018 that was adopted at the Ordinary Council Meeting on 27 June 2017, by removing the Road Management Plan audit from the Plan.
3. Considers the inclusion of the Road Management Plan audit in the draft 3 year Internal Audit Plan 2018 – 2021 under item number F3 of this agenda.
4. Adopts the Audit Committee Charter, separate circulation No. 1.
5. Adopts the Audit Committee Meeting Plan, separate circulation No. 2.

D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 22 MAY 2018

(continued)

MOTION

MOVED Cr Stephens

That Council:

- 1. Receives the minutes of the Audit Committee meeting held on Tuesday 22 May 2018.**
- 2. Amends the Glenelg Shire Council Internal Audit Plan 1 July 2017 to 30 June 2018 that was adopted at the Ordinary Council Meeting on 27 June 2017, by removing the Road Management Plan audit from the Plan.**
- 3. Considers the inclusion of the Road Management Plan audit in the draft three year Internal Audit Plan 2018 – 2021 under item number F3 of this agenda.**
- 4. Adopts the Audit Committee Charter, separate circulation No. 1.**
- 5. Adopts the Audit Committee Meeting Plan, separate circulation No. 2.**

SECONDED Cr McDonald

CARRIED

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 4 JUNE 2018

Director: David Hol, Director Corporate Services

Author: Matt Berry, Planning Manager

Separate Circulations – Non Confidential

<i>No.</i>	<i>Separate Circulation Title, Date and Author</i>	<i>ECM</i>
1.	Meeting Record Heritage Advisory Committee dated 4 June 2018	2438867
2.	Australian Heritage Festival Victorian Program 2018	2440085

Executive Summary

The purpose of this report is to brief the Council on the recommendations contained in the Heritage Advisory Committee meeting record 4 June 2018.

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.

Report

The meeting record notes are attached in the separate circulation with the Ordinary Council Meeting report.

Two recommendations were made at the meeting:

1. *Council continues participating in the National Trust Heritage Festival in 2019.*
2. *Report to Council detailing success and participation numbers.*

The first recommendation concerns continued participation in the National Trust of Australia annual festival which runs for 6 weeks. The National Trust of Australia (Victoria) coordinates the program of events for the Australian Heritage Festival. Events are held across the state with the festival funded by the Commonwealth

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 4 JUNE 2018

(continued)

Government, sponsors and Friend of the Festival supporters. Council is a Victorian 'Friend of the Festival' which offers additional benefits including a full colour page in the Victorian Program (see Attachment 2).

A previous recommendation by the Committee has resulted in Glenelg Shire participating in this festival since 2015. Council has supported this recommendation by providing administration support (Tourism Unit) and budget of approximately \$500 per year (Friend of the Festival fee).

National Trust heavily promotes the festival through direct notification to their 70,000 plus members, Visitor Information Victoria and various forms of electronic media.

It is proposed that Council continues to participate in the Festival in 2019.

The second recommendation is to detail the success of the 2018 festival held between 18 April and 20 May. A total of 7 events were listed in Glenelg Shire festival with capped numbers events being fully booked.

Both the committee and event organisers have deemed the festival a success with positive visitor comments received indicating that a number of participants have travelled exclusively to the shire because of the event.

The table below indicates the participation numbers:

Event	Participants
Tour Portland's Fishing Fleet in a Whaleboat	16
St Stephens Anglican Church Cemetery Symbols	18
Indian Hawkers of the South West	16
Place Names of Portland and the Glenelg Shire	
- Casterton Launch	15
- Portland Launch	25
Portland's Three Lockups and Watch Houses	10
First World War Exhibition	
- Opening	30
- Floor Talk	10
- Visitation	>100

The contribution of the Portland Observer and Bernard Wallace in featuring weekly articles is to be acknowledged. The support of the Tourism Unit is also acknowledged.

a. Council Plan Linkage and Policy Context

Liveable Glenelg – Livability & quality of life.

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 4 JUNE 2018

(continued)

b. Legislative and Legal Considerations

There are no legislative or legal considerations.

c. Consultation and/or communication processes

None applicable to this report.

d. Risk Management

Not applicable to this report.

e. Resource Implications

The recommendation to continue participation in the Heritage Festival will require administrative support from the Tourism Unit.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable to this report.

h. Budget Implications

The recommendation to continue participation in the Heritage Festival will require between \$500-\$1000 to enter depending on the Friend of the Festival level selected. This amount can be covered by operation budget.

Conclusion

That this report and the Meeting Record Notes of the Heritage Advisory Committee be received.

Officer Recommendations

That Council accepts the following recommendations from the Heritage Advisory Committee that:

1. Council continues participating in the National Trust Heritage Festival in 2019.
2. Council receives the report detailing success and participation numbers.

**D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE
MEETING 4 JUNE 2018**

(continued)

MOTION

MOVED Cr Wilson

That Council accepts the following recommendations from the Heritage Advisory Committee that:

- 1. Council continues participating in the National Trust Heritage Festival.**
- 2. Council receives the report detailing success and participation numbers.**

SECONDED Cr Halliday

CARRIED

**D3. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
17 MAY 2018**

Director: Edith Farrell, Director Community Services
Author: Jessica Hallinan, Administration Support Officer

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Glenelg Shire Council Meeting Record of the Tourism Advisory Committee held on Thursday 17 May 2018	2433111

Executive Summary

At the Tourism Advisory Committee (TAC) meeting held on 17 May 2018, the Committee made a recommendation for Council that two representatives from the Glenelg Shire Council attend the 2018 Australian Cruise Association Conference in Broome.

Background

The function of the TAC 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 Terms of Reference (ToR).

Report

The TAC met on 17 May 2018 and noted the importance of council having representation at the forthcoming Australian Cruise Association Annual Conference and AGM in Broome on 12-14 September 2018.

The 22nd annual conference will feature some of the cruise industries most influential leaders and operators, providing council with opportunities to build new partnerships in its endeavour to attract more cruise bookings in the future.

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – connecting people, places and spaces.

**D3. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
17 MAY 2018**

(continued)

b. Legislative and Legal Considerations

Has been considered.

c. Consultation and/or communication processes implemented or proposed

Officers will communicate the outcome of this recommendation to the committee at its next TAC Meeting.

d. Risk Management

Has been considered.

e. Resource Implications

There are no resource implications with this recommendation as the Advisory Committee is supported by officers as an operational responsibility.

f. Charter of Human Rights and Responsibilities

Has been considered.

g. Sustainability and Environmental Considerations

Has been considered.

h. Budget Implication

All costs will be managed within the current operational tourism budget.

Conclusion

Council's attendance to the 2018 Australian Cruise Association Annual Conference and AGM will be influential in building Portland's profile as a premier cruise destination and building new partnerships with operators.

Officer Recommendation

That Council send two representatives from the Glenelg Shire Council to attend the 2018 Australian Cruise Association Conference in Broome.

**D3. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
17 MAY 2018**

MOTION

MOVED Cr McDonald

That Council send two representatives from the Glenelg Shire Council to attend the 2018 Australian Cruise Association Conference in Broome.

SECONDED Cr Hawker

CARRIED

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 10 MAY 2018 – 14 JUNE 2018 (INCLUSIVE)**

Director: David Hol, 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 - Councillor Briefing session held on Tuesday 22 May 2018	2434310
2.	Assembly of Councillors - Councillors and CEO Briefing meeting held on Tuesday 22 May 2018	2437297
3.	Combined Meeting Record of the Glenelg Municipal Emergency Management Planning Committee and Glenelg Municipal Fire Management Planning Committee meeting held on Thursday 17 May 2018	2439659
4.	Meeting Record of the Tourism Advisory Committee held on Thursday 17 May 2018	2433111
5.	Meeting Record of the Heritage Advisory Committee held on Monday 4 June 2018	2438867
6.	Meeting Record of the Volunteering and Wellbeing Advisory Committee held on Tuesday 5 June 2018	2441322
7.	Assembly of Councillors – Councillor Workshop held on Tuesday 12 June 2018	2440531

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).

Circular L97 advises that 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.*

E1. ASSEMBLY OF COUNCILLORS RECORDS 10 MAY 2018 – 14 JUNE 2018 (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 10 May 2018 – Thursday 14 June 2018 (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 - Councillor Briefing session held on Tuesday 22 May 2018 (DocSetID: 2434310);
- Assembly of Councillors - Councillors and CEO Briefing meeting held on Tuesday 22 May 2018 (DocSetID: 2437297);
- Combined Meeting Record of the Glenelg Municipal Emergency Management Planning Committee and Glenelg Municipal Fire Management Planning Committee meeting held on Thursday 17 May 2018 (DocSetID: 2439659);
- Meeting Record of the Tourism Advisory Committee held on Thursday 17 May 2018 (DocSetID: 2433111);
- Meeting Record of the Heritage Advisory Committee held on Monday 4 June 2018 (DocSetID: 2438867);
- Meeting Record of the Volunteering and Wellbeing advisory Committee held on Tuesday 5 June 2018 (DocSetID: 2441322); and
- Assembly of Councillors – Councillor Workshop held on Tuesday 12 June 2018 (DocSetID: 2440531).

E1. ASSEMBLY OF COUNCILLORS RECORDS 10 MAY 2018 – 14 JUNE 2018 (INCLUSIVE)

(continued)

a. Council Plan Linkage and Policy Context

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

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.

Conclusion

This report is a summary of the Assembly of Councillors records for the period Thursday 10 May 2018 – Thursday 14 June 2018 (inclusive).

E1. ASSEMBLY OF COUNCILLORS RECORDS 10 MAY 2018 – 14 JUNE 2018 (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 10 May 2018 – Thursday 14 June 2018 (inclusive).

MOTION**MOVED Cr Halliday**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 10 May 2018 – Thursday 14 June 2018 (inclusive).

SECONDED Cr McDonald

CARRIED

F. MANAGEMENT REPORTS:**F1. MONTHLY FINANCIAL REPORT – MAY 2018**

Director: David Hol, Director Corporate Services
Author: Lauren Easson, Finance Coordinator

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Monthly Financial Dashboard – May 2018	2440536

Executive Summary

The finance report up to 31 May 2018 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this Council Agenda.

Background

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

Report

The 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:

- Financial Performance Dashboard.

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 May 2018.

The finance report provides a high level of financial reporting.

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*.

F1. MONTHLY FINANCIAL REPORT – MAY 2018

(continued)

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Risk Management

Not applicable.

e. Resource Implications

Not applicable.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

As outlined in monthly financial report

Conclusion

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

Officer Recommendation

That the Monthly Financial Report for the period ending 31 May 2018 be received.

MOTION**MOVED Cr Stephens**

That the Monthly Financial Report for the period ending 31 May 2018 be received.

SECONDED Cr McDonald**CARRIED**

F2. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

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

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DoseID
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)	2441083

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;

F2. 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

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.

d. Risk Management

Not applicable.

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

This report has considered the requirements with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

F2. 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 June 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 McDonald

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 Halliday

CARRIED

F3. DRAFT STRATEGIC INTERNAL AUDIT PLAN JULY 2018 TO JUNE 2021

Director: David Hol, Director Corporate Services

Author: Scott Millard, Internal Audit Officer

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Draft Strategic Internal Audit Plan (July 2018 – June 2021), prepared by Andrew Zavitsanos – Crowe Horwath	2434097

Executive Summary

The purpose of this report is to present to Council a draft three year Strategic Internal Audit Plan for the period July 2018 to June 2021 (the Plan).

Following discussion at the Audit Committee meeting held on 22 May 2018 the Plan was agreed to in-principle. The Audit Committee also resolved to recommend to Council that the Plan be adopted.

Report

In accordance with the Audit Committee Charter and better practice Council sets an internal audit plan to direct the activities of the internal audit function. Internal audit provides a review of the effectiveness of governance, risk management and control processes.

Whilst the Plan is for three years it will be reviewed annually by the Audit Committee providing the ability to amend the Plan as required where circumstances change or new risks present.

Crowe Horwath was engaged to prepare a draft three year Internal Audit Plan for consideration by Council. Crowe Horwath is a member of the Glenelg Shire Council panel to provide internal audit services to Council.

The Plan was considered by the Audit Committee at its meeting on 22 May 2018 and resolved:

That the Audit Committee:

- 1. Receives the draft Strategic Internal Audit Plan July 2018 to June 2021.*
- 2. Approves the draft Strategic Internal Audit Plan July 2018 to June 2021 in-principle.*
- 3. Recommends to Council that the draft Strategic Internal Audit Plan July 2018 to June 2021 as amended be adopted.*

MOVED Member Saunders

SECONDED Cr McDonald

CARRIED

F3. DRAFT STRATEGIC INTERNAL AUDIT PLAN JULY 2018 TO JUNE 2021

(continued)

The Plan has now been amended following Audit Committee discussions and is attached as separate circulation No.1.

a. Council Plan Linkage and Policy Context

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

The Audit Committee Charter states that the Committee will:

- Review and recommend the annual plan for approval by Council and all major changes to the plan; and
- Monitor to ensure that the Internal Audit Annual Plan is linked with and covers the material business risks.

b. Legislative and Legal Considerations

The *Local Government Act 1989* (the Act) sets out the legislative framework for the functions, activities and accountabilities for local government in Victoria. The Act also established the Local Government Charter together with the legislative authority for the Council's operating activities and performance.

c. Consultation and/or communication processes implemented or proposed

The Plan has been prepared following direct discussions with the Audit Committee, Chief Executive Officer, Directors and other key personnel.

d. Risk Management

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

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered and determined that the Plan does not interfere or limit any rights.

F3. DRAFT STRATEGIC INTERNAL AUDIT PLAN JULY 2018 TO JUNE 2021

(continued)

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implication

Generally the internal audit budget allows for up to 5 audits to be undertaken per annum by Council's internal audit providers.

Conclusion

Following consultation with key staff and the Audit Committee the draft Strategic Internal Audit Plan July 2018 to June 2021 is now presented to Council for adoption.

Officer Recommendation

That Council adopts the draft Strategic Internal Audit Plan July 2018 to June 2021.

MOTION

MOVED Cr Stephens

That Council adopts the draft Strategic Internal Audit Plan July 2018 to June 2021.

SECONDED Cr McDonald

CARRIED

F4. PROPOSED COUNCIL BUDGET 2018/19 AND PROPOSED STRATEGIC RESOURCE PLAN 2018/19-2021/22: ADOPTION

Director: David Hol, Director Corporate Services

Author: Joan Lewis, Chief Finance Officer

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Glenelg Shire Council Proposed Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22	2424891

Separate Circulation – Confidential

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

No.	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.	Meeting Notes from Special Committee to hear Submissions on Proposed Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22	Any other matter which the Council or Special Committee considers would be prejudice the Council or any person – Section 89(2)(h) of the Local Government Act 1989	2442798

Executive Summary

The purpose of this Report is to recommend that Council adopt the Proposed Council Budget 2018/2019 and adopt the Proposed Strategic Resource Plan 2018/19-2021/22.

Background

Under the *Local Government Act 1989*, Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year and a copy submitted to the Minister within 28 days of adoption.

Under the *Local Government Act 1989*, Council is required to prepare and adopt a Strategic Resource Plan. The Strategic Resource Plan must include at least the next 4 financial years and address both the financial and non-financial resources of Council. Council must review the Strategic Resource Plan during the preparation of the Council Plan and adopt no later than 30 June each year.

Additionally Council is required to make a declaration of differential rates, rate rebates and an annual service charge in accordance with the requirements of the *Local Government Act 1989*.

F4. PROPOSED COUNCIL BUDGET 2018/19 AND PROPOSED STRATEGIC RESOURCE PLAN 2018/19-2021/22: ADOPTION

(continued)

Report

The Proposed Council Budget and Proposed Strategic Resource Plan have been prepared in accordance with section 126, 127, 129 and 223 of the *Local Government Act 1989* and publicly notified for 28 days from 9 May until 8 June 2018.

During this time, one submission was received that identified the following matter for consideration:

- Submitter 1- General comments on Council operations.

As part of the statutory process to adopt the Budget and Strategic Resource Plan, the Council is required to consider submissions received in accordance with section 223 of the *Local Government Act 1989*. The Special Committee appointed has considered this submission and has recommended that the Proposed Council Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22 be adopted as exhibited.

Council must also make a declaration of differential rates in accordance with the requirements of the *Local Government Act 1989*.

The Fair Go Rates System (FGRS) legislates the maximum amount a council may increase their general rate revenue per annum. For the 2018/19 year the maximum increase is 2.25%. Council apply a rate rebate to Primary Production land (30%) and Recreation land (50%) which results in an overall net increase of 1% for general rate revenue in 2018/19.

The following table illustrates valuation changes between 2017 and 2018 general valuations by class of land with the changes to net revenue. The table does not include classes of land exempt to rate capping (Cultural and Recreational Land and rating agreements). Net rate revenue means gross rate revenue less rebates.

Type or class of land	Valuation Change (Decrease)	Rating Change (Decrease)
General Land	3.9%	(3.7%)
Commercial/Industrial Land	0.6%	(6.8%)
Primary Production Land	19.0%	10.3%
Recreational Land	0.60%	(7.0%)

Overall rate revenue is influenced by individual movements in the Capital Improved Value (CIV) of properties based upon independent valuations as at 1 January 2018. The CIV is also influenced by the number of rateable properties, which can fluctuate from year to year.

The proposed annual kerbside collection charge for garbage for 2018/19 is \$275.70 per service, which is a 2.22% increase on the 2017/18 charge of \$269.70. The council does not levy any additional municipal charges on ratepayers.

F4. PROPOSED COUNCIL BUDGET 2018/19 AND PROPOSED STRATEGIC RESOURCE PLAN 2018/19-2021/22: ADOPTION

(continued)

a. Council Plan Linkage and Policy Context

This report links to the Council Plan, particularly key objective: (4) - Govern in a responsible and responsive way.

b. Legislative and Legal Considerations

Under the *Local Government Act 1989*, Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year and a copy submitted to the Minister within 28 days of adoption.

Under the *Local Government Act 1989*, Council is required to prepare and adopt a Strategic Resource Plan. The Strategic Resource Plan must include at least the next 4 financial years and address both the financial and non-financial resources of Council. Council must review the Strategic Resource Plan during the preparation of the Council Plan and adopt no later than 30 June each year.

Section 158(1) of the *Local Government Act 1989* requires that a Council must at least once in respect of each financial year declare its rates and service charges. As the date of declaration must appear on the rate notice, this declaration must be done prior to the 30 June each year and must be completed prior to the issue of the rate notices.

c. Consultation and/or communication processes implemented or proposed

Consultation is required to be carried out in accordance with sections 125, 127 and 223 of the *Local Government Act 1989*. The documents have been advertised in accordance with the relevant provisions of the *Local Government Act 1989*.

d. Risk Management

Not applicable.

e. Resource Implications

The Council Budget and Strategic Resource Plan outline the resource implications of delivering the Council Plan.

f. Charter of Human Rights and Responsibilities

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

F4. PROPOSED COUNCIL BUDGET 2018/19 AND PROPOSED STRATEGIC RESOURCE PLAN 2018/19-2021/22: ADOPTION

(continued)

g. Sustainability and Environmental Considerations

The rating of properties within the Glenelg Shire looks to promote the use of suitable land for agricultural purposes.

h. Budget Implication

The adoption of the Proposed Council Budget 2018/19 provides Council's financial intentions for the period 1 July 2018 to 30 June 2019.

The Rating declaration of Rates and Charges can be found in Section 4.1 of the Proposed Council Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22 and is in line with the rating strategy for 2018/19.

Conclusion

The Proposed Council Budget 2018/19 and the Proposed Strategic Resource Plan 2018/19-2021/22 have been prepared in accordance with the relevant provisions of the *Local Government Act 1989* and Regulations. One submission was received during the formal exhibition period and there are no changes proposed in response to this submission.

The Proposed Council Budget 2018/19 and the Proposed Strategic Resource Plan 2018/19-2021/22 is therefore presented to Council for adoption.

Officer Recommendation

1. That it be noted that the submission on the Proposed Council Budget 2018/2019 has been considered by Council prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 4.1 of the Proposed Council Budget 2018/2019.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Proposed Council Budget 2018/2019 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Proposed Strategic Resource Plan 2018/19-2021/22 (Attachment 2).
5. That Council gives public notice that the Council Budget 2018/2019 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2018/19 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

F4. PROPOSED COUNCIL BUDGET 2018/19 AND PROPOSED STRATEGIC RESOURCE PLAN 2018/19-2021/22: ADOPTION

(continued)

MOTION

MOVED Cr Stephens

1. That it be noted that the submission on the Proposed Council Budget 2018/2019 has been considered by Council prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 4.1 of the Proposed Council Budget 2018/2019.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Proposed Council Budget 2018/2019 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Proposed Strategic Resource Plan 2018/19-2021/22 (Attachment 2).
5. That Council gives public notice that the Council Budget 2018/2019 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2018/19 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

SECONDED Cr Wilson

CARRIED

F5. HERITAGE GRANT APPLICATION 5-7 TYERS STREET, PORTLAND

Director: David Hol, 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 7 May 2018	2425872
2.	Heritage Loan & Grant Scheme Application received 17 April 2018	2417860

Executive Summary

This report relates to a heritage grant application for part replacement of the roof at Victoria House at 5-7 Tyers Street, Portland. A grant of \$5,000 is recommended for approval to Douglas and Ruth Maxwell.

Background

On 25 July 2017 Council adopted a revised Heritage Loans and Grant Scheme Policy.

Report

On 17 April 2018 a grant application was lodged for \$5,000 for replacing roof sheeting including internal box guttering at Victoria House, 5-7 Tyers Street, Portland, with estimated cost of works at \$26,694.80.

The building is individually listed on the Victorian Heritage Register as Heritage Overlay HO83.

Heritage Victoria does not require a permit and has issued an exemption dated 16 April 2018. A Council planning permit is also not required.

Council's appointed heritage advisor inspected the building on 7 May 2018 and recommended approval of a grant. As per the policy, the grant application was referred to the Heritage Advisor and Heritage Advisory Committee.

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

Liveable Glenelg – Livability & quality of life.

b. **Legislative and Legal Considerations**

There are no specific legislative or legal considerations.

F5. HERITAGE GRANT APPLICATION 5 - 7 TYERS STREET, PORTLAND

(continued)

c. Consultation and/or communication processes

The application was also referred to the Heritage Advisory Committee for comment with three responses of support received. One committee member requested it be conditioned that galvanized iron is used for both the single and double storey roof. The applicant has confirmed that the works are only for the double storey roof with the existing galvanised iron to be replaced with galvanised iron Z600 sheeting on the top storey roof. The existing zincalume single storey roof is to be replaced at a future stage and is not part of this application or approval of works by Heritage Victoria. 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 application supports sustaining heritage assets in the Shire.

h. Budget Implication

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

Conclusion

In summary the grant application will make a positive contribution to the restoration of this heritage listed building in the State. The application meets all the eligibility requirements of the Heritage Loan and Grant Scheme policy.

Officer Recommendation

That Council approve the grant application of \$5000 from the Heritage Grants and loans restoration fund for replacement of second storey roofing using galvanised iron Z600 sheeting at 5 - 7 Tyers Street, Portland.

F5. HERITAGE GRANT APPLICATION 5 - 7 TYERS STREET, PORTLAND

(continued)

MOTION

MOVED Cr Wilson

That Council approve the grant application of \$5000 from the Heritage Grants and loans restoration fund for replacement of second storey roofing using galvanised iron Z600 sheeting at 5 - 7 Tyers Street, Portland.

SECONDED Cr McDonald

CARRIED

F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

Director: David Hol, Director Corporate Services

Author: Simone Scott, Contract & Procurement Coordinator

Separate Circulation – Non Confidential

No.	Separate Circulations	ECM
1.	Draft CPO-CORPORATE-F1-001 Procurement Policy 2017-18	2290676

Executive Summary

The purpose of this report is to enable Council to consider the review undertaken and adopt the Procurement Policy in accordance with section 186A of the *Local Government Act 1989* (Vic).

Background

The Procurement Policy is a high level policy document that addresses key operational standards and expectations required of councillors, officers, temporary/casual employees of Council in addition to contractors and consultants whilst engaged by Council.

Section 186A of the *Local Government Act 1989* (Vic) requires Council to prepare, approve and comply with a Procurement Policy that outlines the principles, processes and procedures that apply to the purchase of goods, services and works for the Glenelg Shire Council.

Key aspects of the legislation are that:

- At least once in each financial year, a Council is required to review the current procurement policy and may, in accordance with this section, amend the procurement policy;
- A copy of the current procurement policy is to be made available for inspection by the public, both at council's offices and on council's website; and
- A Council is required to comply with its procurement policy.

Report

The policy considers benefits and value for money, based on whole of life costs, as well as social and environmental impacts of its procurement processes to achieve the best outcomes for the community having regard to the long-term and cumulative effects of its decisions.

An external review has been undertaken by DJK Consulting to assess compliance with the *Local Government Act* and Regulations and provide assessment regarding application to current industry standards and the Victorian Local Government Best Practice Procurement Guidelines.

F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

Outcomes

The Policy was updated to reflect current organisational standards and structure. Content was improved to provide clarity and functionality for all users.

The Glenelg Shire Council's weighting of 25% for Economic Contribution has been maintained and is significantly higher than other Councils in the region.

The external review found the draft policy to be compliant with the *Local Government Act 1989* and reflects the key principles as per the Victorian Local Government Best Practice Guidelines 2013. The review recommendations have been implemented or noted for procedural development as shown in the table below.

Item	Recommendation	Action
1	Procurement Policy is updated to reflect encouragement for quotes to be obtained from panel contract suppliers for each job, and communicated to staff	Included
2	Procurement Policy is updated to specifically state that a payment must be approved by someone other than the requisitioning officer of the purchase order.	Included
3	Procurement policy specify that risk assessments and risk management plans be undertaken and developed for higher risk procurements.	Included
4	Prohibit purchase order splitting.	Included

a. Council Plan Linkage and Policy Context

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

This policy also dictates the delegation limits set for the organisation.

b. Legislative and Legal Considerations

All legal and legislative requirements have been considered in preparation of the policy.

F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

c. Consultation and/or communication processes implemented or proposed

Following adoption of the policy by Council, it will be communicated to stakeholders and made available for via the Council's web site as required by section 186A (8) of the Act.

d. Risk Management

The policy contains risk management principles and identifies specific measures in order to mitigate Council's exposure to risk with regards to procurement.

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

Environmental procurement considerations have been addressed via mandatory weighting for the level of commitment demonstrated to maximise environmental sustainability.

h. Budget Implication

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

Conclusion

The policy is reflective of Council's commitment to ethical, fair, transparent and statutory compliant procurement practices. This policy and its amendments seek to deliver best value outcomes through standard best practice procedures and organisational goals for the Glenelg Shire and reduce Council's risk profile in its procurement of goods and services.

Officer Recommendation

1. That Council adopt the reviewed Procurement Policy CPO-CORPS-FI-001 as separately circulated.
2. That the Procurement Policy be effective from the 26 June 2018.

F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

MOTION

MOVED Cr Hawker

- 1. That Council adopt the reviewed Procurement Policy CPO-CORPS-FI-001 as separately circulated.**
- 2. That the Procurement Policy be effective from the 26 June 2018.**

SECONDED Cr McDonald

CARRIED

F7. PROPOSED LICENCE AGREEMENT WITH PORTLAND CEMA INC

Director: David Hol, Director Corporate Services
Author: Scott Millard, Leases and Licences Officer

Executive Summary

This report is to brief Council on the current lease arrangements between the Glenelg Shire Council and Portland CEMA Inc and to propose that Council enter into a new licence agreement for the non-exclusive use of the Portland Arts Centre for an initial term expiring on 30 June 2022 with a further tenant exercised extension of four (4) years.

Background

The current lease with Portland CEMA Inc had an initial term commencing on 1 July 2014 and expiring on 30 June 2017 with the two (2) further terms of three (3) years each.

Since the expiry of the initial term of the lease Portland CEMA Inc has been operating on a monthly overholding arrangement and Council Officers and Portland CEMA Inc have been in negotiations regarding a new licence agreement.

As at the expiry of the current lease term Portland CEMA Inc were paying \$2543 (inc GST) per annum.

Report

Following negotiations with Portland CEMA Inc an in-principle agreement has been reached to enter into a licence agreement for the non-exclusive use of the Portland Arts Centre located at 4a Glenelg St Portland for an initial term expiring on 30 June 2022, with one (1) further tenant exercised extension of four (4) years.

The in-principle agreement made provision for an annual licence fee of \$2550 (inc GST) per annum for the first year with the fee being adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.

On the commencement of any subsequent further terms the rent shall be reviewed to market.

a. Council Plan Linkage and Policy Context

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

Connecting Glenelg - Connecting people, places and spaces.

Liveable Glenelg – Embracing inclusive, health, sustainable and diverse cultures.

Creative Glenelg – Creative, inspired, forward thinking and action orientated.

F7. PROPOSED LICENCE AGREEMENT WITH PORTLAND CEMA INC

(continued)

b. Legislative and Legal Considerations

Local Government Act 1989, section 190 - Restriction on power to lease land.

c. Consultation and/or communication processes implemented or proposed

Consultation has occurred with Portland CEMA Inc and the Arts and Culture Unit regarding the terms of the proposed licence.

d. Risk Management

Ensuring that a legally binding agreement between both the Glenelg Shire Council and Portland CEMA Inc will assist with mitigation of risk relating to the use of the Portland Arts Centre.

e. Resource Implications

Not applicable.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered and determined that the proposed licence agreement with Portland CEMA Inc will not interfere or limit any rights.

g. Sustainability and Environmental Considerations

Nil.

h. Budget Implication

The estimated fee income has been budgeted for in the 2017/18 financial year and also the proposed 2018/19 draft budget.

Conclusion

It is now proposed that Council enter into a new licence agreement for the non-exclusive use of the Portland Arts Centre.

F7. PROPOSED LICENCE AGREEMENT WITH PORTLAND CEMA INC

(continued)

Officer Recommendation

1. That Council enter into a new licence agreement with Portland CEMA Inc for the non-exclusive use of the Portland Arts Centre for an initial term expiring on 30 June 2022, with one (1) further tenant exercised extension of four (4) years.
2. That the annual licence fee be set at \$2550 (inc GST) per annum for the first year of the licence and adjusted annually thereafter in accordance with the March quarter All Groups CPI figure for Melbourne.
3. That subject to Portland CEMA Inc exercising their option to renew the licence for the further term of four (4) years a market rental review of the annual licence fee be carried out.
4. That the Director Corporate Services be authorised to negotiate final terms and conditions and execute the new licence agreement.

MOTION**MOVED Cr Wilson**

1. **That Council enter into a new licence agreement with Portland CEMA Inc for the non-exclusive use of the Portland Arts Centre for an initial term expiring on 30 June 2022, with one (1) further tenant exercised extension of four (4) years.**
2. **That the annual licence fee be set at \$2550 (inc GST) per annum for the first year of the licence and adjusted annually thereafter in accordance with the March quarter All Groups CPI figure for Melbourne.**
3. **That subject to Portland CEMA Inc exercising their option to renew the licence for the further term of four (4) years a market rental review of the annual licence fee be carried out.**
4. **That the Director Corporate Services be authorised to negotiate final terms and conditions and execute the new licence agreement.**

SECONDED Cr Halliday**CARRIED**

F8. ARTS AND CULTURE STRATEGY (2016 – 2020) YEAR 2 REPORT

Director: Edith Farrell, Director Community Services

Author: Susie Lyons, Arts and Culture Manager

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Arts and Culture Strategy (2016 – 2020)	2051547
2.	Arts and culture strategy (2016 – 2020) Year 2 report	2431774

Executive Summary

This report is to brief Council on the progress and achievement of Year 2 actions relating to the Arts and Culture Strategy (2016 – 2020) adopted at OCM 28 June 2016.

Background

The purpose of the Arts & Culture Strategy (2016 – 2020) is to provide clear objectives and guidelines to assist Council in servicing the needs and interests of the community, through the planning and implementation of Arts and Culture programs, activities, events and projects.

The strategy details a range of objectives for achieving both the vision and goals outlined in the document, and guides the Arts and Culture Manager and the Arts and Culture unit staff in their respective roles over the four year period.

The Arts and Culture Strategy (2016 – 2020) was adopted at the 28 June 2016 OCM.

This is the second annual progress report for the strategy.

Report

The Arts and Culture Strategy (2016-2020) has 51 objectives within seven focus areas:

- Performing Arts (for which we receive Creative Victoria Regional Partnership Funding);
- Visual Arts;
- Community and Cultural Development;
- Art in Public Places (feeds into Public Art Master Plan 2014);
- Cultural Collection (feeds into Cultural Collection Strategy 2016-2020);
- Staffing and Community Networks; and
- Capital Works Improvements.

F8. ARTS AND CULTURE STRATEGY (2016 – 2020) YEAR 2 REPORT

(continued)

The successful results of implementing some of the strategies in 2017/18 have been:

- Continued support for licence renewal of independent cinema operation, Twilight Cinemas, at Portland Arts Centre;
- Unit Restructure;
- Continuous evaluation and improvement of performances and exhibitions program;
- Successful growth of Small Night In patronage;
- Continuous evaluating and improvement of marketing and distribution of program;
- Implementing new social media tools for marketing and promotion;
- Building partnerships with schools for direct audience engagement;
- Five sold out school shows before season launch;
- Building partnerships with arts-interested groups in small towns;
- Building partnerships with Regional Arts Victoria programs;
- Making physical changes to work space and staff location to improve staff collaboration and productivity;
- Relocation of Arts and Culture Manager to main office to improve collaboration across council units;
- Maintaining new format for the season launch including new sophisticated brochure; and
- Completion of PAC Scoping study to inform future capital works.

Listed in the related table (ECM 2431774) are the Strategy focus areas and objectives. Also listed are priorities and whether the objective has been achieved, partially achieved or not achieved in the second year 2017-2018 of the four year plan.

For the prioritisation plan, objectives partially achieved or not achieved are given priority years for achievement as follows:

- 2016/17 - Year 1;
- 2017/18 - Year 2;

F8. ARTS AND CULTURE STRATEGY (2016 – 2020) YEAR 2 REPORT

(continued)

- 2018/19 - Year 3; and
- 2019/20 - Year 4.

Patron Feedback

"...the Glenelg Shire performance offering has improved out of sight!" - Richard Hill, Senior Biodiversity Officer, Department of Environment, Land, Water & Planning, Casterton.

"Finally, something cool to come to in Portland!" – Annemarie, 42.

"I usually come to shows at the Portland Arts Centre with my parents. It is so great to have a something to come to with friends in a space that is for us." Abby, 30.

"This show has made me so happy! I was feeling sad as I have a lot of hard homework to do, but now I can go an finish my homework. I can't believe my friends are missing this!" Teenage girl, Casterton.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – connecting people, places and spaces.

Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

Creative Glenelg – Creative, inspired, forward thinking and action orientated.

b. Legislative and Legal Considerations

There are no legislative and legal considerations associated with this report.

c. Consultation and/or communication processes implemented or proposed

There are no consultation and communication processes associated with this report.

d. Risk Management

There are no risks associated with this report.

e. Resource Implications

There are no resource implications associated with this report.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

F8. ARTS AND CULTURE STRATEGY (2016 – 2020) YEAR 2 REPORT

(continued)

g. Sustainability and Environmental Considerations

Sustainability and Environmental considerations have been considered.

h. Budget Implication

There are no budget implications associated with receiving this report.

Conclusion

This report identifies the achievements of Year 2 (2017/18) of the Arts and Culture Strategy (2016-2020) and prioritises the remaining objectives annually. The Arts and Culture Unit continues to implement the Arts and Culture Strategy (2016-2020) in its service delivery.

Officer Recommendation

That Council receive and accept the Arts and Culture Strategy 2016-2020 Year 2 report.

MOTION

MOVED Cr McDonald

That Council receive and accept the Arts and Culture Strategy 2016-2020 Year 2 report.

SECONDED Cr Hawker

CARRIED

F9. BUSINESS AND TOURISM AWARDS EVENTS 2018-2019

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

Executive Summary

This report seeks Council's endorsement to schedule the Glenelg Shire Business and Tourism Awards in the Autumn quarter of 2019 – the first biennial scheduling of the awards.

It is proposed the event is replaced in 2018 with a business networking evening with a key note industry speaker the Spring quarter of 2018.

Background

The Glenelg Shire Business and Tourism Awards were reintroduced in 2016 after a 17 year hiatus to publicly acknowledge and recognise businesses and individuals in the shire who provide excellence in their chosen field. Furthermore, the awards encourage the sector to excel and exceed industry standards.

Over the past two years the awards, presented historically at an Autumn gala function, included nine business and tourism categories, two individual categories and a heritage category.

These include:

- Manufacturing, Trades or Construction Business;
- Large Retail or Service Business;
- Primary Industry;
- Innovative Business;
- Tourism – Accommodation;
- Tourism – Food & Beverage;
- Tourism – Event, Festival or Attraction;
- Micro Retail or Service Business;
- Heritage Practice;
- Inclusive Practice;
- Employee of the Year;
- Young Achiever of the Year; and
- Business of the Year.

F9. BUSINESS AND TOURISM AWARDS EVENTS 2018-2019

(continued)

The awards have been judged in recent years by local business leaders and metro sourced business consultants. The evening also includes keynote addresses from business and tourism industry leaders.

Council voted at its Ordinary Council Meeting in March 2018 to host the awards biennially, running the event annually in rotation with a business networking evening in an effort to attract broader industry participation.

Report

Council's tourism unit proposes to replace the Business and Tourism Awards event in 2018 with a business networking evening featuring a high profile guest speaker in Spring 2018.

The unit is in consultation with a high profile guest speaker, with significant experience in the business and marketing field who will assist to educate and inspire the business community on how to excel in their operation.

It is proposed such a guest speaker would also focus on good customer service, empowering business leaders to invest in their staff and operation to position Glenelg Shire as a leader in the retail, tourism and business sectors.

Recent meetings between the Tourism Advisory Committee, Promoting Portland and the Portland Tourist Association have highlighted the need to support businesses in teaching good customer service practice, to ensure a memorable and enjoyable customer experience to build return business.

The delivery of the networking event is running in addition to council's small business workshops, which are run annually in collaboration with Small Business Victoria. These workshops, held in April and May 2018, focus on small business marketing.

Furthermore, council hosted a Business Breakfast in collaboration with the National Bank on Wednesday 23 May 2018 to provide further development opportunities for local operators. This session featured a rural banking specialist providing updates on how the State and Federal budget will benefit this region.

Together the rotation of the Glenelg Shire Business and Tourism Awards and the above mentioned targeted business networking events, year-on-year-off, will strengthen the shire's business community, allowing greater collaboration between operators and highlighting council's ongoing support of the sector.

a. Council Plan Linkage and Policy Context

The following business events link with the following council plan themes:

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

Creative Glenelg – Creative, inspired, forward thinking and action orientated

F9. BUSINESS AND TOURISM AWARDS EVENTS 2018-2019

(continued)

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

Nil

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

Costs for the networking events would be covered by the Tourism Unit's Operating Budget. The running of the Business and Tourism Awards biennially is providing a direct budget saving.

Conclusion

The introduction of a biennial networking evening, with keynote speaker, to run in replacement of the Business and Tourism Awards in 2018 will strengthen relationships within the sector and ensure council's continued collaboration and partnership with the community to strengthen the local economy. The endorsement of the proposed dates will assist council's tourism and events unit to continue with further planning and logistics for the proposed events.

Officer Recommendation

1. That Council endorse the rescheduling of the Glenelg Shire Business and Tourism Awards in the Autumn quarter of 2019.
2. That Council endorse the scheduling of a business networking evening with keynote speaker in the Spring quarter of 2018.

F9. BUSINESS AND TOURISM AWARDS EVENTS 2018-2019

(continued)

MOTION

MOVED Cr Stephens

- 1. That Council endorse the rescheduling of the Glenelg Shire Business and Tourism Awards in the Autumn quarter of 2019.**
- 2. That Council endorse the scheduling of a business networking evening with keynote speaker in the Spring quarter of 2018.**

SECONDED Cr McDonald

CARRIED

Cr Stephens re-declared a Direct Conflict of Interest in Item F10. Contract 2017-18-28 Provision of Food Services (Meals on Wheels) and left the meeting at 7.34pm.

F10. CONTRACT 2017-18-28 PROVISION OF FOOD SERVICES (MEALS ON WHEELS)

Director: Edith Farrell, Director Community Services
 Author: Symonne Robinson, Manager Aged & Disability Services

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No 2017-18-28 Provision of Food Services (Meals on wheels) Tender Evaluation Matrix	Contains Contractual Matters - Section 89 (2) (d)	2434629

Executive Summary

This paper is to brief Council on the 2017-18-28 Provision of Food Services (Meals on Wheels) contract and the recommendation to award the contract in relation to the zones and providers detailed in this report.

Background

The current contract for the provision of food services expires on 30 June 2018 and no further options to extend the current contract are available. As such, Council requires a new contract to be entered into to continue with the provision of Food Services for Aged & Disability clients.

Report

Public Tenders were called for Contract 2017-18-28 for the provision of Food Services (Meals on Wheels) via Tenderlink on Thursday 22 March 2018 and closed at 3:00pm on 12 April 2018.

A total of seven (7) downloads were recorded and at the closing time of tenders, a total of three (3) responses were received for evaluation. The term of the contract will be two (2) years with Council reserving the right to extend the contract if it so desires by adding an addition 2 x 1 year options. Tender submissions were received from:

- Portland District Health – Zone 1;
- Heywood Rural Health – Zone 2 & 4; and
- Casterton Memorial Hospital – Zone 3.

F10. CONTRACT 2017-18-28 PROVISION OF FOOD SERVICES (MEALS ON WHEELS)

(continued)

A tender evaluation panel formed to evaluate the submissions. Each of the tender submissions were assessed against the tender specifications taking into account 'price'; Quality & Safety; Compliance with home care standards: the economic contribution to the Glenelg Shire and the environmental sustainability considerations.

At the conclusion of the tender evaluation process for Contract 2017-18-28 for the provision of Food Services it has been recommended that the contract be awarded to Portland District Health – Zone 1, Heywood Rural Health – Zone 2 & 4 and Casterton Memorial Hospital – Zone 3.

a. Council Plan Linkage and Policy Context

This contract aligns with the Council Plan theme Growing Glenelg which highlights sustaining and growing a diverse economy and social prosperity.

b. Legislative and Legal Considerations

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

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 conducted 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 resolution of this contract.

d. Risk Management

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

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

e. Resource Implications

There are no resource implications relating to this contract.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

F10. CONTRACT 2017-18-28 PROVISION OF FOOD SERVICES (MEALS ON WHEELS)

(continued)

g. Sustainability and Environmental Considerations

As noted within the report, when selecting the preferred tenderer, a mandatory 10% weighting on environmental sustainability was considered as part of the tender evaluation process.

h. Budget Implication

Cost for the provision of this contract will be incorporated within adopted budgets.

Conclusion

Based on the overall assessment undertaken by the tender evaluation panel, it is recommended that Council award Contract 2017-18-28 for the provision of Food Services to Portland District Health – Zone 1, Heywood Rural Health – Zone 2 & 4 and Casterton Memorial Hospital – Zone 3.

Officer Recommendation

1. That Council award Contract 2017-18-28 for the provision of Food Services to Portland District Health – Zone 1, Heywood Rural Health – Zone 2 & 4 and Casterton Memorial Hospital – Zone 3.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Community Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Community Services be authorised to complete all financial payments relating to this contract.

F10. CONTRACT 2017-18-28 PROVISION OF FOOD SERVICES (MEALS ON WHEELS)

(continued)

MOTION

MOVED Cr McDonald

1. That Council award Contract 2017-18-28 for the provision of Food Services to Portland District Health – Zone 1, Heywood Rural Health – Zone 2 & 4 and Casterton Memorial Hospital – Zone 3.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Community Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Community Services be authorised to complete all financial payments relating to this contract.

SECONDED Cr Wilson

CARRIED

Cr Stephens returned to the meeting at 7.35pm.

F11. 2019 – 2020 COMMUNITY SPORTS INFRASTRUCTURE FUND PORTLAND BOWLING CLUB

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

Executive Summary

The Sport and Recreation Victoria (SRV) Community Sports Infrastructure Fund is currently open with applications closing on 25 June 2018. The program continues to support sports infrastructure that meets the needs of Victorian communities. There are 3 categories; major facilities, small aquatic projects and minor facilities.

Only local government can apply for funding from this program. The Portland Bowls Club has approached Council seeking Council to submit an application on their behalf to the minor facilities category.

Background

Portland Bowling Club was established in 1880. The club is the longest club in the Portland community and continues to thrive with a membership base of 126. The club have been hosting an annual bowls tournament for 69 years which attracts more than 400 people to the town.

The current greens were laid over 17 years ago, with a life expectancy of 10 years. The club have recently self-funded the replacement of one of its greens totalling \$189,780 and aim to upgrade the second green with support from external funding through the Community Sport Infrastructure Fund.

Report

Council is able to apply for up to \$250,000 (maximum grant amount).

The program aims to provide community sport and active recreation groups, working in partnership with local government, to develop and / or upgrade community sport and active recreation infrastructure.

The Portland Bowls Club, located in Bentinck Street Portland has been operating for over 137 years. The club has a current licence with Council for the use of land; however the facilities and grounds are maintained solely by the club.

The club intend to upgrade the second green to ensure the existing infrastructure meets standards.

The club is not seeking any financial contribution from Council however is seeking Council's support in submitting a funding application of \$126,520 from the Community Sport Infrastructure Fund (SRV) and will contribute the remaining \$63,260 to complete the second green upgrade.

F11. 2019 – 2020 COMMUNITY SPORTS INFRASTRUCTURE FUND PORTLAND BOWLING CLUB

(continued)

This upgrade guarantees the sports infrastructure at the bowling club a minimum of a 20 year lifespan assisting to attract long term participation and sustainability of the club.

a. Council Plan Linkage and Policy Context

The project is in accordance with the Council Plan 2017 - 2020 themes;

- Growing Glenelg – sustaining and growing a diverse economy and social prosperity;
- Connecting Glenelg – connecting people, places and spaces; and
- Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

b. Legislative and Legal Considerations

Have been considered in the development of the funding application.

c. Consultation and/or communication processes implemented or proposed

The club have led the development of this project and have consulted with the committee and relevant authorities.

Consultation has been carried out with SRV (funding body) to ensure eligibility.

d. Risk Management

Council will auspice the funds on behalf of the club (act as the 'banker') with the club responsible for the delivery of the works program.

A risk management plan will need to be developed if the funding application is successful.

e. Resource Implications

There will be minimal resource implications. Officers will be required to undertake minor support and general liaison between the club and SRV.

F11. 2019 – 2020 COMMUNITY SPORTS INFRASTRUCTURE FUND PORTLAND BOWLING CLUB

(continued)

f. Charter of Human Rights and Responsibilities

These projects have been scoped with consideration to the requirements of the Victorian Charter of Human Rights and Responsibilities Act 2006.

g. Sustainability and Environmental Considerations

There are no specific sustainability and environmental considerations.

h. Budget Implication

There will be no financial implications for Council as the Portland Bowls Club will financially support the balance of funds required for the proposed project.

The total proposed budget is \$189,780 and broken down as follows:

- SRV Grant: \$126,520; and
- Club Contribution: \$63,260

Conclusion

Supporting clubs to improve their sporting and active recreation infrastructure within our shire will improve the overall usability of the facilities, ensure competitor safety and participation, and continue to attract higher level competition.

We hope to see this trend continue throughout our clubs, reducing the resource and cost burden for Council as well as building club sustainability and capacity.

Officer Recommendations

That Council support the submission of a funding application to the Community Sports Infrastructure Fund 2019-2020 through Sport Recreation Victoria (SRV) on behalf of the Portland Bowls Club.

MOTION

MOVED Cr Hawker

That Council support the submission of a funding application to the Community Sports Infrastructure Fund 2019-2020 through Sport Recreation Victoria (SRV) on behalf of the Portland Bowls Club.

SECONDED Cr Wilson

CARRIED

F12. CASTERTON SALEYARDS FEES PROPOSAL

Director: Robert Alexander, Director Assets

Author: Joshua Searle, Acting Project Planning and Facilities Manager

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	Casterton Saleyards Advisory Committee Meeting Record 22 March 2018	2426631

Executive Summary

This report is to brief Council on the Casterton Saleyards Committee recommendations following the Saleyards Advisory Committee Meeting held on 22 March 2018, to increase the fees and charges, and the levy on selected stock in addition to introducing a yard fee to hold bulls in yards outside of sale days.

Background

Council provides soft fall for the Casterton Saleyards to ease the stress put on stock kept in the holding yards. The soft fall is renewed annually to maintain an acceptable standard in the yards.

The Casterton Saleyards are used as a holding yard during transport of bulls currently at no cost. It has been identified that there is an amount of damage being caused by the bulls being held leading to increased maintenance costs.

Report

At the 22 March 2018 Casterton Saleyards Advisory Committee Meeting, a draft fees and charges was presented. The draft proposed that all fees be increased by 2.25%, with the Committee endorsing this increase along with two other fee changes.

There is a cost to Council of approximately \$15,000 per annum to renew and replace the soft fall material utilised in the Casterton Saleyards which has been subsidised through a \$0.45 levy per head on horses, ass, mules, cattle, bulls, cows and calves. This is no longer an appropriate level for cost recovery. The committee has therefore recommended raising the levy to \$2 per head. With current sale figures for the financial year this is estimated to be enough to achieve cost recovery.

The Saleyard Advisory Committee also discussed a maintenance report that identified damage to yards in regards to holding of bulls outside of sale days resulting in broken gates and rails. The Committee proposed that a yard fee of \$10 per head per day to hold bulls in yards be introduced.

F12. CASTERTON SALEYARDS FEES PROPOSAL

(continued)

a. Council Plan Linkage and Policy Context

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

b. Legislative and Legal Considerations

Animal Welfare legislation has been considered as part of the Committee recommendations.

c. Consultation and/or communication processes implemented or proposed

The recommendations were proposed and seconded at the Casterton Saleyards Advisory Committee meeting held 22 March 2018.

d. Risk Management

There are no additional risks associated with the Committee's recommendations.

e. Resource Implications

There are no additional resources required.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

g. Sustainability and Environmental Considerations

There are no sustainability and environmental considerations related to this matter.

h. Budget Implication

Nil.

Conclusion

The Casterton Saleyards Advisory Committee recommends that the 2018-2019 fees and charges be increased by 2.25% and that there be a \$2 levy be imposed on Horses, Ass, Mules, Cattle, Bulls, Cows and Calves as well as a \$10 per head fee on the holding of bulls outside of sale dates.

F12. CASTERTON SALEYARDS FEES PROPOSAL

(continued)

Officer Recommendation

1. That Council endorse the fees and charges associated with the Casterton Saleyards be increased by 2.25% for the 2018-2019 financial year.
2. That Council endorse the Casterton Saleyards Advisory Committee recommendation for a levy increase to \$2 per animal and a new bull yard fee of \$10 per head per day outside of sale dates be implemented for the 2018-2019 financial year.
3. That the 2018-2019 Fees and Charges Schedule be updated to incorporate the new fees and charges as outlined within this report.

MOTION**MOVED Cr Stephens**

1. That Council endorse the fees and charges associated with the Casterton Saleyards be increased by 2.25% for the 2018-2019 financial year.
2. That Council endorse the Casterton Saleyards Advisory Committee recommendation for a levy increase to \$2 per animal and a new bull yard fee of \$10 per head per day outside of sale dates be implemented for the 2018-2019 financial year.
3. That the 2018-2019 Fees and Charges Schedule be updated to incorporate the new fees and charges as outlined within this report.

SECONDED Cr Halliday**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) Draft Glenelg Shire Council Audit Committee Charter
- D1. (2) Draft Audit Committee Meeting Plan
- D2. (1) Meeting Record Heritage Advisory Committee dated 4 June 2018
- D2. (2) Australian Heritage Festival Victorian Program 2018
- D3. (1) Glenelg Shire Council Meeting Record of the Tourism Advisory Committee held on Thursday 17 May 2018
- E1. (1) Assembly of Councillors - Councillor Briefing session held on Tuesday 22 May 2018
- E1. (2) Assembly of Councillors - Councillors and CEO Briefing meeting held on Tuesday 22 May 2018
- E1. (3) Combined Meeting Record of the Glenelg Municipal Emergency Management Planning Committee and Glenelg Municipal Fire Management Planning Committee meeting held on Thursday 17 May 2018
- E1. (4) Meeting Record of the Tourism Advisory Committee held on Thursday 17 May 2018
- E1 (5) Meeting Record of the Heritage Advisory Committee held on Monday 4 June 2018
- E1. (6) Meeting Record of the Volunteering and Wellbeing Advisory Committee held on Tuesday 5 June 2018
- E1. (7) Assembly of Councillors – Councillor Workshop held on Tuesday 12 June 2018
- F1. (1) Monthly Financial Dashboard – May 2018
- F3. (1) Draft Strategic Internal Audit Plan (July 2018 – June 2021), prepared by Andrew Zavitsanos – Crowe Horwath
- F4. (1) Glenelg Shire Council Proposed Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22

- F5. (1) Heritage Advisor Report, Flightpath dated 7 May 2018
- F5. (2) Heritage Loan & Grant Scheme Application received 17 April 2018
- F6. (1) Current CPO-CORPORATE-F1-001 Procurement Policy 2017-18
- F8. (1) Arts and Culture Strategy (2016 – 2020)
- F8. (2) Arts and Culture Strategy (2016 – 2020) Year 2 report
- F12. (1) Casterton Saleyards Advisory Committee Meeting Record 22 March 2018

'IN CAMERA' Separate Circulation to Councillors and Directors

- D1. (1) Minutes of the Audit Committee Meeting held on Tuesday 22 May 2018.
- F2. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F4. (1) Meeting Notes from Special Committee to hear Submissions on Proposed Budget 2018/19 and Proposed Strategic Resource Plan 2018/19-2021/22
- F10. (1) Contract No 2017-18-28 Provision of Food Services (Meals on wheels) Tender Evaluation Matrix

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 (a), (d), (g) and (h) of the *Local Government Act 1989*, excluding the Acting Chief Executive Officer, Director Corporate Services, Organisational Development Manager, Director Assets, Council Support Coordinator to consider the following reports:

- G1. Twilight Cinema
- G2. Over Dimensional travel on Ring Road Henty Highway
- G3. Employment Matters

MOTION**MOVED Cr Stephens**

1. That the Council Meeting be closed to members of the public pursuant to Section 89 (a), (d), (g) and (h) of the *Local Government Act 1989*, excluding the Acting Chief Executive Officer, Director Corporate Services, Director Assets, Organisational Development Manager and Council Support Coordinator to consider the following reports:

- G1. Twilight Cinema
- G2. Over Dimensional travel on Ring Road Henty Highway

2. That the Council Meeting be closed to members of the public pursuant to Section 89 (a) of the *Local Government Act 1989*, excluding Organisational Development Manager to consider the following report:

- G3. Employment Matters

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 Wilson

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 7.47pm.

I HEREBY CERTIFY THAT PAGES 1 TO 67 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK

MAYOR

24 July 2018

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.