



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 22 January 2019 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland

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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), Acting Director Community Services (Ms Julie Dreschler), Director Assets (Mr Rob Alexander), Director Corporate Services (Mr David Hol), 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.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 11 December 2018 as circulated, be confirmed.

MOTION

MOVED Cr Stephens

That the minutes of the Ordinary Council Meeting held on Tuesday 11 December 2018 as circulated, be confirmed.

SECONDED Cr McDonald

CARRIED

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

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

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

Cr White declared a Conflict of Interest in Item F11. Contract 2018-19-26 Heath Road, Culvert and Rehabilitation Works.

Cr White 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.

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

Nil.

QUESTIONS FROM THE GALLERY:**1. Zoning of land buffered by Francis, Kennedy and Browning Streets, west of Railway Line**

Ms Jodi Stevenson of Portland asked the following question:

The land buffered by Francis, Kennedy and Browning Streets, west of the railway line has been kept as INZ3. Why are there no changes to the zoning of this land?

Director Corporate Services, Mr Hol advised this land is currently significantly used by existing industry and the Portland Industrial Land Strategy did not identify strong need for this zoning to be changed into the future.

A. NOTICES OF MOTION:

Nil.

SUSPENSION OF STANDING ORDERS**MOTION**

MOVED Cr Stephens

That Council suspend Standing Orders at 7.04pm.

SECONDED Cr Wilson

CARRIED

PRESENTATION

Mayor Rank presented a framed Scripture Union Family Mission (SUFM) t-shirt to Council which was presented to the Mayor at the SUFM opening held on 31 December 2018.

Mayor Rank presented a framed certificate to Council as a key partner in the SEA Change Program which was honoured at the Victorian Public Healthcare Awards under the 'Supporting Health Populations'.

RESUMPTION OF STANDING ORDER**MOTION**

MOVED Cr Stephens

That Council resume Standing Orders at 7.07pm

SECONDED Cr Wilson

CARRIED

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 DECEMBER 2018**

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 6 December 2018 and where applicable to submit any recommendations from the Committee for Council's consideration.

Recommendation

That Council receives the minutes of the Audit Committee meeting held on Thursday 6 December 2018.

MOTION**MOVED Cr Stephens**

That Council receives the minutes of the Audit Committee meeting held on Thursday 6 December 2018.

SECONDED Cr McDonald**CARRIED***Background/Key Information:*

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

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

D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 DECEMBER 2018

(continued)

The Audit Committee Meeting held on Thursday 6 December 2018 considered the following items:

Item No.	Item Description
1.	Election of Audit Committee Chairperson
2.	Internal Audit - Vulnerability Assessment and Penetration Test
3.	A review of Risk Management in Glenelg Shire Council
4.	Risk Management Report August - October 2018
5.	Risk Register Update December 2018
6.	Final Management Letter – Financial Report 30 June 2018
7.	Glenelg Shire Council Plan – First Quarter Performance Report 2018/19
8.	Defined Benefits Superannuation Vested Benefit Position 30 June 2018
9.	MAV Step Program Records Management Report
10.	VicRoads Information Protection Compliance Audit 2017/18
11.	Audit Register Review
12.	Roads to Recovery Program Funding as at 30 June 2018
13.	Local Government Bill 2018 Update
14.	Procurement Policy – Invoices under \$5,000
15.	VAGO Report - Managing the Municipal and Industrial Levy and Maintaining State-Controlled Roadways
16.	Audit Committee Charter
17.	Meeting Allowances for Independent Members of the Audit Committee
18.	Community Satisfaction Report 2018
19.	Audit Committee Meeting Schedule for 2019
20.	Receipt of the Glenelg Shire Council's Annual Report 2017/2018

The Audit Committee carried no recommendations that require Council's consideration.

a. Council Plan Linkage and Policy Context

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

Audit Committee Charter.

b. Legislative, Legal and Risk Management 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.

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

D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 DECEMBER 2018

(continued)

c. Consultation and/or communication processes implemented or proposed

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

d. Financial and Resource Implications and Opportunities

The 2018/19 Council budget contains a provision 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.

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</i>
1.	Minutes of the Audit Committee Meeting held on Thursday 6 December 2018	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2509753

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 17 DECEMBER 2018

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to brief the Council on the recommendations contained in the Heritage Advisory Committee meeting record 17 December 2018.

Recommendations

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

1. That the Terms of Reference of the Heritage Advisory Committee be amended to include a representative of Gunditj Mirring Traditional Owners Aboriginal Corporation.
2. That Council approve the grant application of \$2247 from the heritage grants and loans restoration fund for the conservation and reconstruction of verandah at 9 Hurd St, Portland in accordance with details provided and relevant planning permit.
3. That Public Land Manager consent for the proposed art (photo of public baths) at the public toilets at the end of Julia Street, Portland not be supported.

MOTION**MOVED Cr Wilson**

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

- 1. That the Terms of Reference of the Heritage Advisory Committee be amended to include a representative of Gunditj Mirring Traditional Owners Aboriginal Corporation.**
- 2. That Council approve the grant application of \$2247 from the heritage grants and loans restoration fund for the conservation and reconstruction of verandah at 9 Hurd Street, Portland in accordance with details provided and relevant planning permit.**

SECONDED Cr Halliday**CARRIED**

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 17 DECEMBER 2018

(continued)

MOTION

MOVED Cr Wilson

That Public Land Manager consent for the proposed art (photo of public baths) at the public toilets at the end of Julia Street, Portland not be supported.

The Motion LAPSED due to the absence of a Seconder.

MOTION

MOVED Cr White

That the Glenelg Shire Council as public land manager consent for the proposed art, that is the photo of public baths, at the public toilets at the end of Julia Street, Portland, be supported.

SECONDED Cr Hawker

CARRIED

Background/Key Information:

Background

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

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

Key Information

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

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 17 DECEMBER 2018

(continued)

Three recommendations were made at the meeting:

1. *That the Terms of Reference of the Heritage Advisory Committee be amended to include a representative of Gunditj Mirring Traditional Owners Aboriginal Corporation.*
2. *That Council approve the grant application of \$2247 from the heritage grants and loans restoration fund for the conservation and reconstruction of verandah at 9 Hurd St, Portland in accordance with details provided and relevant planning permit.*
3. *That Public Land Manager consent for the proposed art (photo of public baths) at the public toilets at the end of Julia Street, Portland not be supported.*

The first recommendation has arisen as the Committee identified a gap in knowledge and representation of indigenous history. With an increasing number of matters involving history of Aboriginal and Torres Strait Islanders the Committee agreed it was appropriate the membership be extended. The revised terms of reference attached now include representation of the Gunditj Mirring Traditional Owners Aboriginal Corporation.

The second recommendation relates to a grant application was lodged in October 2018 for \$2,247 for conservation works and reconstruction at 9 Hurd Street, Portland, with estimated cost of works at \$4494. It is noted some works have commenced, but this was after the application was lodged so it is still eligible for consideration.

The cottage is contributory to the Portland Heritage Precinct as Heritage Overlay HO165. Part of the works do not require a permit being exactly like for like. However the change in timber materials for the window screens do require planning permission. A Council planning permit is yet to be submitted for windows and is accordingly required in the recommendation.

The third recommendation relates to a proposal by a Community Group to have a picture of the Portland Public Baths from 1895 put on the Public Toilets at the end of Julia Street overlooking the foreshore.

The Committee viewed this in context that the proposal requires permission by Council as manager of the asset. The motion by the Committee does not support the proposed artwork.

a. Council Plan Linkage and Policy Context

Liveable Glenelg – Livability & quality of life.

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative, legal or risk management considerations.

D2. RECOMMENDATIONS FROM HERITAGE ADVISORY COMMITTEE MEETING 17 DECEMBER 2018

(continued)

c. Consultation and/or communication processes implemented or proposed

The application was referred to the Heritage Advisory Committee for comment with motion made in support at the meeting. The applicant will be advised of the Council meeting outcome.

d. Financial and Resource Implications and Opportunities

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

Separate Circulations – Non Confidential

<i>No.</i>	<i>Separate Circulation Title, Date and Author</i>	<i>ECM</i>
1.	Meeting Record Heritage Advisory Committee dated 17 December 2018	2511893
2.	Heritage Advisory Committee Terms of Reference	2197861
3.	Grant application 9 Hurd Street, Portland	2511758
4.	Proposed artwork at public toilets at end of Julia Street, Portland	2510830

**D3. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
4 DECEMBER 2018**

Director: Edith Farrell, Director Community Services

Executive Summary

At the Tourism Advisory Committee (TAC) meeting held on 4 December 2018, the Committee made a recommendation for Council to alter the date of the planned Business and Tourism awards to a date in early August 2019.

Recommendation

That the Business and Tourism Awards be moved to a date in early August 2019 to balance the calendar of events and align with Small Business month.

MOTION

MOVED Cr Stephens

That the Business and Tourism Awards be moved to a date in early August 2019 to balance the calendar of events and align with Small Business month.

SECONDED Cr McDonald

CARRIED

Background/Key Information:

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

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

The recommendation contained within this report is in accordance with the TAC Terms of Reference.

The TAC met on 4 December 2018 and proposed that the Business and Tourism awards event date be altered to coincide with the 2019 Small business month. The change of date would also result in a better spread of events across the calendar year.

The recommendation within the meeting record is "that Business and Tourism awards date be moved to later in 2019 to balance the calendar of events and align with Small Business month".

Moved – Mayor Cr Anita Rank

Seconded – Cr Alistair McDonald

**D3. RECOMMENDATION FROM TOURISM ADVISORY COMMITTEE MEETING
4 DECEMBER 2018**

(continued)

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.

b. Legislative, Legal and Risk Management Considerations

Have been considered.

c. Consultation and/or communication processes implemented or proposed

Officers will communicate and promote the awards event within the local community.

d. Financial and Resource Implications and Opportunities

There are no resource implications associated with amending the award event dates. All costs associated with the event will be managed within the current operational tourism budget.

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.	Glenelg Shire Council Meeting Record of the Tourism Advisory Committee Tuesday 4 December 2018	2515085

D4. RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE 4 DECEMBER 2018

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to brief Council on two recommendations made by the Glenelg Mara Quorin Aboriginal Advisory Committee on 4 December 2018. The first recommendation relates to a review of the guidelines for the Aboriginal Scholarships. The second recommendation relates to increasing the allocated amount for the Aboriginal Scholarships. The provision of indigenous scholarships is an objective within our Glenelg Aboriginal Partnership Agreement 2011 – 2020.

Recommendation

1. That the amended Aboriginal Education Scholarship guidelines be adopted by Council.
2. That the Aboriginal Scholarships be increased to \$3,000 per person / per two scholarships.

MOTION**MOVED Cr Hawker**

1. That the amended Aboriginal Education Scholarship guidelines be adopted by Council.
2. That the Aboriginal Scholarships be increased to \$3,000 per person / per two scholarships.

SECONDED Cr Wilson**CARRIED****Background/Key Information:**

The purpose of the scholarships is to assist Aboriginal and or Torres Strait Islander people who reside in the Glenelg Shire, to remain in education or to undertake further study.

Applications to the 2018 scholarship program were publically advertised over the period 13 August 2018 – 21 September 2018 via the Your Say Glenelg platform with information also provided directly to all Aboriginal Partnership organisations, South West TAFE and secondary educational providers. The 2018 scholarships have been successfully awarded.

D4. RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE 4 DECEMBER 2018

(continued)

At the Glenelg Mara Quorin Aboriginal Advisory Committee on 2 October 2018 a motion was made that the scholarship guidelines be amended to include;

- Removal the requirement for applicants to have a year 12 attainment;
- That the age limit be reduced from 17 years to 16 years; and
- The pursued field of study did not need to be connected to Local Government.

Further to this, a motion was made at the Glenelg Mara Quorin Aboriginal Advisory Committee on 4 December 2018 to increase the scholarship amount to reflect the rising cost of living and education.

a. Council Plan Linkage and Policy Context

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

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

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

b. Legislative, Legal and Risk Management Considerations

In accordance with Section 3 (1) of the Local Government Act 1989 (the Act), Advisory Committee means any Committee established by the Council, other than a Special Committee, or member of staff whom has been delegated a power, duty or function under Section 98 (Delegations).

An Advisory Committee does not have any delegated authority to act for, and on behalf of Council, nor does it have any power to make decisions. An Advisory Committee provides advice and may make a recommendation to the Council.

c. Consultation and/or communication processes implemented or proposed

The guideline review was influenced by feedback from young people and the broader Aboriginal community in regards to accessibility of the application process.

d. Financial and Resource Implications and Opportunities

The scholarships are funded from part of the annual operational Aboriginal Partnership budget.

D4. RECOMMENDATIONS FROM THE GLENELG MARA QUORIN ABORIGINAL ADVISORY COMMITTEE 4 DECEMBER 2018

(continued)

Separate Circulations – Non Confidential

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Notes 4 December 2018	2509059
2.	Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Notes 2 October 2018	2482053
3.	2019 Aboriginal Education Scholarship Guidelines	2509058

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 5 DECEMBER 2018 – 10 JANUARY 2019 (INCLUSIVE)**

Director: David Hol, Director Corporate Services

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.

Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Wednesday 5 December 2018 – Thursday 10 January 2019 (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 Wednesday 5 December 2018 – Thursday 10 January 2019 (inclusive).

SECONDED Cr Hawker**CARRIED**Background/Key Information:

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

Circular L97 advises that Assembly of Councillors records "*only needs to be a simple document that records:*

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

E1. ASSEMBLY OF COUNCILLORS RECORDS 5 DECEMBER 2018 – 10 JANUARY 2019 (INCLUSIVE)

(continued)

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

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

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Wednesday 5 December 2018 – Thursday 10 January 2019 (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:

- Local Port of Portland Bay Advisory Committee Meeting Record held on 28 November 2018 (DocSetID: 2511375);
- Tourism Advisory Committee Meeting Record held on 4 December 2018 (DocSetID: 2515085);
- Assembly of Councillors – Councillor Workshop meeting held on 4 December 2018 (DocSetID: 2504370);
- Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Record held on 4 December 2018 (DocSetID: 2509059);
- Assembly of Councillors - Councillor and CEO Briefing session held on 11 December 2018 (DocSetID: 2508391);
- Assembly of Councillors - Councillor Briefing session held on 11 December 2018 (DocSetID: 2507487);
- Heritage Advisory Committee Meeting held on 17 December 2018 (DocSetID: 2511893);
- Casterton Railway Precinct Advisory Committee Meeting Record held on 18 December 2018 (DocSetID: 2511864); and
- Assembly of Councillors – Councillors and CEO Meeting record held on Wednesday 19 December 2018 (DocSetID: 2511583).

E1. ASSEMBLY OF COUNCILLORS RECORDS 5 DECEMBER 2018 – 10 JANUARY 2019 (INCLUSIVE)

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management 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.

d. Financial and Resource Implications and Opportunities

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.

E1. ASSEMBLY OF COUNCILLORS RECORDS 5 DECEMBER 2018 – 10 JANUARY 2019 (INCLUSIVE)

(continued)

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Local Port of Portland Bay Advisory Committee Meeting Record held on 28 November 2018	2511375
2.	Tourism Advisory Committee Meeting Record held on 4 December 2018	2515085
3.	Assembly of Councillors – Councillor Workshop meeting held on 4 December 2018	2504370
4.	Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Record held on 4 December 2018	2509059
5.	Assembly of Councillors - Councillor and CEO Briefing session held on 11 December 2018	2507487
6.	Assembly of Councillors - Councillor Briefing session held on 11 December 2018	2507487
7.	Heritage Advisory Committee Meeting held on 17 December 2018	2511893
8.	Casterton Railway Precinct Advisory Committee Meeting Record held on 18 December 2018	2511864
9.	Assembly of Councillors – Councillors and CEO Meeting record held on Wednesday 19 December 2018	2511583

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

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

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

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 Halliday**

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

SECONDED Cr McDonald**CARRIED**Background/Key Information:

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

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

- (1) If a Councillor is required to take leave of absence under this Act, the Councillor:
 - a. may continue to be a Councillor but must not perform the duties of functions of a Councillor during the period of leave;
 - b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;
 - c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
 - d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- (2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management 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. Financial and Resource Implications and Opportunities

Nil.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocSetID
1.	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)	2517952

F2. GLENELG SHIRE COUNCIL FINANCIAL PERFORMANCE REPORT

Director: David Hol, Director Corporate Services

Executive Summary

The GSC financial performance report up to 31 December 2018 has been prepared and has been separately circulated to Councillors, the CEO and Directors with this document.

Recommendation

That the GSC Financial Performance report for the period ending 31 December 2018 be received.

MOTION

MOVED Cr McDonald

That the GSC Financial Performance report for the period ending 31 December 2018 be received.

SECONDED Cr Stephens

CARRIED

Background/Key Information:

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

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

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

b. **Legislative, Legal and Risk Management Considerations**

This report is being presented in accordance with section 138 of the *Local Government Act 1989*.

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

Nil.

d. **Financial and Resource Implications and Opportunities**

Nil.

F2. GLENELG SHIRE COUNCIL FINANCIAL PERFORMANCE REPORT*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.	GSC Financial Performance Report December 2018	2515095

F3. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to brief Council on proposed Amendment C90. This report considers the submissions received from the exhibition of the amendment and provides commentary in response to the submissions. The report recommends that Council proceed with Amendment C90 to receive a recommendation on the submissions from an independent planning panel.

Recommendation

1. Request the Minister for Planning appoint an independent Planning Panel under Part 8 of the *Planning and Environment Act 1987* to consider submissions received in response to Amendment C90 to the Glenelg Planning Scheme; and
2. Refer Amendment C90 and submissions to the Panel for consideration and recommendation, pursuant to Section 23(1)(b) of the *Planning and Environment Act 1987*.

MOTION

MOVED Cr Wilson

1. **Request the Minister for Planning appoint an independent Planning Panel under Part 8 of the *Planning and Environment Act 1987* to consider submissions received in response to Amendment C90 to the Glenelg Planning Scheme; and**
2. **Refer Amendment C90 and submissions to the Panel for consideration and recommendation, pursuant to Section 23(1)(b) of the *Planning and Environment Act 1987*.**

SECONDED Cr Hawker

CARRIED

Background/Key Information:

The Portland Industrial Land Strategy (PILS) was adopted by Council at 23 August 2016 Council meeting. The PILS recommended changes to the Glenelg Planning Scheme in relation to three of the industrial precincts in Portland, namely the North Portland Industrial Precinct (North Precinct), the Central Portland Employment Precinct (Central Precinct), and the Madeira-Packet Employment Precinct. The recommended changes require an amendment to the Glenelg Planning Scheme.

F3. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION

(continued)

Draft Development Plans have been prepared for each of the identified precincts to complement the recommendations of the PILS. A preliminary advertising period of the draft Development Plans was undertaken from 28 November 2017 to 23 February 2018 to owners and occupiers of land where a Development Plan is proposed to apply. The advertising period identified issues that were predominately addressed through modifications to the draft plans. Council resolved at the July 2018 Council Meeting to proceed with the modified development plans and the preparation of proposed Amendment C90.

Council resolved at the September 2018 Council Meeting to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C90. Authorisation was granted, under delegation, on 11 October 2018. Notice of Amendment C90 was given by:

- Letters to prescribed Ministers;
- Letters to interested parties, and land owners/occupiers of affected land or land in the surrounding area;
- Notice in the Portland Observer on 31 October 2018, and in the Victoria Government Gazette on 1 November 2018.

Exhibition commenced 1 November 2018 and closed 3 December 2018.

Key Information

Proposed Amendment C90 applies to land within the three identified industrial precincts of Portland.

A total of ten (10) submissions were received in response to Amendment C90 (Refer to Attachment 1). One (1) submission was in support of the amendment and nine (9) submissions objected or requested a change to an aspect of the amendment or a draft Development Plan. A summary of the issues raised in submissions include:

- An objection to land being rezoned from Industrial 2 Zone (IN2Z) to Rural Conservation Zone (RCZ2);
- Objections to land being rezoned to Mixed Use Zone (MUZ1) in the Central Precinct;
- Objections to land being retained in the Industrial 3 Zone (IN3Z) in the Central Precinct;
- Requests for the Central Precinct to be predominately residential;
- Concerns with heavy vehicle access into the Central Precinct;
- Concerns with shipping container storage and log storage in the Central Precinct;

F3. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION

(continued)

- A concern with the consultation process undertaken for the PILS.;
- Concerns with potential Councillor and staff conflict of interests;
- Include a requirement to consider separation distances;
- Concerns over the adequacy of the interface with sensitive uses;
- Ensure all land is suitable for the intended use;
- Prevent any increase in the number of people affected by adverse offsite impacts from industry. Recommendation to restrict infill development in residential areas through zone and overlay controls;
- Changes to the draft Development Plans to:
 - Remove references to 'conservation area (RCZ2)' for a specific land holding on Plan 3 – Future Urban Structure;
 - Enhance riparian areas;
 - Improve water quality and biodiversity;
 - Include further details on revegetation requirements; and
 - Restore and enhance the biodiversity of two identified wetlands.

A summary of the submissions received and the response to the issues raised is included at Attachment 2 – Schedule of Submissions.

a. Council Plan Linkage and Policy Context

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

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

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

F3. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION

(continued)

b. Legislative, Legal and Risk Management Considerations

The Amendment supports the implementation of the following objectives under Section 4 (1) of the *Planning and Environment Act 1987*:

- *to provide for the fair, orderly, economic and sustainable use, and development of land;*
- *to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- *to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*
- *to facilitate development in accordance with the objectives; and*
- *to balance the present and future interests of all Victorians.*

c. Consultation and/or communication processes implemented or proposed

Exhibition and notice of Amendment C90 occurred as described above. The exhibition process enables public comments to be received for the amendment in the form of written submissions. Submitters will be updated on the progress of the amendment and will be given the opportunity to present to an independent Planning Panel.

d. Financial and Resource Implications and Opportunities

The process for Amendment C90 is to be managed by the Planning Unit and within the operational budget. An application for funding and officer support has been approved by the Victorian Planning Authority (VPA) to assist with the costs of a planning panel for the amendment.

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Amendment C90 PILS Submissions received	2509047
2.	Amendment C90 PILS Schedule of Submissions	2509046

F4. AMENDMENT C95 – CASTERTON STRUCTURE PLAN

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to brief Council on proposed Amendment C95. This report considers the submissions received from the public exhibition of the amendment and proposes changes to the amendment documentation in response to the submissions.

The report recommends that Council adopt the proposed changes to Amendment C95 and submit the amendment to the Minister for Planning for approval and implementation into the Glenelg Planning Scheme.

Recommendation

1. That Council adopts Amendment C95 (Attachment 3) to the Glenelg Planning Scheme pursuant to Section 29 of the *Planning and Environment Act 1987*.
2. That Council submits Amendment C95 as adopted, to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.

MOTION**MOVED Cr Stephens**

1. **That Council adopts Amendment C95 (Attachment 3) to the Glenelg Planning Scheme pursuant to Section 29 of the *Planning and Environment Act 1987*.**
2. **That Council submits Amendment C95 as adopted, to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.**

SECONDED Cr McDonald**CARRIED****Background/Key Information:****Background**

The Casterton Structure Plan was adopted by Council at the 27 February 2018 Council meeting. The Structure Plan coordinates land use, urban design and development planning for the town centre and surrounding residential and agricultural land.

F4. AMENDMENT C95 – CASTERTON STRUCTURE PLAN

(continued)

Council resolved at the 25 September 2018 Council meeting to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C95. Authorisation was granted under delegation on 10 October 2018. Notice of Amendment C95 was given by:

- Letters to prescribed Ministers;
- Letters to land owners/occupiers of affected land or land in the surrounding area;
- Notice in the Casterton Newspaper on 31 October 2018, and in the Victoria Government Gazette on 1 November 2018.

Exhibition commenced 1 November 2018 and closed 3 December 2018.

Key Information

A total of eight (8) submissions were received in response to Amendment C95 (refer to Attachment 1). Two (2) submissions were made in support of the amendment and five (5) submissions objected to the amendment and requested changes. A submission from the Environmental Protection Authority acknowledged notification of the amendment, but did not provide commentary.

A summary of the issues raised in the submissions include:

- Objection to developed land being rezoned from Commercial 2 Zone (C2Z) to Urban Floodway Zone (UFZ);
- Requests for the removal of developed land from the amendment;
- A concern with accuracy of flood data to inform the management of the Glenelg floodplain;
- Request to delete Flood Overlay provision from Lot 1 PS715554 which is subject to the UFZ; and
- Request to delete Flood Overlay provision from parcels being rezoned from Commercial 2 Zone (C2Z) to Urban Floodway Zone (UFZ).

A summary of the submissions received and the response to the issues raised is included at Attachment 2 Schedule of Submissions.

Following an internal review process involving consultation with submitters, the amendment is proposed to change to retain the Commercial 2 Zone on developed parcels of land in the Racecourse Road / The Terrace precinct.

A further change involves the removal of Flood Overlay from Lot 1 PS715554 (to address an anomaly in the planning scheme) and parcels subject the proposed UFZ to avoid the duplication of flood provisions - as per advice provided by the GHCMA.

F4. AMENDMENT C95 – CASTERTON STRUCTURE PLAN

(continued)

Refer to Attachment 3 for details of revised amended documentation.

As a result of the proposed changes to Amendment C95 objections to the amendment have been considered to be resolved. At the time of drafting this report three of the five objections have withdrawn in writing. The other two were verbally support of the changes with response in writing shortly anticipated.

a. Council Plan Linkage and Policy Context

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

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

b. Legislative, Legal and Risk Management Considerations

The Amendment helps to implement the following objectives under Section 4 (1) of the *Planning and Environment Act 1987*:

- *to provide for the fair, orderly, economic and sustainable use and development of land;*
- *to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- *to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*
- *to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value; and*
- *to balance the present and future interest of all Victorians.*

It complies with directions issued by the Minister for Planning (Ministerial Directions) and relevant practice notes / guidelines issued by the Department of Environment, Land, Water and Planning (DELWP).

c. Consultation and/or communication processes implemented or proposed

Exhibition and notice of Amendment C95 occurred as described above. The exhibition process enables public comments to be received in response to the amendment in the form of written submissions.

Further consultation was taken with submitters to resolve concerns regarding the application of the Urban Floodway Zone on developed parcels of land east of the Glenelg River.

F4. AMENDMENT C95 – CASTERTON STRUCTURE PLAN

(continued)

d. Financial and Resource Implications and Opportunities

The process for Amendment C95 is to be managed by the Planning Unit and within the operational budget.

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Amendment C95 Submissions received	2516050
2.	Amendment C95 Schedule of submissions	2516028
3.	Amendment C95 Revised Amendment C95 documentation	2517318

F5. COMMUNITY GRANTS POLICY REVIEW

Director: Edith Farrell, Director Community Services

Executive Summary

The Community Grants Advisory Committee was established when Council adopted the revised Community Grants Program Policy at the Ordinary Council Meeting held in July 2013, with Councillors elected to the Committee following the Council elections in 2016. This report is prepared in that policy context.

The Community Grants Advisory Committee met on 29 October 2018 and 15 November to review the guidelines, policy and Terms of Reference as per the motions of the Ordinary Council Meeting on 28 August 2018. This report presents the recommendations made by the Advisory Committee.

Recommendation

That Council endorse the reviewed Community Grants Policy, Community Grants Guidelines and Terms of Reference.

MOTION

MOVED Cr Wilson

That Council endorse the reviewed Community Grants Policy as amended.

SECONDED Cr Stephens

CARRIED

Background/Key Information:

At the 28 August 2018 Ordinary Council Meeting the following recommendations to alter the guidelines were carried:

- a. allocation of funds must go towards project stated in application;
- b. all projects from Round 2 2018/2019 forward to be completed within 12 months, with an option to apply for an extension for a further 12 months; and
- c. Out Of Time Community Grants guidelines are amended to state a limit of \$500 per project / per club/group per financial year.

In addition the 28 August Ordinary Council Meeting minutes contained a motion “that a review of the Terms of Reference be undertaken”.

As a result there have been two subsequent meetings of the advisory committee held on the 29 October 2018 and 15 November to address policy, guideline and Terms of Reference amendments in accordance with the motions of the 28 August.

F5. COMMUNITY GRANTS POLICY REVIEW

(continued)

The following changes are proposed to the Community Grants Policy and Guidelines:

- a. The Guidelines to be altered to clearly articulate the ineligibility of School Parents Committees, hospitals and cemeteries;
- b. Grant categories are more clearly aligned with the Council Plan and other key strategies. Arts, culture and heritage grant category to be altered to encourage the participation of skilled artists and individuals to apply for a community grant in partnership with a community group;
- c. Grant application questions streamlined to give applicants further opportunity to highlight their project and to remove the duplication in the questions;
- d. Triennial Grant category guidelines be altered to ensure councils Tourism Strategy is considered when planning the events and to remove the requirement of a business plan and annual report;
- e. The Community Grant Advisory Committee has recommended that the Community Plan Support funds are reallocated to other categories due to this category receiving no applications in recent rounds. Any potential Community Plan Support applications can be directed to the Community Support category. The current allocations per category are set out in section D of this report;
- f. Guidelines for 'Out of Time' Community Grants be altered to read 'Minor Community Grants' as stated in Council Policy; and
- g. When applying for a community grant where a planning permit is required, a request for in-kind support of the planning permit fee should be included in the application.

The Community Grants Policy Funding Conditions (point 3.13) states that "Council may redistribute the funding allocation over the range of applications in any category or round". Further to this the assessment notation on the last page of the policy states "Council will reserve the right to assess any project on its merit and the benefit to the proposed target group and the decision will be made at the discretion of Council".

The Community Grants Advisory Committee has determined that these items in the policy provide sufficient guidance for the determination of allocations.

a. Council Plan Linkage and Policy Context

The Glenelg Shire Community Grants Scheme directly links to the following Council Plan 2017-21 themes:

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

Connecting Glenelg – Connecting people, places and spaces.

F5. COMMUNITY GRANTS POLICY REVIEW

(continued)

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

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

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

Management of the Community Grants Program is conducted in accordance with the Community Grants Policy adopted by Council in July 2013.

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative or legal considerations associated with the Community Grants Program.

c. Consultation and/or communication processes implemented or proposed

The Community Grants Policy adopted by Council defines how the Grants Program is to be promoted to the community, and what communication processes need to be followed for management of each round.

d. Financial and Resource Implications and Opportunities

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000 in the 2018-2019 budget for the purpose of the Community Grants Program.

Grant Category	Notional funds per round	Notional funds annually
Recreation	\$20,000.00	\$40,000.00
Public Halls	\$10,000.00	\$20,000.00
Tourism	\$20,000.00	\$40,000.00
Arts, Culture and Heritage	\$ 5,000.00	\$ 10,000.00
Community Plan Support	\$11,000.00	\$22,000.00
Community Support	\$15,000.00	\$30,000.00
TOTAL	\$81,000.00	\$162,000.00

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulations (where applicable)	ECM
1.	Proposed Community Grants Advisory Committee Terms of Reference 2018	2496291
2.	Proposed Community Grants Guidelines	2496292
3.	Proposed Community Grants Program Policy	2496293

F6. ALEXANDRA PARK NETBALL REDEVELOPMENT

MOTION

MOVED Cr Wilson

That F6. Alexandra Park Netball Redevelopment lay on the table.

SECONDED Cr McDonald

CARRIED

F7. GLENELG SHIRE COUNCIL PLAN – SECOND QUARTER PERFORMANCE REPORT 2018/19

Director: Edith Farrell, Director Community Services

Executive Summary

The purpose of this report is to seek Council endorsement of the second quarter performance report for year two of the Council Plan, followed by its public release.

Recommendation

That Council endorse:

1. The Glenelg Shire Council Plan Second Quarter Report 2018/19; and
2. That the Glenelg Shire Plan Second Quarter Report 2018/19 be released to the public on Council's website and made available at each of the Customer Service points.

MOTION**MOVED Cr Stephens**

That Council endorse:

1. **The Glenelg Shire Council Plan Second Quarter Report 2018/19; and**
2. **That the Glenelg Shire Plan Second Quarter Report 2018/19 be released to the public on Council's website and made available at each of the Customer Service points.**

SECONDED Cr Halliday**CARRIED****Background/Key Information:**

During the development stage of the Council Plan 2017-21, it was identified as a priority for the ratepayers and general community of the Glenelg Shire, to be kept informed on Council's performance and strategic alignment under the Council Plan.

From this public consultation, it was determined that Council would release a performance report each quarter outlining the progress or status on each of the measures, projects and plans identified within the four year Council Plan .

a. Council Plan Linkage and Policy Context

This report links to each of the themes identified in the Council Plan 2017-2021.

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

F7. GLENELG SHIRE COUNCIL PLAN – SECOND QUARTER PERFORMANCE REPORT 2018/19

(continued)

Connecting Glenelg – Connecting people, places and spaces.

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

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

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

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

The priority of the release of this report was identified as a result of community consultation.

d. Financial and Resource Implications and Opportunities

There are no budget implications as a result of quarterly performance reporting. All resources implications, such as staffing, are delivered within budget.

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.	Glenelg Shire Council Plan Second Quarter Performance Report 2018/19	2519338

F8. ENVIRONMENTAL SUSTAINABILITY POLICY CPO-ASSETS-EV-001

Director: Robert Alexander, Director Assets

Executive Summary

The purpose of this report is to enable Council to consider the reviewed Environmental Sustainability Policy CPO-ASSETS-EV-001.

Recommendation

1. That Council adopt the Environmental Sustainability Policy CPO-ASSETS-EV-001 as separately circulated.
2. That the Environmental Sustainability Policy CPO-ASSETS-EV-001 be effective from 22 January 2019.

MOTION**MOVED Cr White**

1. **That Council adopt the Environmental Sustainability Policy CPO-ASSETS-EV-001 as separately circulated.**
2. **That the Environmental Sustainability Policy CPO-ASSETS-EV-001 be effective from 22 January 2019.**

SECONDED Cr Wilson**CARRIED****Background/Key Information:**

Council at its meeting held on 27 April 2011 adopted the Environmental Sustainability Policy. A review was undertaken and Council again adopted the policy on 22 July 2014.

As this policy is required to be reviewed every four years, another review has been undertaken and minor changes made to the formatting of the policy.

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

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

F8. ENVIRONMENTAL SUSTAINABILITY POLICY CPO-ASSETS-EV-001

(continued)

b. Legislative, Legal and Risk Management Considerations

Not applicable.

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Financial and Resource Implications and Opportunities

Not applicable.

Separate Circulation – Non Confidential

No.	Separate Circulation	ECM
1.	Environmental Sustainability Policy CPO-ASSETS-EV-01 January 2019	1675521

F9. CONTRACT 2018-19-13 SUPPLY OF FLEET CONSUMABLES AND GENERAL WORKS AND SERVICES

Director: Robert Alexander, Director Assets

Executive Summary

This report is to brief Council on the tender evaluation process for the Supply of Fleet Consumable and General Works and Services to the Glenelg Shire Council under Contract 2018-19-13 and provides recommendations regarding the awarding of this contract.

Recommendation

1. That Council award Contract 2018-19-13 for the Supply of Fleet Consumables and General Works and Services to the following tenderers:
 - Barry Maney Ford Unit Trust & Westland SE Pty Ltd & Millard Family Trust & Stafford Family Trust & Cornbar Trust & Team BMG Trust TA Barry Maney Group;
 - Cutting Edges Equipment Party Pty Ltd;
 - Ellwood Transport Repairs Pty Ltd;
 - Heywood Ag Sales and Service Pty Ltd;
 - Bradley Wayne Frost TA Portland Mechanical Services;
 - Stephen Peter Ellis TA Stephen Ellis Auto Electrical;
 - RW & JA Smith TA Lowan Steel Constructions;
 - Kintow Pty Ltd TA Ace Crash Repairs;
 - The trustee for Seaport Motors Unit Trust TA Seaport Motors Pty Ltd; and
 - The Trustee for M & T Farrell Family Trust.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contact in accordance with the contract documentation.

F9. CONTRACT 2018-19-13 SUPPLY OF FLEET CONSUMABLES AND GENERAL WORKS AND SERVICES

(continued)

MOTION

MOVED Cr McDonald

1. That Council award Contract 2018-19-13 for the Supply of Fleet Consumables and General Works and Services to the following tenderers:
 - Barry Maney Ford Unit Trust & Westland SE Pty Ltd & Millard Family Trust & Stafford Family Trust & Cornbar Trust & Team BMG Trust TA Barry Maney Group;
 - Cutting Edges Equipment Party Pty Ltd;
 - Ellwood Transport Repairs Pty Ltd;
 - Heywood Ag Sales and Service Pty Ltd;
 - Bradley Wayne Frost TA Portland Mechanical Services;
 - Stephen Peter Ellis TA Stephen Ellis Auto Electrical;
 - RW & JA Smith TA Lowan Steel Constructions;
 - Kintow Pty Ltd TA Ace Crash Repairs;
 - The trustee for Seaport Motors Unit Trust TA Seaport Motors Pty Ltd; and
 - The Trustee for M & T Farrell Family Trust.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Assets be authorised to negotiate and execute further extensions of the contact in accordance with the contract documentation.

SECONDED Cr Hawker

CARRIED

Background / Key Information:

Council currently has no formal contract for the supply of fleet consumables and or general works and services. It has therefore been identified that a contract is required to protect Councils financial security and to align with the current Procurement Policy.

F9. CONTRACT 2018-19-13 SUPPLY OF FLEET CONSUMABLES AND GENERAL WORKS AND SERVICES

(continued)

The term of the contract will be two (2) years and five (5) months with Council reserving the right to extend the contract if it so desires by adding an additional two (2) by one (1) year extension options.

Public Tenders were called on Thursday 18 October 2018 and closed at 3pm on Thursday 22 November 2018.

At the closure of the tender submission period a total of eleven (11) submissions were received. Tender submissions were received via Tenderlink from:

- Barry Maney Ford Unit Trust & Westland SE Pty Ltd & Millard Family Trust & Stafford Family Trust & Cornbar Trust & Team BMG Trust TA Barry Maney Group;
- Cutting Edges Equipment Party Pty Ltd;
- Ellwood Transport Repairs Pty Ltd;
- Heywood Ag Sales and Service Pty Ltd;
- Michelin Australia Pty Ltd TA Michelin Australia;
- Bradley Wayne Frost TA Portland Mechanical Services;
- Stephen Peter Ellis TA Stephen Ellis Auto Electrical;
- RW & JA Smith TA Lowan Steel Constructions;
- Kintow Pty Ltd TA Ace Crash Repairs;
- The trustee for Seaport Motors Unit Trust TA Seaport Motors Pty Ltd; and
- The Trustee for M & T Farrell Family Trust.

The Tender Evaluation Panel considered the tender submissions taking into account the selection criteria and weighting which covers Cost, Freight (free in store), economic contribution to the Glenelg Shire Council region and the level of commitment demonstrated to maximize environmental sustainability.

a. Council Plan Linkage and Policy Context

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

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

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

F9. CONTRACT 2018-19-13 SUPPLY OF FLEET CONSUMABLES AND GENERAL WORKS AND SERVICES

(continued)

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

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

Notification to the preferred tenderers will also be provided following Council's resolution to relating to this contract.

d. Financial and Resource Implications and Opportunities

Establishing a contract that is measurable on the procurement of fleet consumables and general works and services secures Councils financial interest. The contract ensures that each supplier delivers products and services at set rates, and delivers an expectation of quality workmanship.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract 2018-19-13 Supply of Fleet Consumable and General Works and Services to the Glenelg Shire Council Tender Evaluation Matrix	Contains contractual matters - section 89 (2) (d) of the Local Government Act 1989	2515930

F10. CONTRACT 2018-19-25 HENTY STREET DRAINAGE AND CARPARK WORKS

Director: Robert Alexander, Director Assets

Executive Summary

This paper is to brief the Council on the tender evaluation process for the Henty Street Drainage and Carpark Works under Contract 2018-19-25 and recommends the awarding of the contract.

Recommendation

1. That Council award Contract 2018-19-25 for the Henty Street Drainage and Carpark Works to GR Carr Pty Ltd ATF The Gavin Family Trust.
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 and endorse variations as applicable relating to this contract.

MOTION**MOVED Cr Hawker**

1. **That Council award Contract 2018-19-25 for the Henty Street Drainage and Carpark Works to GR Carr Pty Ltd ATF The Gavin Family Trust.**
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 and endorse variations as applicable relating to this contract.**

SECONDED Cr McDonald**CARRIED****Background/Key Information:**

This contract is to undertake the drainage and carpark works at the front of the Portland Bay School in Henty Street, Portland.

Public tenders were called on Thursday 13 December 2018 and closed at 3pm on Thursday 3 January 2019. At the closure of the tender submission period a total of two (2) submissions were received for evaluation from Porthaul Civil Pty Ltd and GR Carr Pty Ltd ATF The Gavin Family Trust.

The Tender Evaluation Panel has considered the tender submissions taking into account the selection criteria and weighting which covers price, program, qualifications and Experience and capability of the nominated key Personnel, including subcontractors.

F10. CONTRACT 2018-19-25 HENTY STREET DRAINAGE AND CARPARK WORKS

(continued)

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.

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

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

Notification to the successful tender will also be provided following Council's resolution to award the contract.

d. Financial and Resource Implications and Opportunities

The contract will be managed by current resources within the organisation. The cost of the works will be co-funded by Council and the State Government's Department of Education.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2018-19-25 Henty Street Drainage and Carpark Works Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the Local Government Act 1989	2517456

Cr White re-declared a Conflict of Interest in Item F11. Contract 2018-19-26 Heath Road Culvert and Rehabilitation Works and left the meeting at 7.39pm.

F11. CONTRACT 2018-19-26 HEATH ROAD CULVERT AND REHABILITATION WORKS

Director: Robert Alexander, Director Assets

Executive Summary

This paper is to brief the Council on the tender evaluation process for the Heath Road Culvert and Rehabilitation Works under Contract 2018-19-26 and recommends the awarding of the contract.

Recommendation

1. That Council award Contract 2018-19-26 for the Heath Road Culvert and Rehabilitation Works to Porthaul Civil 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 and endorse variations as applicable relating to this contract.

MOTION

MOVED Cr McDonald

1. **That Council award Contract 2018-19-26 for the Heath Road Culvert and Rehabilitation Works to Porthaul Civil 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 and endorse variations as applicable relating to this contract.**

SECONDED Cr Hawker

CARRIED

Background/Key Information:

This contract is to undertake the upgrade of drainage and road rehabilitation works along the Heath road Cashmore.

Public tenders were called on Thursday 20 December 2018 and closed at 3pm on Thursday 17 January 2019. A total of two submissions were received for evaluation from Porthaul Civil Pty Ltd and Mibus Bros (Aust) Pty Ltd.

The Tender Evaluation Panel has considered the tender submissions taking into account the selection criteria and weighting which covers price, qualifications and Experience and capability of the nominated key Personnel, including subcontractors and management systems.

F11. CONTRACT 2018-19-26 HEATH ROAD CULVERT AND REHABILITATION WORKS

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.

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

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

Notification to the successful tender will also be provided following Council's resolution to award the contract.

d. Financial and Resource Implications and Opportunities

The contract will be managed by current resources within the organisation. The cost of the works will be fully funded by Regional Roads Victoria under the Fixing Country Roads Program.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2018-19-26 Heath Road Culvert and Rehabilitation Works Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the Local Government Act 1989	2521271

Cr White returned to the meeting at 7.41pm.

F12. CONTRACT 2018-19-17 PROVISION OF PROFESSIONAL SERVICES TO THE GLENELG SHIRE COUNCIL

Director: David Hol, Director Corporate Services

Executive Summary

This report is to brief Council on the tender evaluation process for the Provision of Professional Services to the Glenelg Shire Council under Contract 2018-19-17 and provides recommendations regarding the awarding of this contract.

Recommendation

1. That Council award Contract 2018-19-17 for the Provision of Professional Services to the tenderers as listed in this report.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Corporate Services be authorised to negotiate and execute further extensions of the contact in accordance with the contract documentation.

MOTION**MOVED Cr Stephens**

1. **That Council award Contract 2018-19-17 for the Provision of Professional Services to the tenderers as listed in the amended report.**
2. **That the Chief Executive Officer be authorised to execute all documents relating to this contract.**
3. **That the Director Corporate Services be authorised to negotiate and execute further extensions of the contact in accordance with the contract documentation.**

SECONDED Cr McDonald**CARRIED****Background/Key Information:**

To address the conclusion of the current Provision of Project Based Consultancy Services, Provision of High Level Geographical Systems Development and Provision of High Level Grant and Business Case Development Consultancy a tender process was called in December 2018.

A total of seventeen (17) specialist categories were identified and scoped in the specification.

The term of the contract will be two (2) years and five (5) months with Council reserving the right to extend the contract if it so desires by adding an addition two (2) by one (1) year extension options.

F12. CONTRACT 2018-19-17 PROVISION OF PROFESSIONAL SERVICES TO THE GLENELG SHIRE COUNCIL

(continued)

Public Tenders were called on Thursday 22 November 2018 and closed at 3pm on Thursday 13 December 2018.

At the closure of the tender submission period a total of sixty five (65) submissions were received across seventeen (17) categories.

Based on the overall assessment undertaken by the Tender Evaluation Panels, it is recommended that the following tenderers be appointed under this panel contract arrangement:

Category Social Planning

- Adele Kenneally TA ASK Consulting Victoria;
- B & J Barrett Enterprises Pty Ltd;
- The Trustee for Belgrave House Family Trust;
- @leisure Planners Pty Ltd;
- Mesh Livable Urban Communities Pty Ltd;
- The Trustee for The Myers Family Trust TA Myers Planning Group Pty Ltd;
- TRC Tourism Pty Ltd; and
- The Trustee for Henderson Family Trust TA Utilis.

Category High Level Grant and Business Case Development

- The Trustee for Belgrave House Family Trust.

Category Occupational Health and Safety, Risk and Emergency Management

- Carter Corporation Pty Ltd;
- CT Management Group Pty Ltd;
- Hazcon Pty Ltd;
- Jardine Lloyd Thompson Pty Ltd;
- Prensa Pty Ltd;
- Science Partners Pty Ltd; and
- The Trustee for Rondeau Family Trust.

Category Service Reviews

- The Trustee for Belgrave House Family Trust;
- CT Management Group Pty Ltd; and
- Landell Corporation Pty Ltd TA Landell Consulting.

Category IT Systems and Strategy (including GIS)

- Clark IT Consulting Pty Ltd;
- Makomap Pty Ltd; and
- Symphony3 Pty Ltd.

F12. CONTRACT 2018-19-17 PROVISION OF PROFESSIONAL SERVICES TO THE GLENELG SHIRE COUNCIL

(continued)

Category Superintendent Services

- Brian Consulting Pty Ltd;
- HDS Australia Pty Ltd;
- K Trust No 6 & PMDG Nominees Pty Limited & PRACTICAL MAINTENANCE PTY. LTD TA PM Design;
- Spiire Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting;
- Waste and Management Services Pty Ltd;
- Westvic Civil Structural Engineering Pty Ltd

Category Contract Administration Services

- Avor Architecture Pty Ltd;
- CT Management Group Pty Ltd;
- HDS Australia Pty Ltd;
- Lycopodium Infrastructure Pty Ltd;
- K Trust No 6 & PMDG Nominees Pty Limited & PRACTICAL MAINTENANCE PTY. LTD TA PM Design;
- Epic Solutions Pty Ltd TA South West Civil Engineering;
- Spiire Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting;
- Water Technology Pty Ltd; and
- Westvic Civil Structural Engineering Pty Ltd.

Category Project Management Services

- Avor Architecture Pty Ltd;
- Brian Consulting Pty Ltd;
- CT Management Group Pty Ltd;
- HDS Australia Pty Ltd;
- Lycopodium Infrastructure Pty Ltd;
- Meinhardt Infrastructure & Environment Pty Ltd;
- K Trust No 6 & PMDG Nominees Pty Limited & PRACTICAL MAINTENANCE PTY. LTD TA PM Design;
- Science Partners Pty Ltd;
- Epic Solutions Pty Ltd TA South West Civil Engineering;
- Spiire Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting;
- Waste and Management Services Pty Ltd;
- Water Technology Pty Ltd; and
- Westvic Civil Structural Engineering Pty Ltd.

F12. CONTRACT 2018-19-17 PROVISION OF PROFESSIONAL SERVICES TO THE GLENELG SHIRE COUNCIL

(continued)

Category Engineering and Design Services

- Avor Architecture Pty Ltd;
- Brian Consulting Pty Ltd;
- CT Management Group Pty Ltd;
- The trustee for Engeny M Trust TA Engeny Water Management;
- The Trustee for The Greening Family Trust;
- HDS Australia Pty Ltd;
- Lycopodium Infrastructure Pty Ltd;
- Meinhardt Infrastructure & Environment Pty Ltd;
- K Trust No 6 & PMDG Nominees Pty Limited & PRACTICAL MAINTENANCE PTY. LTD TA PM Design;
- Scott McFarlane TA Seabreeze Design;
- Epic Solutions Pty Ltd TA South West Civil Engineering;
- Spiire Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting;
- Waste and Management Services Pty Ltd;
- Water Technology Pty Ltd; and
- Westvic Civil Structural Engineering Pty Ltd.

Category Native Vegetation

- Biosis Pty Ltd;
- The trustee for The EP Unit Trust TA Ecology and Heritage Partners Pty Ltd;
- Water Technology Pty Ltd; and
- Practical Ecology Pty Ltd.

Category Airport services

- Airport Electrical Pty Ltd.

Category Survey services

- The Trustee for Porter Berry Consultants Unit Trust TA Berry and Whyte Surveyors Pty Ltd;
- Brian Consulting Pty Ltd;
- Epic Solutions Pty Ltd TA South West Civil Engineering;
- Spiire Australia Pty Ltd;
- TGM Group Pty Ltd; and
- The CSE Group Consulting Engineers Pty Ltd.

F12. CONTRACT 2018-19-17 PROVISION OF PROFESSIONAL SERVICES TO THE GLENELG SHIRE COUNCIL

(continued)

Category Drafting Services

- The Trustee for Porter Berry Consultants Unit Trust TA Berry and Whyte Surveyors Pty Ltd;
- Brian Consulting Pty Ltd;
- The trustee for Concept DG Mt Gambier Building Designers Unit Trust TA Concept DG Design Group;
- Dragonfly Architecture & Construction Pty Ltd;
- The trustee for Engeny M Trust TA Engeny Water Management;
- HDS Australia Pty Ltd;
- Lycopodium Infrastructure Pty Ltd;
- Meinhardt Infrastructure & Environment Pty Ltd;
- K Trust No 6 & PMDG Nominees Pty Limited & PRACTICAL MAINTENANCE PTY. LTD TA PM Design;
- Scott McFarlane TA Seabreeze Design;
- Epic Solutions Pty Ltd TA South West Civil Engineering;
- Spiire Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting; and
- Westvic Civil Structural Engineering Pty Ltd.

Category Traffic Management Services

- Brian Consulting Pty Ltd;
- HDS Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting; and
- Westvic Civil Structural Engineering Pty Ltd.

Category Geotechnical Services

- Brian Consulting Pty Ltd;
- L R Pardo & Associates Pty Ltd;
- Meinhardt Infrastructure & Environment Pty Ltd;
- K Trust No 6 & PMDG Nominees Pty Limited & PRACTICAL MAINTENANCE PTY. LTD TA PM Design;
- SNC Lavalin Australia Pty Ltd;
- TGM Group Pty Ltd;
- The CSE Group Consulting Engineers Pty Ltd; and
- Tonkin Consulting Pty Ltd TA Tonkin Consulting.

Category Marine/Coastal Services

- TGM Group Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting; and
- Water Technology Pty Ltd.

F12. CONTRACT 2018-19-17 PROVISION OF PROFESSIONAL SERVICES TO THE GLENELG SHIRE COUNCIL

(continued)

Category Environmental Services

- Australian Environmental Auditors Pty Ltd;
- The trustee for The EP Unit Trust TA Ecology and Heritage Partners Pty Ltd;
- The trustee for Engeny M Trust TA Engeny Water Management;
- Nolan Consulting Pty Ltd;
- Meinhardt Infrastructure & Environment Pty Ltd;
- TGM Group Pty Ltd;
- Tonkin Consulting Pty Ltd TA Tonkin Consulting;
- Waste and Management Services Pty Ltd;
- Water Technology Pty Ltd; and
- SNC Lavalin Australia Ptd Ltd.

The Tender Evaluation Panels considered the tender submissions taking into account the selection criteria and weighting which covers Capability, Qualifications and Previous Experience in the chosen industry including: Company resource capacity, Relevant expertise, Technical/professional & systems capability, Local Government experience, value for money, economic contribution to the Glenelg Shire Council region and the level of commitment demonstrated to maximize environmental sustainability.

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.

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

b. **Legislative, Legal and Risk Management Considerations**

All legal and legislative requirements have been considered.

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

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

Notification to the preferred tenderers will also be provided following Council's resolution to relating to this contract.

d. **Financial and Resource Implications and Opportunities**

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

ANY OTHER PROCEDURAL MATTER:

Nil.

URGENT BUSINESS:

Nil.

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

- D2. (1) Meeting Record Heritage Advisory Committee dated 17 December 2018
- D2. (2) Heritage Advisory Committee Terms of Reference
- D2. (3) Grant application 9 Hurd Street, Portland
- D2. (4) Proposed artwork at public toilets at end of Julia Street, Portland
- D3. (1) Glenelg Shire Council Meeting Record of the Tourism Advisory Committee Tuesday 4 December 2018
- D4. (1) 4 December 2018 Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Notes
- D4. (2) 2 October 2018 Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Notes
- D4. (3) 2019 Aboriginal Education Scholarship Guidelines

- E1. (1) Local Port of Portland Bay Advisory Committee Meeting Record held on 28 November 2018
- E1. (2) Tourism Advisory Committee Meeting Record held on 4 December 2018.
- E1. (3) Assembly of Councillors – Councillor Workshop meeting held on 4 December 2018
- E1. (4) Glenelg Mara Quorin Aboriginal Advisory Committee Meeting Record held on 4 December 2018
- E1. (5) Assembly of Councillors - Councillor and CEO Briefing session held on 11 December 2018
- E1. (6) Assembly of Councillors - Councillor Briefing session held on 11 December 2018
- E1. (7) Heritage Advisory Committee Meeting held on 17 December 2018
- E1. (8) Casterton Railway Precinct Advisory Committee Meeting Record held on 18 December 2018

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:

(continued)

- E1. (9) Assembly of Councillors – Councillors and CEO Meeting record held on Wednesday 19 December 2018
- F2. (1) GSC Financial Performance Report December 2018
- F3. (1) Amendment C90 PILS Submissions received
- F3. (2) Amendment C90 PILS Schedule of Submissions
- F4. (1) Amendment C95 Submissions received
- F4. (2) Amendment C95 Schedule of submissions
- F4. (3) Amendment C95 Revised Amendment C95 documentation
- F5. (1) Proposed Community Grants Advisory Committee Terms of Reference 2018
- F5. (2) Proposed Community Grants Guidelines
- F5. (3) Proposed Community Grants Program Policy
- F7. (1) Glenelg Shire Council Plan Second Quarter Performance Report 2018/19
- F8. (1) Environmental Sustainability Policy CPO-ASSETS-EV-01 January 2019

Separate Circulation to Councillors, CEO and Directors

- D1. (1) Minutes of the Audit Committee Meeting held on Thursday 6 December 2018
- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F9. (1) Contract 2018-19-13 Supply of Fleet Consumable and General Works and Services to the Glenelg Shire Council Tender Evaluation Matrix
- F10. (1) Contract No. 2018-19-25 Henty Street Drainage and Carpark Works Tender Evaluation Matrix

Recommendation

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

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:

(continued)

MOTION

MOVED Cr Stephens

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

SECONDED Cr Wilson

CARRIED

CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.42pm.

I HEREBY CERTIFY THAT PAGES 1 TO 60 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

26 FEBRUARY 2019