



Glenelg Shire Council

**Minutes of the Ordinary Council Meeting held on
Tuesday 27 March 2018 at Heywood Customer Service Centre
77 Edgar Street, Heywood**

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TIME:

7.00pm

PRESENT:

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

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Director Community Services (Ms Edith Farrell), Director Assets (Mr Robert Alexander), Director Corporate Services (Mr David Hol), Senior Administration Officer Corporate Services (Ms Rachael Fellows), Council Support Coordinator (Ms 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:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 27 February 2018 as circulated, be confirmed.

MOTION**MOVED Cr Hawker**

That the minutes of the Ordinary Council Meeting held on Tuesday 27 February 2018 as circulated, be confirmed.

SECONDED Cr McDonald**CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST:

Cr Stephens declared an Indirect Conflict of Interest in item on D1. Recommendations from the Casterton Railway Precinct Advisory Committee from the Meeting 8 February 2018.

Cr Stephens has advised the Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

Cr Wilson declared an Indirect Conflict of Interest in item F4. Glenelg Planning Scheme Amendment C91: Portland Landfill Buffer Progress Report.

Cr Wilson has advised the Chief Executive Officer in writing prior to the meeting and classified the type of interest that has given rise to the conflict.

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'.

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:QUESTIONS FROM THE GALLERY:A. NOTICES OF MOTION:B. DEPUTATIONS:

C. PETITIONS:**C1. SEALING OF HODGETTS ROAD, GORAE***Separate Circulation – Non Confidential*

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Signed Petition Various Residents Sealing Hodgetts Road Gorae	2403617

MOTION

That Council receive the petition in accordance with clause 4.14.5 of Council's Meeting Procedure adopted December 2013, and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 24 April 2018.

MOTION

MOVED Cr Wilson

That Council receive the petition in accordance with clause 4.14.5 of Council's Meeting Procedure adopted December 2013, and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 24 April 2018.

SECONDED Cr Halliday

CARRIED

SUSPENSION OF STANDING ORDERS**MOTION**

MOVED Cr Stephens

That Council suspend Standing Orders at 7.04pm.

SECONDED Cr Wilson

CARRIED

Presentations:

1. **Budj Bim Cultural Landscape World Heritage Nomination**

Councillor Stephens presented Mayor Rank with a framed certificate of appreciation for Council's support in the Budj Bim Cultural Landscape World Heritage nomination.

2. **Fly the Flag friendship Tour 2018**

Councillor Halliday presented Mayor Rank with a plaque from the Fly the Flag Friendship Tour 2018 in appreciation of Council's support.

RESUMPTION OF STANDING ORDER**MOTION**

MOVED Cr Stephens

That Council resume Standing Orders at 7.07pm.

SECONDED Cr Wilson

CARRIED

Cr Stephens re-declared an indirect Conflict of Interest in item D1. Recommendations from the Casterton Railway Precinct Advisory Committee from the meeting 8 February 2018 and left the meeting at 7.07pm.

D. COMMITTEE REPORTS:

D1. RECOMMENDATIONS FROM THE CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE FROM THE MEETING 8 FEBRUARY 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 Casterton Railway Precinct Advisory Committee Meeting Thursday 8 February 2018	2396818

Executive Summary

This report is to provide advice to Council regarding a recommendation made by the Casterton Railway Precinct Advisory Committee (CRPAC) at their meeting held on Thursday 8 February 2018. The recommendation is for council to provide in-principal support for a request from the Casterton Business and Development Association to fund the installation of a BBQ at the Casterton Railway Precinct.

Background

The function of the Casterton Railway Precinct Advisory Committee is to provide information and advice to Council on the preservation, maintenance and development of the Casterton Railway Precinct. This precinct is leased from VicTrack and is an important asset for the Casterton community.

The CRPAC is currently meeting at a minimum of 4 times per year and then reports to the next Ordinary Council Meeting (OCM) following each of its meeting by submitting a record of each meeting and any recommendations for Council's consideration.

The Terms of Reference (ToR) for the CRPAC stipulate that the membership is to include one member of the Glenelg Shire Council (Councillor), who will act in the Chairperson role, one Councillor as proxy and up to six community members with appropriate skills and / or interests.

These recommendations are in accordance with the CRPAC ToR.

D1. RECOMMENDATIONS FROM THE CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE FROM THE MEETING 8 FEBRUARY 2018

(continued)

Report

The Casterton Railway Precinct Advisory Committee discussed the request for the Casterton Business and Development Association and made the following recommendation:

The Committee believes it would be of benefit to have a BBQ at the Railway Precinct and are in support of the installation in a location that is yet to be decided. The CBDA have formally offered \$\$ and in-kind support towards the installation component.

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.

b. Legislative and Legal Considerations

Legislative considerations would be addressed following confirmation on Lease arrangements.

c. Consultation and/or communication processes implemented or proposed

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

d. Risk Management

Has been considered.

e. Resource Implications

Officers will need to determine any permit and other considerations required.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

D1. RECOMMENDATIONS FROM THE CASTERTON RAILWAY PRECINCT ADVISORY COMMITTEE FROM THE MEETING 8 FEBRUARY 2018

(continued)

h. Budget Implication

Full costs of the project are currently being investigated.

Conclusion

A request from the Casterton Business and Development Association was presented at the CRPAC Meeting. The Committee believes that having a BBQ installed at the precinct will be of benefit to the town and draw tourists and families to the Railway Precinct.

Officer Recommendation

1. That Council support in principle the recommendation from the Casterton Railway Precinct Advisory Committee to install a BBQ at the Railway Precinct pending further investigation into a suitable location and the associated costs.
2. Officers fully investigate a suitable site and determine other associated costs and provide a further report to Council.

MOTION

MOVED Cr Wilson

1. **That Council support in principle the recommendation from the Casterton Railway Precinct Advisory Committee to install a BBQ at the Railway Precinct pending further investigation into a suitable location and the associated costs.**
2. **Officers fully investigate a suitable site and determine other associated costs and provide a further report to Council.**

SECONDED Cr Halliday

CARRIED

Cr Stephens returned to the meeting at 7.09pm.

D2. RECOMMENDATIONS AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 1 MARCH 2018

CEO: Greg Burgoyne, Chief Executive Officer
Author: Scott Millard, Internal Audit

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.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM DocSetID</i>
1.	Minutes of the Audit Committee Meeting held on Thursday 1 March 2018	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2405456

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 1 March 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.

D2. RECOMMENDATIONS AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 1 MARCH 2018

(continued)

Report

The Audit Committee Meeting held on Thursday 1 March 2018 considered the following items:

Item No.	Item Description
1.	Internal Audit – Review of Council's Procurement Processes and Practices
2.	Risk Management Report November 2017-February 2018
3.	Glenelg Shire Council Plan 2017-21: Half Year Performance Report
4.	Review of timelines from the Internal Audit of Systems and Processes Against Cyber Risk
5.	Financial Reports – as at 31 January 2018
6.	Local Government Performance Reporting – Six Month Report to 31 December 2017
7.	Audit Register Review
8.	Defined Benefits Superannuation – Vested Benefit Index for Prior Unfunded Liabilities
9.	Local Government Act Bill – Exposure Draft
10.	Audit Plan 2018/19 Potential Audits Discussion
11.	Victorian Auditor-General's Report – Results Of 2016-17 Audits: Local Government
12.	Independent Member Replacements
13.	Recycling Issue

The Audit Committee did not carry any recommendations to Council.

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. Consultation and/or communication processes implemented or proposed

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

D2. RECOMMENDATIONS AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 1 MARCH 2018

(continued)

d. Risk Management

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

e. Resource Implications

Nil.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Not applicable.

h. Budget Implication

The 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 receive the Audit Committee minutes for the meeting held on Thursday 1 March 2018.

Officer Recommendation

That Council receive the minutes of the Audit Committee meeting held on Thursday 1 March 2018.

MOTION

MOVED Cr Stephens

That Council receive the minutes of the Audit Committee meeting held on Thursday 1 March 2018.

SECONDED Cr Halliday

CARRIED

D3. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING HELD ON 27 FEBRUARY 2018

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

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Signed Meeting Record Australia Day Advisory Committee Meeting 27 February 2018	2405027

Executive Summary

The purpose of this report is to enable Council to consider recommendations made by the Australia Day Advisory Committee at a meeting held on 27 February 2018.

Background

The Glenelg Shire Council Australia Day Advisory Committee is a representative group consisting of five Councillors established to advise Council on matters relating to Australia Day.

The function of the Advisory Committee is to provide information and advice to Council on matters relating to Australia Day, namely:

- Australia Day Awards;
- Australia Day Celebrations; and
- Australia Day Ambassador Program.

Report

The Australia Day Advisory Committee met on Tuesday 27 February 2018 and discussed the following items:

- Australia Day Event Debrief; and
- Australia Day Awards 2019 – Communication Plan.

The Australia Day Advisory Committee also discussed some outcomes of the Glenelg Mara Quorin Aboriginal Advisory Committee meeting which took place on Tuesday 27 February 2018 of which Mayor Rank and Cr Stephens attended.

D3. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING HELD ON 27 FEBRUARY 2018

(continued)

The Committee met with a view of forming a Sub Committee to look at three events that will acknowledge more inclusively Aboriginal people, that being January 26, Reconciliation Week and NAIDOC Week, with an opportunity for a Citizenship Ceremony to be incorporated during NAIDOC Week, with the focus being a greater understanding of history and traditions.

In support of these discussions, the Australia Day Advisory Committee recommended the following:

That the Australia Day Advisory Committee Meeting acknowledge and support the development of a Glenelg Mara Quorin Aboriginal Advisory Committee 'Subcommittee' to develop opportunities to recognise Aboriginal people in our Shire throughout the year inclusive of January 26.

a. Council Plan Linkage and Policy Context

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

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

The meeting record of the Australia Day Advisory Committee are made available to Councillors and public members as required through the Assembly of Councillors Report, which is reported through the Ordinary Council Meeting on a monthly basis.

d. Risk Management

Nil associated risks.

e. Resource Implications

The indirect cost of staff time to administer Australia Day is included in the salary component of the Council budget.

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

This report has considered sustainability and environmental considerations.

D3. RECOMMENDATIONS FROM THE AUSTRALIA DAY ADVISORY COMMITTEE MEETING HELD ON 27 FEBRUARY 2018

(continued)

h. Budget Implication

The estimated costs associated with Australia Day are included in the 2017/2018 Council budget.

Conclusion

It is recommended that Council consider the recommendations put forward by the Australia Day Advisory Committee on 27 February 2018.

Officer Recommendation

1. That Council receive the Meeting Record of the Australia Day Advisory Committee held on 27 February 2018.
2. That Council endorse the following recommendation from the Australia Day Advisory Committee held on 27 February 2018:

That the Australia Day Advisory Committee Meeting acknowledge and support the development of a Glenelg Mara Quorin Aboriginal Advisory Committee 'Subcommittee' to develop opportunities to recognise Aboriginal people in our Shire throughout the year inclusive of January 26.

MOTION**MOVED Cr Stephens**

1. **That Council receive the Meeting Record of the Australia Day Advisory Committee held on 27 February 2018.**
2. **That Council endorse the following recommendation from the Australia Day Advisory Committee held on 27 February 2018:**

That the Australia Day Advisory Committee Meeting acknowledge and support the development of a Glenelg Mara Quorin Aboriginal Advisory Committee 'Subcommittee' to develop opportunities to recognise Aboriginal people in our Shire throughout the year inclusive of January 26.

SECONDED Cr Wilson**CARRIED**

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2018 – 15 MARCH 2018 (INCLUSIVE)**

Director: David Hol, Director Corporate Services

Author: Rachael Fellows, Senior Administration Officer Corporate Services

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM DocSetID</i>
1.	Meeting Record of the Heritage Advisory Committee held on Monday 19 February 2018	2406537
2.	Assembly of Councillors - Councillors and CEO meeting held on Tuesday 27 February 2018	2404662
3.	Assembly of Councillors – Councillors Briefing Session held on Tuesday 27 February 2018	2404825
4.	Meeting Record of the Australia Day Advisory Committee held on Tuesday 27 February 2018	2405027
5.	Meeting Record of the Community Grants Advisory Committee held on Monday 5 March 2018	2405966
6.	Assembly of Councillors – Deputation by RMCG Consulting held on Tuesday 13 March 2018	2407043
7.	Assembly of Councillors – Councillors and CEO meeting held on Tuesday 13 March 2018	2406557
8.	Assembly of Councillors – Councillors Workshop held on Tuesday 13 March 2018	2407042

E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2018 – 15 MARCH 2018 (INCLUSIVE)

(continued)

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.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	DocSetID
9.	Meeting Record of the Glenelg Municipal Fire Management Planning Committee held on Thursday 15 February 2018	Any other matter which the Council or Special Committee considers would prejudice the Council or any person – Section 89 (2) (h) of the <i>Local Government Act 1989</i>	2403869
10.	Meeting Record of the Glenelg Municipal Emergency Management Planning Committee held on Thursday 15 February 2018	Any other matter which the Council or Special Committee considers would prejudice the Council or any person – Section 89 (2) (h) of the <i>Local Government Act 1989</i>	2380358

Executive Summary

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

Background

The Chief Executive Officer must ensure that a written record is kept of every Assembly of Councillors records (including records of those titled as committees).

E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2018 – 15 MARCH 2018 (INCLUSIVE)

(continued)

Assembly of Councillors records *“only needs to be a simple document” that record:*

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

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

The circular further advises that: *“This does not mean that the record cannot be reported to the Council in the form of minutes. In Councils where it is established practice for minutes of advisory committees to be tabled at Council meetings, the minutes will be sufficient for the purpose if they include the required information, including disclosures.”*

Report

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 15 February 2018 – Thursday 15 March 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:

- Meeting Record of the Heritage Advisory Committee held on Monday 19 February 2018 (DocSetID: 2406537)
- Assembly of Councillors - Councillors and CEO meeting held on Tuesday 27 February 2018 (DocSetID: 2404662);
- Assembly of Councillors – Councillors Briefing Session held on Tuesday 27 February 2018 (DocSetID: 2404825);
- Meeting Record of the Australia Day Advisory Committee held on Tuesday 27 February 2018 (DocSetID: 2405027);

E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2018 – 15 MARCH 2018 (INCLUSIVE)

(continued)

- Meeting Record of the Community Grants Advisory Committee held on Monday 5 March 2018 (DocSetID:2405966);
 - Assembly of Councillors – Deputation by RMCG Consulting held on Tuesday 13 March 2018 (DocSetID:2407043);
 - Assembly of Councillors – Councillors and CEO meeting held on Tuesday 13 March 2018 (DocSetID:2406557);
 - Assembly of Councillors – Councillors Workshop held on Tuesday 13 March 2018 (DocSetID: 2407042);
 - (Confidential) Meeting Record of the Glenelg Municipal Fire Management Planning Committee held on Thursday 15 February 2018 (DocSetID: 2403869);and
 - (Confidential) Meeting Record of the Glenelg Municipal Emergency Management Planning Committee held on Thursday 15 February 2018 (DocSetID: 2403872);
- 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.

E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2018 – 15 MARCH 2018 (INCLUSIVE)

(continued)

f. Resource Implications

Nil.

g. Charter of Human Rights and Responsibilities

Nil.

h. Budget Implication

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

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

Conclusion

This report is a summary of the Assembly of Councillors records for the period Thursday 15 February 2018 – Thursday 15 March 2018 (inclusive).

Officer Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 15 February 2018 – Thursday 15 March 2018 (inclusive).

MOTION

MOVED Cr McDonald

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 15 February 2018 – Thursday 15 March 2018 (inclusive).

SECONDED Cr Halliday

CARRIED

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

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

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Monthly Financial Report – February 2018 - Dashboard	2404602

Executive Summary

The finance report up to 28 February 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 28 February 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 – FEBRUARY 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 28 February 2018 be received.

MOTION

MOVED Cr McDonald

That the Monthly Financial Report for the period ending 28 February 2018 be received.

SECONDED Cr Stephens

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 DocSetID
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2407299

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

Connecting Glenelg – Connecting people, places and spaces.

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 of the Victorian Charter of Human Rights and Responsibilities.

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 March 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 Stephens

CARRIED

F3. ADOPT 2018/2019 FEES AND CHARGES SCHEDULE

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

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	2018/2019 - Fees & Charges	2395421
2.	2018/2019 – Fees and Charges – Exception report	2402844

Executive Summary

The purpose of this report is to adopt the 2018/2019 Fees and Charges Schedule.

Background

Council process has seen that all Statutory Fees and Charges have been removed from the original Glenelg Shire Council Fees and charges schedule and placed in a separate Statutory Fees and Charges schedule.

Report

Fees and charges have been reviewed for the 2018/2019 Financial Year (refer attached). An exception report has been included, which highlights the Fees & charges that exceed the 2.25% (refer attached). In addition, there is no new fee or charge included in this schedule.

The majority of fees and charges for 2018/2019 have been increased by two point two five per cent (2.25%), or less with the exception of statutory fees (determined by external legislation and not Council) and those items impacted by rounding. Any other fee or charge that has either increased or decreased by a different amount to two point two five per cent (2.25%) has been considered by the responsible officer and in most cases comments have been provided.

Some fees and charges have been altered in terms of description. Others are no longer included due to being unused last year.

Also, a number of new fees and charges structures have been proposed and the services affected include:

- Administration Services - Standardisation of fees for the same service offered by Council (Photocopy/Faxing);
- Facilities & Venues for Hire - Standardisation of fee structure for Venue and Facility Hire (Hourly, half day and full day);

F3. ADOPT 2018/2019 FEES AND CHARGES SCHEDULE

(continued)

- Local Laws – Adjustment made to Dog and Cat registrations to reflect Animal Act requirements. Full registration fee be more than 3 times the fee for desexed animals.

The following groups have been consulted as part of determining specific fee changes:

- Portland Family History Group – Heritage; and
- YMCA – Swimming Pools

At the time of preparing this report the following sections were not able to be updated so the fees were left the same as 2017/2018 and will result in separate briefing papers for fee consideration:

- Home and Community Care (HACC) is waiting for the Department of Health to release the 2018 HACC fees.

Timetable

21 February	Leadership Team to consider the revised 2018/2019 Fees and Charges schedule – Draft 1
28 February	Leadership Team to review the revised 2018/2019 Fees and Charges schedule – Pre Council Workshop Draft
13 March	Council workshop to consider the 2018/2019 Fees and Charges schedule
27 March	Ordinary Council Meeting to adopt the 2018/2019 Fees and Charges schedule

a. Council Plan Linkage and Policy Context

The fees & charges schedule links to the Council Plan: Leading Glenelg – Create shared visions within the community, ensuring agreed outcomes.

b. Legislative and Legal Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

The above timetable enables clients to be advised of the fees and charges changes with sufficient notice to ensure that the fees and charges become effective from the 1 July 2018. It also provides suitable time for inclusion in the 2018/2019 budget.

F3. ADOPT 2018/2019 FEES AND CHARGES SCHEDULE

(continued)

d. Risk Management

Nil.

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

Nil.

h. Budget Implication

As per attached report.

Recommendation

That Council adopt the 2018/2019 Fees and Charges Schedule.

MOTION**MOVED Cr Hawker****That Council adopt the 2018/2019 Fees and Charges Schedule.****SECONDED Cr McDonald****CARRIED**

Cr Wilson re-declared an indirect Conflict of Interest in item F4. Glenelg Planning Scheme Amendment C91: Portland Landfill Buffer Progress Report and left the meeting at 7.20pm.

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

Director: David Hol, Director Corporate Services
 Author: Jacob Clements, Strategic Planner

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM DocSetID
1.	C91 Schedule of Submissions	2402992

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocSetID
2.	C91 Submissions received – combined pdf	Personal Matters – Section 89 (2) (a) of the Local Government Act 1989	2375234

Executive Summary

The purpose of this paper is to brief Councillors on the status of proposed Amendment C91 to insert a 500m buffer zone surrounding the Portland landfill.

Amendment C91 proposes to insert Schedule 6 to the Environmental Significance Overlay (ESO6) into the Glenelg Planning Scheme. The planning scheme control is to ensure any new development within 500 metres of the landfill triggers a planning permit to consider any environmental risks.

This report provides Council with details of the initial issue, the subsequent investigations undertaken and recommends an alternative way forward to mitigate the community or affected residents concerns associated with development within 500 metres of the landfill.

Background

The amendment was prepared in response to a recommendation of the externally appointed Environmental Auditor in their Section 53V Audit of the Portland Landfill in May 2016.

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

There are currently a number of zones within 500m of the landfill and not all of these will trigger a planning permit for developments. Consequently the auditor identified a low risk for harm and recommended that council:

“Investigate and implement a mechanism to control proposed developments within 500m from the landfill. This would involve a trigger to identify planning permit applications for such developments and a process to mitigate risks such as through an Environmental Significance Overlay of an Environmental Audit overlay”

Subsequently a town planning amendment was prepared over the following 12 months based on the above recommendation. The amendment was authorised by the Minister for Planning on 10 October 2017 and a full exhibition period was held from 9 November 2017 to 11 December 2017.

The exhibition period identified significant concern from affected residents within the proposed zone. Given this concern and the complexity of the matter, a public information session was held on 30 November 2017 to clarify the proposal and respond to any questions.

The meeting identified a number of issues that Council officers resolved to respond to including clarification of where the 500m is measured from and any opportunities to reduce the 500m buffer zone. In addition the attendees were encouraged to provide a submission into the proposal prior to the end of the exhibition period on the 11 December. The pre-set planning panel dates have been deferred for three months to investigate the issues raised in the submissions received.

Report

A total of twenty five (25) submissions were received during the exhibition period (refer to Attachment 1 – Submissions received). Two (2) submissions were received in support of the amendment and recommend changes to the exhibited version. Twenty three (23) submissions objected to the amendment.

In summary the issues raised in objections include:

- Decreased property values and a diminished ability to sell or rent property;
- Council rates;
- The ability and cost to subdivide and/or develop the land;
- Compensation, fee waivers and further investigation to be conducted by council not landowners;
- The extent of the buffer area;

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

- Management of the landfill site;
- The detail provided with the proposed amendment, including planning permit requirements and exemptions;
- A perceived limit to the number of people living on a property within the buffer area;
- Health concerns (personal and livestock);
- Queries on planning permits previously issued on land within the proposed overlay;
- Salt levels;
- Existing issues of adverse amenity and depreciation;
- Other sources of methane gas in the area;
- The buffer is a recommendation not a requirement;
- Query if an overlay is the appropriate mechanism to ensure suitable land uses where a buffer is required;
- Consideration of 'resource recovery' in strategic planning policy;
- Future capacity and the lifespan of facilities;
- Community consultation; and
- Consideration of the flow of clean water toward the landfill site.

A summary and response to each of the submissions received is found in Attachment 2 – Schedule of Submissions. Some of the issues raised in the submissions, such as Council rates, land value and marketability are not planning considerations although appear to be the most significant concern amongst those residents affected.

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

The issue of land value is emotive resulting in many objections requesting that the amendment be abandoned. The independent valuer employed by Council to assess property values for rates purposes has advised that the proposed planning control is unlikely to affect the overall value of established properties due to existing use rights. Speculation on land value does not change the potential risk sought to be addressed by the amendment.

The planning consideration most relevant to the issue of land value and marketability is Objective 4(1)(g) of the *Planning and Environment Act 1987* “to balance the present and future interests of all Victorians”. Considering that the former use of the land will become less obvious with the closure, capping and change in operation of the site. Prospective purchasers of land may only be made aware of the landfill site and the current or former use of the land as a by-product of the amendment. Subsequently it is acknowledged however that a risk exists from an uninformed potential purchaser who may see the overlay as an additional burden.

As indicated at the public meeting, Council officers sought further detail on the potential to reduce the distance of the buffer zone and requested clarity from where the buffer zone must be measured from. The EPA has reaffirmed their position that the buffer is 500m and starts from the boundary of the landfill site, unless the cell locations are known. As such, if the amendment were to proceed there would be two changes required to the exhibited documentation.

In regards to a potential reduction in the 500m buffer zone, the EPA has noted that the most recent monitoring data indicates ongoing landfill gas presence in this location. This may be as a result from the recently capped area affecting the readings which is not unexpected. Subsequently the EPA is not supportive of any reduction to the 500m buffer zone without further investigations.

The 500m buffer zone is identified with the EPA publication 1642 “Assessing planning proposals within the buffer of a landfill”. Whilst this document is provided as a guideline for planners, the EPA has asserted that State Planning Policy currently requires any planning permit application within 500m of a landfill to conduct an assessment of the risk in accordance with this guideline. This perspective has also been confirmed by independent legal advice.

However, the planning assessment relies on firstly if a permit is triggered and then ‘local knowledge’ of where the uses with adverse amenity occur. A referral or public notice requirement may also inform the assessment of any potential issues. As such the risks associated with not applying a statutory requirement in the form of a buffer include:

- When a planning permit is not required (current exemptions) there is no control or assessment of the proximity of development to the landfill;
- If a planning permit is required, but the proximity to the landfill site or cell location is not known or properly considered as part of the assessment; and

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

- Development that has the potential to increase the risk, or be at risk, from intrusion of contaminants from the landfill site.

The proposed ESO6 addresses each of the identified risks, as well as, providing information relevant for the assessment of a planning application in an accessible manner. In pure planning consideration, the implementation of the buffer zone would be in accordance with best practice and is advocated in a number of State and Regional Waste and Resource Recovery Infrastructure Plans.

As indicated at the Public meeting, Council staff have also been investigating and clarifying a number of technical aspects of concern regarding the proposed amendment. Council has now received an updated independent environmental report which has confirmed the risk as very low and additional clarification on Councils legal position and obligations to implement a buffer zone have also been received.

The outcome of the information received combined with the feedback from the EPA has now identified an alternative option to proceed with which is proportional to the identified exposure risks, appears to address the majority of concerns raised by nearby residents and does not present as an increased legal exposure for Council.

This option involves Council undertaking some further monitoring on a risk based approach to further quantify any specific areas of exposure requiring treatment and to provide some analysis and background data to the assessment of a buffer distance. These actions combined with the future capping of Stage 3 of the landfill which incorporates a landfill gas collection system provide for both interim and longer term actions to mitigate the identified issue and is seen as a more appropriate way forward rather than pursuing Amendment C91 in its current form.

Submissions have requested that proposed Amendment C91 be abandoned by Council. If Council determines not to continue with Amendment C91 the planning unit is still required to consider state planning policy for planning permit applications within the 500m area surrounding the landfill until further analysis provides guidance to the contrary.

a. Council Plan Linkage and Policy Context

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

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

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

b. Legislative and Legal Considerations

Amendment C91 helps to implement the following objectives under Section 4 of the *Planning and Environment Act 1987*:

- 4(1)(a) *to provide for the fair, orderly, economic and sustainable use, and development of land;*
- 4(1)(b) *to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- 4(1)(c) *to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*
- 4(1)(e) *to protect public utilities and other assets and enable the orderly provision and co- ordination of public utilities and other facilities for the benefit of the community;*
- 4(1)(f) *to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e);and*
- 4(1)(g) *to balance the present and future interests of all Victorians.*

c. Consultation and/or communication processes implemented or proposed

The public exhibition period for proposed Glenelg Planning Scheme Amendment C91 was held from 9 November 2017 to 11 December 2017.

Further consultation with the residents on any proposed changes to the amendment will occur prior to the matter being presented at an Ordinary Council Meeting (OCM).

d. Risk Management

The risk rating of 'very low' was given by the audit to the task of placing an overlay to land within 500m. This risk level was confirmed by the Section 53V Audit updated in March 2018.

Based on the above information, residents in the buffer area are not at any immediate risk. However, if development occurs there is the very low risk they may be impacted by contaminants from the landfill. Amendment C91 proposed to put the appropriate planning control in place to ensure that new development addresses the risks.

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

The Section 53V Audit also proposed actions to address high risks to address landfill contaminates emanating from the site. This includes capping works and implementation of a gas ventilation system. These are designed to minimise risks of contamination coming from the site. The majority of these high risks have been ameliorated or are well under way.

e. Resource Implications

Amendment C91 and any planning permit applications will be managed by the planning unit budget.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered. The public exhibition period and the planning panel process allow people to exercise their human rights under Section 15 and 18 to the freedom of expression and to take part in public life.

g. Sustainability and Environmental Considerations

This report articulates the environmental issues associated with the Portland landfill.

h. Budget Implication

The costs of further investigation by the planning unit have been accounted for in the unit's budget.

Potential budget implications to undertake further site investigations and development are known costs within the Council landfill provision.

Conclusion

Proposed ESO6 represents planning best practice to fully mitigate risks identified in the S53v audit. The further investigations and analysis undertaken following the exhibition period have identified an alternative way forward that is considerate of the risk exposure identified, addresses the majority of concerns from residents and also does not represent an increased legal exposure for Council and ratepayers.

Given the above factors, it recommended that the Amendment be abandoned rather than deferred and submitters be informed.

Council staff will undertake further monitoring and analysis in addition to the proposed capping works and gas collection installation. Then once these works are completed the risks can be reassessed and then consider whether any further controls are required.

F4. GLENELG PLANNING SCHEME AMENDMENT C91: PORTLAND LANDFILL BUFFER PROGRESS REPORT

(continued)

Officer Recommendation

1. Under Section 23 1 (c) of the Planning and Environment Act 1987 Council resolves to abandon Amendment C91 and advise the Minister for Planning of this Decision.
2. That the affected landowners be advised of this outcome.
3. That Council assess landfill gas risks once capping and ventilation works are finalised to determine whether Amendment C91 be reconsidered.

MOTION**MOVED Cr Halliday**

1. **Under Section 23 1 (c) of the *Planning and Environment Act 1987* Council resolves to abandon Amendment C91 and advise the Minister for Planning of this Decision.**
2. **That the affected landowners be advised of this outcome.**
3. **That Council assess landfill gas risks once capping and ventilation works are finalised to determine whether Amendment C91 be reconsidered.**

SECONDED Cr Hawker**CARRIED**

Cr Wilson returned to the meeting at 7.23pm.

F5. HERITAGE GRANT APPLICATION 39 - 41 PERCY ST, 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 29 August 2017	2399215
2.	Heritage Loan & Grant Scheme Application received 7 Dec 2017	2399216
3.	Supporting photos	2399255

Executive Summary

This report relates to a heritage grant application for complete replacement of the slate roof at St Stephen's Church at 39-41 Percy St, Portland. A grant of \$5,000 is recommended for approval to the Anglican Church of Australia.

Background

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

Report

On 7 December 2017 a grant application was lodged for \$5,000 for replacing slate roof including renewing lead overflashings and ridge cappings at St Stephen's Church, 39-41 Percy St, Portland, with estimated cost of works at \$237,820.

The applicant also intends to seek State funding via the Living Heritage Program which is currently open to State registered heritage places.

The building is individually listed on the Victorian Heritage Register as Heritage Overlay HO80.

Heritage Victoria does not require a permit and has issued an exemption dated 15 January 2018. A Council planning permit is also not required.

Council's appointed heritage advisor inspected the Church on 28 August 2017 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 39-41 PERCY ST, PORTLAND

(continued)

c. Consultation and/or communication processes

The Heritage Advisory Committee was consulted with one member declaring a conflict of interest. No submissions were made by any of the other committee members. 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 slate roofing for 39-41 Percy St, Portland.

F5. HERITAGE GRANT APPLICATION 39-41 PERCY ST, PORTLAND

(continued)

MOTION

MOVED Cr Halliday

That Council approve the grant application of \$5000 from the heritage grants and loans restoration fund for replacement of slate roofing for 39-41 Percy St, Portland.

SECONDED Cr Wilson

CARRIED

F6. MAV BUSINESS SERVICE AGREEMENT- TELECOMMUNICATIONS

Director: David Hol, Director Corporate Services
Author: Liz Regent, Acting Manager Compliance and Corporate Information

Executive Summary

This report proposes Council to enter into an agreement for telecommunications services. This agreement will provide Council with a two year contract for mobile and voice call services in accordance with the terms agreed between MAV and Telstra.

Background

Council entered into an agreement in accordance with terms negotiated by MAV in 2014 for telecommunications services with Telstra. The terms of this agreement expires at the end of March 2018. During the term of this agreement Telstra provided voice call (landline) and mobile service. Internet services were not provided under in this agreement.

Report

The MAV Business Service Agreement provides revised rates for the following services:

- VoiceCall Services;
- Mobile Services;
- Internet Services;
- Data Services; and
- Unified Communications Services.

The agreement provides incentives for engaging Telstra for more than one of these services being 2.5% saving per additional service. Council can choose another provider, as we currently do for internet services.

The proposed agreement will provide a saving of approximately \$2500 per month.

The proposed agreement also provides for a potential saving in internet access charges using a higher speed connection that is less than half the rate proposed by competitors. While this would be more than the current rate Council is paying for our internet service, it will allow us to increase our speed in and therefore make cloud based solutions more accessible. Adding this service will provide a 5% saving under this agreement.

The proposed contract also allow for up to \$10,000 worth of contract works to be undertaken without cost to Council. This could include installation of high speed connections. Any works exceeding \$10,000 would be paid by Council.

F6. MAV BUSINESS SERVICE AGREEMENT- TELECOMMUNICATIONS

(continued)

The proposed agreement has been negotiated by MAV on behalf of Local Government in Victoria. MAV have prepared the Business Service Agreement (contract) in accordance with the relevant Local Government procurement procedures. Council are therefore not required to undertake this procurement procedure separately and can now enter into this agreement following consideration of this report.

Alternative options have been considered. Service providers that use the Telstra mobile network do not provide competitive rates. Alternative service providers such as Optus do not provide adequate mobile coverage and therefore have not been further explored.

Using the above rates, it is estimated that future billing will amount to approximately \$140,000 per year (based on estimates for new mobile charges and average monthly charges for voice call services over the last year). Internet services may also be added under this agreement if found to be competitive. This will amount to a total of approximately \$280,000 over two years. This contract therefore requires Council approval.

The MAV agreement is consistent with the TPAMs terms negotiated for government agencies. The rates negotiated by MAV represent value for money for Local Government. Given Glenelg Shire Council's service needs, negotiating separately with other providers has been explored but has not generated any improvements due to our low usage and hence lack of leverage for a better deal.

It is therefore recommend that Council enter into the proposed MAV Business Service Agreement to ensure savings can be realised from 30 March 2018 for the two year term. Failure to enter into this agreement will result in the application of standard call costs from 1 April 2018.

a. Council Plan Linkage and Policy Context

Leading Glenelg – Accountability—“Council demonstrates leadership in is decisions to meet future needs and challenges”. Entering into an agreement for telecommunication services with competitive rates demonstrates council's commitment to reduce cost of Council operations and supports this commitment to our community.

b. Legislative and Legal Considerations

Council may enter into an agreement with a service provider if in accordance with relevant procurement procedures. As the total contract term is two (2) years and the amount over this time will exceed \$150,000, this decision does not fall under delegation and must be made be Council resolution.

F6. MAV BUSINESS SERVICE AGREEMENT- TELECOMMUNICATIONS

(continued)

c. Consultation and/or communication processes implemented or proposed

Community consultation is not appropriate in this situation.

d. Risk Management

Entering into this agreement ensures predictable charges for telecommunication service over the next two (2) years. Using Telstra will provide coverage for staff moving around the shire, reducing the risks associated with remote work and lack of coverage in the case of an emergency.

e. Resource Implications

Management of the agreement and related services will continue as previously resourced.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered.

g. Sustainability and Environmental Considerations

The proposed agreement provides competitive rates for telecommunications and therefore provides for sustainable economic outcomes for Council.

h. Budget Implication

The changes proposed above will provide a cost saving for telecommunications services.

Conclusion

This report reviews the agreement negotiated by MAV for telecommunication services for local government in Victoria and finds that the proposed agreement represents value for money for Glenelg Shire Council. It is therefore recommended that Council enter into this agreement for the proposed two (2) year period.

A Council resolution is required before the proposed agreement can be entered into. The current agreement expires at the end of March and therefore this report is being submitted to the 27 March 2018 Ordinary Council Meeting.

F6. MAV BUSINESS SERVICE AGREEMENT- TELECOMMUNICATIONS

(continued)

Officer Recommendation

1. That Council agree to enter into the Business Service Agreement (MAV) for telecommunication services.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.

MOTION**MOVED Cr Stephens**

1. That Council agree to enter into the Business Service Agreement (MAV) for telecommunication services.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.

SECONDED Cr Hawker**CARRIED**

F7. CONTRACT 2017-18-26 LOCAL PORT OF PORTLAND BAY TRAWLER WHARF ANODE REPLACEMENT

Director: Robert Alexander, Director Assets

Author: Scott Easson, Local Port of Portland Bay Manager

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 Doc Set ID
1.	Glenelg Shire Council Tender Evaluation Matrix, Local Port of Portland Bay - Trawler Wharf Anode Replacement, Contract No 2017-18-26 dated 20 February 2018	Contains contractual matter - section 89 (2) (d)	2402175

Executive Summary

This report is to brief Council on the tender process undertaken for Contract 2017-18-26 for the Local Port of Portland Bay Trawler Wharf Anode Replacement. The scope of the contract includes two parts, part A for the supply of 84 Sacrificial Anodes for the Trawler Wharf and part B to remove existing, depleting anodes and replace and install new anodes. Council approval is now sought to award Contract 2017-18-26 for the Local Port of Portland Bay Trawler Wharf Anode Replacement.

Background

The Glenelg Shire Council is the Manager of the Local Port of Portland Bay and operates the Local Port under a management agreement with the Victorian Governments Department of Economic Development, Jobs, Transport and Resources (DEDJTR). The management agreement was entered into from July 1 2017 and extends until the 30 June 2022.

The Trawler Wharf and the sacrificial anodes were originally installed approximately 11 years ago with the expected anode life originally set at 10 to 15 years. Results from a diving inspection undertaken in August 2017 confirmed that some anodes were showing up to 85% depletion. Diving specialists have suggested that we have the 84 anodes replaced by December 2018.

This report has been prepared following the evaluation of the tenders received for the Local Port of Portland Bay Trawler Wharf Anode Replacement.

F7. CONTRACT 2017-18-26 LOCAL PORT OF PORTLAND BAY TRAWLER WHARF ANODE REPLACEMENT

(continued)

Report

Public Tenders were called via Tenderlink on Tuesday 23 January 2018 and closed at 3:00pm on Tuesday 13 February 2018.

At the closure of the tender submission period a total of four (4) submissions were received. Tender submissions were received via were received via Tenderlink from:

1. Southern Divers Pty Ltd TA Southern Divers;
2. Professional Divers Group Pty Ltd TA Professional Diving Services;
3. Neptune Diving Services Pty Ltd; and
4. Commercial Diving & Marina Services Pty Ltd.

A tender evaluation panel formed to evaluate the submissions. Each of the tender submissions were assessed against the tender specifications taking into account 'cost efficiency'; the tenderers demonstrated experience; physical resources/equipment to provide the service; the economic contribution to the Glenelg Shire and the environmental sustainability considerations.

At the conclusion of the tender evaluation process for Contract 2017-18-26 for the Local Port of Portland Bay Trawler Wharf Anode Replacement it has been recommended that Southern Divers Pty Ltd be awarded the contract.

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.

F7. CONTRACT 2017-18-26 LOCAL PORT OF PORTLAND BAY TRAWLER WHARF ANODE REPLACEMENT

(continued)

d. Risk Management

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

In addition to the above, any appointed contractor will be bound by Council's guidelines, policies and procedures for dealing with risk management and occupational health and safety.

e. Resource Implications

There are no resource implications in this contract.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

The tender evaluation matrix contains sustainability and environmental considerations as key criteria and has considered the level of commitment to maximise environmental sustainability.

h. Budget Implication

This contract will be cost neutral to Council with in principle agreement having been given by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) to fully fund this contract. A funding agreement between Glenelg Shire Council and DEDJTR will be developed and executed following the resolution of this contract.

Conclusion

Based on the overall assessment undertaken by the tender evaluation panel, it is recommended that Southern Divers Pty Ltd be appointed to undertake both part A and B of Contract 2017-18-26 Local Port of Portland Bay Trawler Wharf Anode Replacement.

F7. CONTRACT 2017-18-26 LOCAL PORT OF PORTLAND BAY TRAWLER WHARF ANODE REPLACEMENT

(continued)

Officer Recommendation

1. That Council award Contract 2018-18-26 for the Local Port of Portland Bay Trawler Wharf Anode Replacement to Southern Divers Pty Ltd.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to complete all financial payments relating to this contract.

MOTION**MOVED Cr McDonald**

1. That Council award Contract 2018-18-26 for the Local Port of Portland Bay Trawler Wharf Anode Replacement to Southern Divers Pty Ltd.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to complete all financial payments relating to this contract.

SECONDED Cr White**CARRIED**

F8. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2018/19

Director: Robert Alexander, Director Assets

Author: Scott Easson, Local Port of Portland Bay Manager

Separate Circulation – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM DocSetID</i>
1.	Local Port of Portland Bay Proposed Business Plan & Trawler Wharf Budget 2018/19 dated March 2018 prepared by Glenelg Shire Council.	2397974

Executive Summary

The Department of Economic Development, Jobs, Transport and Resources require the Local Port of Portland Bay to submit a Business Plan and Budget for funding in 2018/19.

Background

Glenelg Shire Council is Manager of the Local Port of Portland Bay and operates the Local Port under a management agreement with the Victorian Governments Department of Economic Development, Jobs, Transport and Resources (DEDJTR). The management agreement was entered into from 1 July 2017 and extends until the 30 June 2022.

Report

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

Annual funding is provided by DEDJTR and from retaining the collection of user fees. DEDJTR require a proposed Business Plan (Trawler Wharf budget) for 2018/19 funding. The proposed budget covers all aspects of operation and staffing resources.

a. Council Plan Linkage and Policy Context

The Local Port of Portland Bay management and operations align with the Council Plan themes Growing Glenelg; Liveable Glenelg; Connecting Glenelg; and Creative Glenelg.

F8. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2018/19

(continued)

b. Legislative and Legal Considerations

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

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

c. Consultation and/or communication processes implemented or proposed

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

d. Risk Management

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

e. Resource Implications

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

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

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

h. Budget Implication

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

Conclusion

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

F8. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2018/19

(continued)

Officer Recommendation

That Council note the proposed Local Port of Portland Bay Business Plan and Trawler Wharf Budget 2018/19 reviewed March 2018, as separately circulated, and be forwarded to the Department of Economic Development, Jobs, Transport and Resources.

MOTION**MOVED Cr White**

That Council note the proposed Local Port of Portland Bay Business Plan and Trawler Wharf Budget 2018/19 reviewed March 2018, as separately circulated, and be forwarded to the Department of Economic Development, Jobs, Transport and Resources.

SECONDED Cr McDonald**CARRIED**

F9. OUTCOME OF THE LIBRARY2GO EXPANSION TRIAL TO NELSON AND NARRAWONG

Director: Edith Farrell, Director Community Services

Author: Yvette Parker, Manager of Library and Information Services

Executive Summary

This report provides Council with the outcome of the 12-month trial of expanded Library Outreach Services to the townships of Narrawong and Nelson.

Background

Glenelg Libraries launched a revitalised Library Outreach Service program in October 2015 with the introduction of a Library2Go vehicle providing 3-weekly scheduled visits to the townships of Dartmoor, Digby and Merino.

Based on the success and popularity of the service in these townships, feedback was sought from the additional townships of Nelson and Narrawong in November 2016 with a proposal to expand the Outreach service if there was sufficient community support.

A community expression of interest survey was conducted in November 2016 with the following results:

	No. Survey respondents In favour of <i>Library2Go</i> visit	Population (Census, 2006)	% of population
Narrawong	30	176	17%
Nelson	23	226	10%

Based on the feedback, Council approved a proposal to provide a 12-month trial of Outreach service to the townships of Nelson and Narrawong as part of the *Library2Go* schedule for 2017-18 with a report on the outcome be prepared for the Ordinary Council Meeting in April 2018.

Report

Glenelg Libraries commenced with the expanded Outreach Service in April 2017 following a series of community and media notifications on the new service to these areas.

From the outset take-up was low at both townships despite the survey respondents indicating support for the service. Additional programs were offered including tech help sessions to attract residents in these areas to visit the Outreach service, however, low numbers continued.

Outreach Location	Nelson	Narrawong	Dartmoor	Digby	Merino
No. of visitors between April – Dec 2017	9	24	38	90	70

F9. OUTCOME OF THE LIBRARY2GO EXPANSION TRIAL TO NELSON AND NARRAWONG

(continued)

The Library2Go vehicle parks next to the Nelson General Store between 10-30am-11.30am every third Thursday and in Narrawong between 2.30pm and 3.45pm (coinciding with school pick-up time) where it is parked in front of the Narrawong Hall.

The Library provides an additional half-day of staffing to support the two extra stops as part of the trial.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative and Legal Considerations

Have been considered.

c. Consultation and/or communication processes implemented or proposed

A communications plan will be implemented to inform residents of the Nelson and Narrawong that the scheduled stops will cease.

d. Risk Management

The trial has determined that there is not the level of ongoing community support required to ensure sustainability of the program at these two sites. At Nelson there have been no regular users with an average of one visitor per stop. At Narrawong the users are also current Portland Library users.

e. Resource Implications

The cessation of the service to Narrawong and Nelson will result in a small saving of four hours of staffing allocation per month.

f. Charter of Human Rights and Responsibilities

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

g. Sustainability and Environmental Considerations

Have been considered.

h. Budget Implication

There is a small reduction in costs associated with reduction of the service.

F9. OUTCOME OF THE LIBRARY2GO EXPANSION TRIAL TO NELSON AND NARRAWONG

(continued)

Conclusion

Officers propose that scheduled stops of the Library2Go Outreach service at Narrawong and Nelson cease from May 2018 based on the low uptake by residents.

Officer Recommendation

That Council approve the cessation of the Library2Go Outreach service to the scheduled stops at Nelson and Narrawong from May 2018, based on the outcome of the 12 month trial.

MOTION

MOVED Cr Stephens

That Council approve the cessation of the Library2Go Outreach service to the scheduled stops at Nelson and Narrawong from May 2018, based on the outcome of the 12 month trial.

SECONDED Cr Wilson

CARRIED

F10. GLENELG SHIRE HEALTH AND WELLBEING PLAN 2017-2021 ACTION PLAN (YEAR 1)

Director: Edith Farrell, Director Community Services

Author: Edith Farrell, Director Community Services

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Draft Glenelg Shire Health and Wellbeing Plan Action Plan (Year 1) 2018	2389295

Executive Summary

Council adopted the Glenelg Shire Health and Wellbeing Plan 2017-2021 (Glenelg Shire HWP) at the Ordinary Council Meeting on 24 October 2017. A recommendation of this meeting was that a further report be presented to Council to provide Council with the Year One action plan. This paper outlines the development of the draft Glenelg Shire HWP Action Plan 2018 (Year 1) and presents it to council in accordance with resolution made at Council's meeting in October 2017.

Background

Council is required by the *Public Health and Wellbeing Act 2008* to prepare a MPHWP, within 12 months of elections, that;

- Includes an examination of data about health status and health determinants in our municipality;
- Identifies goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
- Provides for community input in regards to development, implementation and evaluation of the plan;
- Specifies how Council will work in partnership with the state government and other local partners;
- Is consistent with the Council Plan and Municipal Strategic Statement;
- Provides a 'line of sight' to the Victorian Public Health and Wellbeing Plan 2015-2019 by showing how Council will support the State Government in addressing identified priorities; and
- Identifies action that Council will take and/or support with regards to the prevention of violence against women.

F10. GLENELG SHIRE HEALTH AND WELLBEING PLAN 2017-2021 ACTION PLAN (YEAR 1)

(continued)

Glenelg Shire Council developed this Plan with key stakeholders and broad community consultation. A separate action plan has been prepared to accompany the Glenelg Shire HWP and guide implementation on a year-by-year basis.

Report

The Glenelg Shire HWP was adopted on 24 October 2017, and outlines four main priorities for the plan, three themes, thirteen goals, and a range of strategies and measures to support these. The Glenelg Shire HWP Action Plan 2018 (Year 1) outlines actions that Council and organisations throughout the Shire will undertake to support the strategies over the coming 12 months. The HWP Action Plan outlines how organisations will partner and collaborate to improve health and wellbeing.

Glenelg Shire Council and its partners are doing this using an integrated approach, which looks at physical, socio-economic and cultural environments, as well as community and lifestyle factors that contribute to health and wellbeing.

The Glenelg Shire HWP Action Plan has been developed collaboratively through work with local partner organisations. Actions specified in the plan take into account the work and organisational priorities of Council and our partners, feedback from community consultation, and policy changes, evidence and opportunities to act that have emerged since the adoption of our last plan.

The HWP Action Plan also aligns a number of organisational strategies and plans that prioritise community health and wellbeing, for example the Glenelg Shire Council Volunteer Action Plan, Aboriginal Partnership Plan, and the Disability Action Plan.

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

The development and outcomes of the Glenelg Shire HWP and Action Plan align with the Council Plan 2017-2021 theme 'Liveable Glenelg: Embracing inclusive, healthy, sustainable and diverse cultures for living'.

b. **Legislative and Legal Considerations**

The development of the Glenelg Shire HWP has been prepared in accordance with the *Public Health and Wellbeing Act 2008*.

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

Extensive community and key targeted stakeholder consultation has been undertaken to inform the development of the Glenelg Shire HWP and HWP Action Plan (year 1). The Glenelg Shire HWP Action Plan (year 1) will be reviewed annually, with further opportunities for input from key stakeholders during the development of action plans for subsequent years. Council is required to report to the Department of Health and Human Services (DHHS) annually against the strategies in the plan.

F10. GLENELG SHIRE HEALTH AND WELLBEING PLAN 2017-2021 ACTION PLAN (YEAR 1)

(continued)

d. Risk Management

Council will implement the proposed action plan with partners to deliver on strategies identified in the Glenelg Shire HWP 2017-2021. As this is a requirement under the Public Health and Wellbeing Act 2008, Council will be reducing acting in compliance with these requirements. Risk associated with not complying with these requirements has therefore been mitigated.

e. Resource Implications

The actions contained within the Glenelg Shire HWP Action Plan (Year 1) will utilise existing resources. Officers will continue to advocate for external additional funds for implementation of strategies in further years. Council will continue to work with partners to support the implementation of actions within their responsibility.

f. Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the development of the Glenelg Shire HWP Action Plan (Year 1). The inclusion of equality, inclusivity, and cultural safety as focus areas within the plan will enhance our capacity to protect and support the rights of Glenelg Shire residents.

g. Sustainability and Environmental Considerations

Sustainability and environmental considerations have been made in the development of the Glenelg Shire HWP Action Plan (Year 1), and both form focus areas within the plan.

h. Budget Implication

The development and implementation of the Glenelg Shire HWP Action Plan (Year 1) are provided for within current budgets.

Conclusion

The Glenelg Shire HWP Action Plan (Year 1) outlines Glenelg Shire Council's commitment to address local priorities that promote the health and wellbeing of our community by delivering, supporting, and advocating for health-focused initiatives, by working in close collaboration with community, partner organisations across all sectors, and all levels of government.

F10. GLENELG SHIRE HEALTH AND WELLBEING PLAN 2017-2021 ACTION PLAN (YEAR 1)

(continued)

Officer Recommendation

That Council receive the Glenelg Shire Health and Wellbeing Plan 2017-2021 Action Plan (Year 1) 2018 (Attachment 1).

MOTION

MOVED Cr Stephens

That Council receive the Glenelg Shire Health and Wellbeing Plan 2017-2021 Action Plan (Year 1) 2018 (Attachment 1).

SECONDED Cr Hawker

CARRIED

F11. COUNTRY FOOTBALL NETBALL PROGRAM 2018-2019

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

Executive Summary

Sport and Recreation Victoria (SRV) Country Football Netball Program (CFN) 2018 – 2019 is currently open with applications closing on 12 April 2018. The program provides funding to assist grassroots country football and netball clubs, associations and umpiring organisations develop rural facilities.

Applications for the Hanlon Park Lighting project have been previously submitted in 2016-2017 and 2017-2018 without success, however Sport Recreation Victoria (SRV) is continuing to encourage Council to submit an application.

Background

A request was received from Portland Football Netball and Cricket Club (PFNCC) in May 2016 with a proposal to upgrade lighting for football/cricket oval and netball courts.

A report presented to Council officers by the Portland Football Netball and Cricket Club identified that the existing lighting within the reserve precinct did not meet the required minimum standards for the purposes of football, cricket and netball training.

Report

A business case was prepared taking into consideration a number of factors; dual light settings to accommodate training and future night games, player safety, club sustainability, participation and impact of lighting on residents in the area.

Funding applications for the Hanlon Park Lighting project have previously been submitted to SRV and Building Better Regions Fund (BBRF) but been unsuccessful to date.

Feedback received from the BBRF representative indicated that the project did not have strong enough evidence of aligning with the key criteria of employment opportunity and economic benefit. The unsuccessful announcement of BBRF jeopardised the 2017-2018 SRV Country Football Netball Program application, citing concerns to financially support the project, as the project was subject to receiving both funding avenues.

Though the upgrade to the lighting does not strongly align to the BBRF criteria for employment and economic benefit it will assist club sustainability and more importantly participation pathways. The club aims to align junior pathway programs and align both the junior and senior competition. Currently families have to travel as far as Cobden and Camperdown for Saturday senior competition and Sunday for junior competition. With the improved lighting the club aims to schedule both junior and senior games on the one day, reducing travel, potentially increasing participation, club sustainability and encouraging greater family time outside of sport.

F11. COUNTRY FOOTBALL NETBALL PROGRAM 2018-2019

(continued)

The lighting upgrade will benefit football, cricket and netball, it will also allow other sporting codes to access this facility for example the umpires association who currently have no venue to train after hours during the winter months with lights, a point recently highlighted by the CEO of Western District AFL.

There are three recommended lighting levels for football for our local competition;

- 50 lux – training
- 100 lux - match; and
- 150 lux - spectator.

The current levels do not meet the minimum 'training' standards.

The lighting levels recommended for netball is 100 lux for training and 200 lux for night competition. The current lighting fixtures at Hanlon Park for netball do also not meet these minimum standards.

To upgrade the lighting at Hanlon Park (football and netball) would require a total upgrade to the current infrastructure including new poles and the power supply. A full upgrade of the infrastructure is estimated at \$239,950.

Council made a pre-commitment of \$347,750 to support an application for the lighting upgrade at Hanlon Park in the 2017-2018 capital works program with the club offering \$50,000 cash contribution and a further \$24,000 in-kind for the club to undertake the removal of the existing poles. However recent quotes indicate the removal of the poles is estimated at \$10,000.

Recent quotes for the minimum 'training' standards indicated the total price being:

Actions	Price
Removal of existing infrastructure	\$10,000 (in-kind)
Infrastructure upgrade including power supply, civil and foundation works	\$239,950
Supply and install of light fixtures Football lux level 50 (training)	\$100,000
Supply and install of light fixtures Netball lux level 200	\$48,000
TOTAL	\$397,950

Based on the above quotation and the proposed financial contribution from the club and SRV, Council would need to contribute \$239,950. The pre-committed funds have decreased from that requested in previous years due to the reviewed lighting (lux) levels.

F11. COUNTRY FOOTBALL NETBALL PROGRAM 2018-2019

(continued)

It is recommended that the Portland Football Netball Cricket Club cover the cost should they opt to install increased Lux. Quotes indicate that this would cost the club an additional \$52,000 for 100 Lux or \$94,000 for 150 Lux.

Club	Proposal of Works	Estimated project cost	Club Contribution	Council Contribution required	SRV contribution
Portland Football Netball and Cricket Club	Lighting upgrade to the football oval and netball courts	\$397,950	\$50,000 cash \$10,000 in-kind for removal of existing infrastructure.	TOTAL: \$239,950	\$100,000

It should be noted that the cost associated with the above project is indicative based on concept designs by an external contractor. Costs do not include project management costs.

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

These have been considered in the development of the funding application and accompanying plans and costings.

c. Consultation and/or communication processes implemented or proposed

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

Communications with Portland Football Netball Cricket Club representatives are on-going with a number of site meetings held with Council officers.

Community Consultation has been carried out with letters sent to all neighbouring properties and a Your Say Glenelg web page.

PFNCC have submitted proposed plans developed by a reputable contractor, which meet relevant guidelines / standards.

F11. COUNTRY FOOTBALL NETBALL PROGRAM 2018-2019

(continued)

d. Risk Management

A recent report released from the Municipal Association of Victoria highlighted that a young football player was injured on the football field, which resulted in a claim of up to \$500,000. To reduce the risk for Council it would be recommended that all sports grounds meet the minimum training lighting standards.

Current lighting standards at Hanlon Park are below the recommended regulations, therefore increasing player's risk of injury and Council's risk exposure.

Council needs to demonstrate a commitment to minimize the risk.

e. Resource Implications

Nil.

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 that need to be addressed in this report.

h. Budget Implication

It is estimated the total cost of the project to be \$397,950 with Council contributing up to \$239,950 in the 2018-2019 capital works program for the lighting project at Hanlon Park.

Whilst project costs noted are indicative the overall costs are estimated to fall within the budget noted.

Council pre-committed \$347,750 in the 2017-2018 capital works program however a review of the lux levels and recent quotes have reduced Council's required contribution.

Conclusion

The Hanlon Park lighting project is considered the priority project for submission to the CFN 2018-2019 round.

Improvements to Hanlon Park will ensure player safety, participation and improve the overall usability of the facilities within the precinct.

F11. COUNTRY FOOTBALL NETBALL PROGRAM 2018-2019

(continued)

Officer Recommendations

1. That Council endorse a pre-commitment of financial contribution to the Hanlon Park Lighting project from the 2018-2019 budget of \$239,950. Funding is subject to Club and SRV contributions as noted in this report.
2. That Council support the supply and install of lighting to the football oval and netball courts at Hanlon Park that meets the required 'training' standards with the club being responsible for additional lighting lux upgrades.
3. That officers proceed with the preparation of a funding application to SRV CFN 2018-2019 grant round.

MOTION**MOVED Cr Hawker**

1. That Council endorse a pre-commitment of financial contribution to the Hanlon Park Lighting project from the 2018-2019 budget of \$291,950 Funding is subject to Club and SRV contributions as noted in this report.
2. That Council support the supply and installation of lighting to the football oval and netball courts at Hanlon Park that meets the required match standards with the club being responsible for any additional lighting lux upgrades.
3. That Officers proceed with the preparation of a funding application to SRV CFN 2018-2019 grant round.
4. That Officers have further discussions with Club representatives to investigate additional 'in-kind' support for project management pending the outcome of the funding applications to SRV.

SECONDED Cr White**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*

- C1. (1) Signed Petition Various Residents Sealing Hodgetts Road Gorae
- D1. (1) Glenelg Shire Council Meeting Record Casterton Railway Precinct Advisory Committee Meeting Thursday 8 February 2018
- D3. (1) Signed Meeting Record Australia Day Advisory Committee Meeting 27 February 2018
- E1. (1) Meeting Record of the Heritage Advisory Committee held on Monday 19 February 2018
- E1. (2) Assembly of Councillors - Councillors and CEO meeting held on Tuesday 27 February 2018
- E1. (3) Assembly of Councillors – Councillors Briefing Session held on Tuesday 27 February 2018
- E1. (4) Meeting Record of the Australia Day Advisory Committee held on Tuesday 27 February 2018
- E1. (5) Meeting Record of the Community Grants Advisory Committee held on Monday 5 March 2018
- E1. (6) Assembly of Councillors – Deputation by RMCG Consulting held on Tuesday 13 March 2018
- E1. (7) Assembly of Councillors – Councillors and CEO meeting held on Tuesday 13 March 2018
- E1. (8) Assembly of Councillors – Councillors Workshop held on Tuesday 13 March 2018
- F1. (1) Monthly Financial Report – February 2018 – Dashboard
- F3. (1) 2018/2019 - Fees and Charges
- F3. (2) 2018/2019 – Fees and Charges – Exception report
- F4. (1) C91: Submissions received – combined pdf
- F4. (2) C91: Schedule of Submissions

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

- F5. (1) Heritage Advisor Report, Flightpath dated 29 August 2017
- F5. (2) Heritage Loan & Grant Scheme Application received 7 Dec 2017
- F5. (3) Heritage Loan application supporting photos
- F8. (1) Local Port of Portland Bay Proposed Business Plan & Trawler Wharf Budget 2018/19 dated March 2018 prepared by Glenelg Shire Council

Separate Circulation to Councillors, CEO and Directors

- D2. (1) Minutes of the Audit Committee Meeting held on Thursday 1 March 2018
- E1. (9) Meeting Record of the Glenelg Municipal Fire Management Planning Committee held on Thursday 15 February 2018
- E1. (10) Meeting Record of the Glenelg Municipal Emergency Management Planning Committee held on Thursday 15 February 2018
- F2. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F7. (1) Glenelg Shire Council Tender Evaluation Matrix, Local Port of Portland Bay - Trawler Wharf Anode Replacement, Contract No 2017- 18-16 dated 20 February 2018

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 COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.44pm.

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

CR ANITA RANK
MAYOR

24 APRIL 2018

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