



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday, 22 October 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 Acting Chief Executive Officer (Ms Edith Farrell), Acting Director Community Services (Ms Janine Johnstone), Director Assets (Mr Robert Alexander), Director Corporate Services (Ms Joan Lewis), Communications and Economic Development Manager (Ms Liz McKinnon) and Council Support Coordinator (Ms Kylie Walford).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Chief Executive Officer (Mr Greg Burgoyne).

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 24 September 2019, as circulated, be confirmed.

MOTION**MOVED Cr White**

That the minutes of the Ordinary Council Meeting held on Tuesday 24 September 2019, as circulated, be confirmed.

SECONDED Cr McDonald**CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:1. Cape Bridgewater Master Plan

Mr Tony Fleming of Cape Bridgewater asked the following question:

1. *As a member of the Cape Bridgewater Community Action Group, the group would like to fund or apply for a grant to provide the Cape Bridgewater foreshore with a BBQ, will a BBQ be included in the Cape Bridgewater Master Plan?*

The following response is provided:

A BBQ picnic area will be included in the Cape Bridgewater Foreshore Master Plan for public use.

2. *I have viewed a previous report from an engineer that concludes that the front blocks down the hill of Cape Bridgewater should contain reticulated sewerage systems and not septic tanks. Why were the conclusions from this report ignored?*

The following response is provided:

The Glenelg Waste Water Management Plan 2009 including recommendations for Cape Bridgewater can be found on the Glenelg Shire Council website at:

http://www.glenelg.vic.gov.au/files/03_Cape_BridgeWater_Town_Report.pdf

Three options are provided in the report and consultation with Wannon Water is required if a sewer system is to be implemented. Queries about onsite wastewater disposal (septic systems) can be directed the Glenelg Shire Council's Environmental Health Officer.

2. Rain Water tank for Cape Bridgewater visitors

Ms Naomi Fleming of Cape Bridgewater asked the following question:

Great South West walkers have requested a fresh rain water tank to be installed at Cape Bridgewater. Is this a possibility of happening?

The following response is provided:

Rainwater as a public drinking water source is problematic, however Glenelg Shire Council has engaged with Wannon water to determine the viability of installing a drinking water bubbler fountain in the area for public use.

QUESTIONS FROM THE GALLERY:1. Status of Shire's Recycling

The Portland Observer asked the following the question:

Can the Council please give us an update on the status of the shire's recycling that is now being processed by SKM Recycling and if not whether there is a timeline for that to happen?

Mr Alexander, Director Assets advised that SKM Recycling Facility is due to re-open in two to three weeks. The Shire's recycling is still going to landfill at this point. It is the responsibility of the Contractor to determine where it goes in future.

PRESENTATIONS:

Nil.

A. NOTICES OF MOTION:

Ni.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

C1. PETITION - EXHIBITION 'HENTY – A FAMILY COLLECTION'

MOTION

MOVED Cr Wilson

- 1. That Council receive the petition in accordance with clause 4.14.3 of Council's Meeting Procedure adopted 17 December 2013.**
- 2. That the exhibition "Henty – A Family Collection" is withdrawn from the 2019 Portland Arts Centre program.**
- 3. That Council continue to work with all of our Partners through the Glenelg Mara Quorin Aboriginal Advisory Committee.**
- 4. That the James family are thanked for their offer of items for the proposed exhibition.**

SECONDED Cr Stephens

CARRIED

D. COMMITTEE REPORTS:

Nil.

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 12 SEPTEMBER 2019 – 10 OCTOBER 2019 (INCLUSIVE)**

Director: Joan Lewis, 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 Thursday 12 September 2019 – Thursday 10 October 2019 (inclusive).

MOTION**MOVED Cr Stephens**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 12 September 2019 – Thursday 10 October 2019 (inclusive).

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

The Chief Executive Officer must ensure that a written record is kept of every Assembly of Councillors record (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*

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 SEPTEMBER 2019 – 10 OCTOBER 2019 (INCLUSIVE)

(continued)

- *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.*

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 12 September 2019 – Thursday 10 October 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:

Assembly of Councillors - Tourism Advisory Committee Meeting record held on 12 September 2019 (DocSetID: 2601897);

Assembly of Councillors – Professional Development for Councillors (Part 1) Meeting record held on Monday 23 September 2019 (DocSetID:2609080);

Assembly of Councillors – Councillor and CEO Briefing session held on Tuesday 24 September 2019 (DocSetID: 2605192);

Assembly of Councillors – Australia Day Advisory Committee Meeting record held on Tuesday 24 September 2019 (DocSetID: 2605207);

Assembly of Councillors – Councillor Briefing session held on Tuesday 24 September 2019 (DocSetID: 2606620);

Assembly of Councillors – Local Port of Portland Advisory Committee meeting record held on Wednesday 25 September 2019 (DocSetID: 2607204);

Assembly of Councillors – Pre-Councillor Workshop meetings held on Tuesday 8 October 2019 (DocSetID: 2609079); and

Assembly of Councillors – Councillors Workshop meeting held on Tuesday 8 October 2019 (DocSetID: 2608847); and

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 SEPTEMBER 2019 – 10 OCTOBER 2019 (INCLUSIVE)

(continued)

Assembly of Councillors – Councillors and CEO Briefing session meeting held on Tuesday 8 October 2019 (DocSetID:2608934).

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 12 SEPTEMBER 2019 – 10 OCTOBER 2019 (INCLUSIVE)

(continued)

Separate Circulations – Non-Confidential

| No. | <i>Separate Circulation Title, Date and Author as detailed on the separate circulation</i> | <i>ECM</i> |
|-----|---|------------|
| 1. | Assembly of Councillors - Tourism Advisory Committee Meeting record held on 12 September 2019 | 2601897 |
| 2. | Assembly of Councillors – Professional Development for Councillors (Part 1) Meeting record held on Monday 23 September 2019 | 2609080 |
| 3. | Assembly of Councillors – Councillor and CEO briefing session held on Tuesday 24 September 2019 | 2605192 |
| 4. | Assembly of Councillors – Australia Day Advisory Committee Meeting record held on Tuesday 24 September 2019 | 2605207 |
| 5. | Assembly of Councillors – Councillor Briefing session held on Tuesday 24 September 2019 | 2606620 |
| 6. | Assembly of Councillors – Local Port of Portland Advisory Committee meeting record held on Wednesday 25 September 2019 | 2607204 |
| 7. | Assembly of Councillors – Pre-Councillor Workshop meetings held on Tuesday 8 October 2019 | 2609079 |
| 8. | Assembly of Councillors – Councillors Workshop meeting held on Tuesday 8 October 2019 | 2608847 |
| 9. | Assembly of Councillors – Councillors and CEO Briefing session meeting held on Tuesday 8 October 2019 | 2608934 |

MOTION**MOVED Cr Stephens**

In accordance with clause 4.4.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013 that item F11. Petition – Save The Heywood Kindergarten to be included in the Ordinary Council Meeting Agenda, under section F. Management Reports for Council consideration.

SECONDED Cr Wilson**CARRIED****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 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****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:

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- a. may continue to be a Councillor but must not perform the duties of functions of a Councillor during the period of leave;
 - b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;
 - c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
 - d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.
- (2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.
- a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.
 - b. Legislative, 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.

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

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. | 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) | 2608688 |

F2. REVIEW OF COUNCIL POLICY - GIFTS, BENEFITS AND HOSPITALITY

(continued)

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

This report is to brief Council on the revised Council Policy Gifts, Benefits and Hospitality.

Recommendation

That Council adopt the revised Council Policy Gifts Benefits and Hospitality effective 22 October 2019.

MOTION

MOVED Cr Hawker

That Council adopt the revised Council Policy Gifts Benefits and Hospitality effective 22 October 2019.

SECONDED Cr Halliday

CARRIED

Background/Key Information:

Whilst it is currently not a requirement of the *Local Government Act 1989*, it was previously decided that a Gifts, Benefits and Hospitality Policy should be implemented, in accordance with the principles of good governance and a Policy was adopted in 2011.

The *Local Government Bill 2019* proposed reforms state that 'All Councils will be required to have a gift register and a publicly transparent gift policy covering the acceptance and disposal of gifts by Councillors and staff'. The State intends to introduce the bill into Parliament later this year.

Previously Council adopted a combined Policy for Councillors and Employees in regard to Gifts, Benefits and Hospitality. The Policy outlines Council's position in relation to the process for the accepting, recording and treatment of gifts, benefits and hospitality received by Councillors and employees.

As this is inconsistent with respective roles of Council and CEO, the '*Local Government Bill 2018 Exposed Draft*' expressly required gift processes for staff be included in the staff code of conduct adopted by the CEO. This is separate from the Gifts Policy adopted by the Council.

F2. REVIEW OF COUNCIL POLICY - GIFTS, BENEFITS AND HOSPITALITY

(continued)

Accordingly, the Gifts, Benefits and Hospitality Policy has now been split into two separate policies.

- Council Policy Gifts, Benefits and Hospitality – Councillors; and
- Organisational Policy Gifts, Benefits and Hospitality – Employees.

A gift register has been re-instated in accordance with recommendations from the *Local Government Bill 2019* and will be made publicly available Council's website.

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

- Section 78C *Local Government Act 1989*;
- *Local Government Bill 2018 Exposure Draft*; and
- *Local Government Bill 2019*.

c. Consultation and/or communication processes implemented or proposed

- Consultation with DELWP/Local Government Victoria.
- All Council Policies available on Council's website

d. Financial and Resource Implications and Opportunities

Not applicable.

Separate Circulations – Non-Confidential

| No. | Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable) | ECM |
|-----|--|---------|
| 1. | Council Policy Gifts, Benefits and Hospitality | 1134387 |

F3. GLENELG SHIRE COUNCIL PLAN – FIRST QUARTER PERFORMANCE REPORT 2019/20

Director: Edith Farrell, Director Community Services

Executive Summary

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

Recommendation

That Council endorse the Glenelg Shire Council Plan First Quarter Performance Report 2019/20.

MOTION**MOVED Cr Stephens**

That Council endorse the Glenelg Shire Council Plan First Quarter Performance Report 2019/20.

SECONDED Cr McDonald**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.

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.

F3. GLENELG SHIRE COUNCIL PLAN – FIRST QUARTER PERFORMANCE REPORT 2019/20

(continued)

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 Quarter 1 Report 2019-20 | 2607186 |

F4. PORTLAND LEISURE AND AQUATIC CENTRE FEASIBILITY STUDY

Director: Edith Farrell Director Community Services

Executive Summary

This report is to inform Councillors of the findings of further analysis into the compliance and asset enhancement requirements identified at the Portland Leisure and Aquatic Centre (PLACE). The report proposes a strategy for the future directions for the aquatic and recreation facility in Portland in context with the parameters of Council's current budget framework.

Recommendation

1. That Council approve the identification and scheduling of interim improvements and maintenance works throughout the 2020-2023 period to support the continuation of PLACE operations on the premise of a maximum 5-10-year facility life span.
2. That Council approves the commencement of a phased investigation and stakeholder engagement process leading towards a detail plan and documentation for a redeveloped Portland Leisure and Aquatic Centre.

MOTION

MOVED Cr Hawker

1. **That Council approve the identification and scheduling of interim improvements and maintenance works throughout the 2020-2023 period to support the continuation of PLACE operations on the premise of a maximum 5-10-year facility life span.**
2. **That Council approves the commencement of a phased investigation and stakeholder engagement process leading towards a detail plan and documentation for a redeveloped Portland Leisure and Aquatic Centre.**

SECONDED Cr Halliday

CARRIED

Background/Key Information:

In November 2018 a report was presented to Councillors advising of the findings of the Portland Leisure and Aquatic Centre Feasibility Study. The feasibility study recommended major redevelopment works and also provided a full consultation and engagement with users and the general community in relation to the current facilities and services at PLACE.

F4. PORTLAND LEISURE AND AQUATIC CENTRE FEASIBILITY STUDY

(continued)

In considering the feasibility recommendations it was determined that further analysis was necessary to investigate the appropriateness and alternatives to the range of enhancement recommendations given the current constraints on Council's capital budget framework. As such, at the November meeting Council resolved to undertake further investigation and supported the following recommendations:

1. The Council acknowledge receipt of the Portland Leisure and Aquatic Centre Feasibility Study;
2. That officers utilise the information contained in the feasibility study document to guide the preparation of a strategy for future facility compliance and enhancement works at the Portland Leisure and Aquatic Centre;
3. That the strategy for future facility compliance and enhancement works at the Portland Leisure and Aquatic Centre is considered in context with the overall capital and operating budget framework of Council; and
4. That a final strategy is brought to Council for consideration in May 2019.

Further Investigation and Analysis

With the feasibility study recommending such a large capital investment to an existing facility, it was evident that further investigation was necessary to test some of the findings. A detailed market analysis, needs analysis, service review and asset assessment included the following aspects:

- Community needs review
- Business Case potential
- Market service delivery alternatives
- Market size potential
- Operations improvement potential
- Program delivery review
- Grant Funding potential
- Asset suitability
- Design standards compliance
- Community expectation in 2019
- Functionality to meet purpose
- Regional provisions
- Regional tourism support

- Partnership potential
- Catchment to support provision
- Programming convenience
- Latent demand evidence
- Service level viability
- Asset Residual Value
- Industry compliance
- Asset lifespan
- Risk consideration and assessment

Key Findings:

- The highest priority needs expressed in community feedback in relation to facility enhancement or improvement were consistent with those traditional needs serviced by aquatic and recreation centres;
- The diversity of needs and expectations from user groups equates to differing opinions as to redevelopment priorities. A redevelopment that seeks to achieve all things to all people will add significantly to capital and operating cost;
- Some needs expressed in the consultation reflect trends evident in major city leisure centres with large catchments;
- There is not a strong business case for the capital investment in many of the service elements of PLACE due to the limited size of the catchment and the level of participation at the facility. A minimum membership/occupancy is required to cover fixed operating costs in most service areas;
- The Portland private market provides options for alternate service provision in some of the service elements contained in the redevelopment proposal. Therefore, partnership options may be an alternate approach for community needs to be met rather than facility enhancements at PLACE;
- Some synergies exist within Portland to bring a range of sport, recreation and leisure interests under the one roofline. However, this would need to be based on a rationalisation of venues rather than the development of additional building assets;
- Timetable pressures at peak times are driving some of the feedback on potential facility redevelopments. However, this is not an efficient reason for capital investment at PLACE due to the lack of cost recovery across the whole facility use timetable;

F4. PORTLAND LEISURE AND AQUATIC CENTRE FEASIBILITY STUDY

(continued)

- There is limited evidence of latent demand to justify significant floor space increases. Any feedback relating to floor space needs were more associated with 'programming convenience';
- The facility was constructed in two main phases, the outdoor pools and amenities in the 1960's and the indoor pools and dry spaces in the 1980's. The elements constructed in the 60's have an estimated 5 years maximum asset lifespan and the elements constructed in the 1980's are estimated to have a 10-15 year maximum life remaining; and
- Many of the construction materials and finishes utilised in the development of the pool hall and gym building were 'cost effective' options at that time and therefore no longer have a high residual asset value in 2019.

Conclusion for PLACE

The further analysis called into question whether it is feasible to redevelop the existing PLACE in accordance with the current feasibility study recommendations and plans. Crucial to this assessment is the condition of the assets that the redevelopment seeks to refurbish. A valuation comparison between the reconstruction of the existing facility and a total rebuild was examined. The overall project financials were also considered to assess a total comparative estimate. This included the potential for grant funding for redevelopment projects as well as for new developments. The conclusion drawn was that it is less feasible to redevelop the existing facility than it is to undertake a complete new rebuild of the aquatic and leisure centre.

Recommended Strategy for PLACE

As a result of the further analysis, in combination with the contents and findings of the PLACE Feasibility Study, the following strategy is recommended:

1. List and schedule minor improvements and maintenance works to be rolled out across the next three years. Initial completion of works programmed that do not illicit planning and building permits or occupancy assessment review. Target works are those identified in the condition audits and also those identified in risk assessments;
2. Undertake an examination and targeted stakeholder engagement in relation to existing facility spaces and elements to determine relevance and market alternatives to an initial future development scope;
3. Complete an identification of site options and establish a criteria for assessment, as well as conduct a review of co-location possibilities, service consolidations and partnerships;
4. Use findings of scoping and siting exercises to document initial project scope for major redevelopment ready for funding discussions;

F4. PORTLAND LEISURE AND AQUATIC CENTRE FEASIBILITY STUDY

(continued)

5. Undertake engagement with State and Federal Government as well as other major project funding partners in relation to project support mechanisms and options; and
6. In consideration of the funding framework potential, finalise scope of project works and document architectural design scope for preparation of concept plans.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

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

Report recommendations support best practice aligning with the Royal Life Saving's Guidelines of Safe Pool Operations and relevant Aquatic Operations Australian Standards. Although many of the works identified in the Glenelg Shire Aquatic Audit-Portland Leisure and Aquatic Centre (July 2018) have been completed, several remain outstanding.

Remaining works and emerging maintenance issues will be evaluated on the level of risk, pool operational considerations and impact customer experience.

c. Consultation and/or communication processes implemented or proposed

Staff across Council departments participated in a series of workshops to review the recommendation from the PLACE Feasibility Study in the following areas:

- Needs analysis;
- Market capability;
- Programs and Services;
- Asset suitability; and
- Phasing options analysis and determination.

Information gathered from these workshops and with the extensive public and stakeholder consultation that was conducted during the development of the PLACE Feasibility Study, the above recommendations were developed.

F4. PORTLAND LEISURE AND AQUATIC CENTRE FEASIBILITY STUDY

(continued)

Extensive stakeholder consultation will occur in relation to existing facility spaces and elements to determine relevance and market alternatives to an initial future development scope.

d. Financial and Resource Implications and Opportunities

As discussed above, Council officers will identify, and schedule interim improvements and maintenance works throughout the 2020-2023 period to support the continuation of PLACE operations at the current premises for a maximum 5-10 years which is deemed the facility life span. During this time Council staff will work with potential funding bodies both at a State and Federal level to explore the possibility of obtaining funding to do either a major redevelopment of the existing facility or look at a construction of a new facility.

F5. ADOPTION OF THE GLENELG SHIRE COUNCIL ANNUAL REPORT 2018/19

Director: Edith Farrell, Director Community Services

Executive Summary

The purpose of this report is to seek the adoption of the Glenelg Shire Council Annual Report for 2018/19 including the financial and performance statements.

Recommendation

That Council endorse the adoption of Glenelg Shire Council Annual Report for 2018/19, including the audited Financial Statements and Performance Statement for submission to the Minister for Local Government.

MOTION**MOVED Cr Stephens**

That Council endorse the adoption of Glenelg Shire Council Annual Report for 2018/19, including the audited Financial Statements and Performance Statement for submission to the Minister for Local Government.

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

Council has a statutory requirement to produce an Annual Report each financial year. The *Local Government Act 1989* ('the Act') outlines the key information that must be included and the process that must be adhered to in the development, authorisation and publication of the Annual Report.

The 2018/19 Annual Report is a key corporate document of Council. It contains Council's Financial Statements, Performance Statement and the achievements delivered under the Council Plan during the financial year - 1 July 2018 to 30 June 2019.

In accordance with the Act, the Annual Report for the 2018/19 financial year has been prepared and authorised by Council at its meeting held on 24 September 2019 for submission to the Minister for Local Government and placed on public exhibition.

a. Council Plan Linkage and Policy Context

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

F5. ADOPTION OF THE GLENELG SHIRE COUNCIL ANNUAL REPORT 2018/19

(continued)

b. Legislative, Legal and Risk Management Considerations

In accordance with section 134 of the Act, the Annual Report and associated Financial Statements must be considered at a meeting of Council, following the statutory public notice period and submission to the Minister.

c. Consultation and/or communication processes implemented or proposed

In accordance with Sections 134 of the Act, public notice was given in the Portland Observer on Friday 4 October and Casterton News on Wednesday 9 October 2019. The public notice contained:

- Council's intention to formally consider and adopt the 2018/19 Annual Report and associated Financial Statements at the October Ordinary Council Meeting; and
- That the audited Financial Statements and the audited Performance Statement were available for public inspection.

The Annual Report will be distributed to a variety of public and private sector organisations and individuals who have requested that their names be placed on the mailing list. The mailing list is reviewed each year.

The Annual Report will also be available on the Council's website and Customer Service Centre's. A media release will be issued following a resolution of Council to adopt the annual report.

d. Financial and Resource Implications and Opportunities

The direct cost of layout and printing of the annual report has been included in the 2018/19 Council Budget.

Indirect costs include staff time across the organisation.

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. | FINAL Annual Report Glenelg Shire 2018/19 | 2602475 |
| 2. | FINAL Annual Financial Report Glenelg Shire for the year Ended 30 June 2019 | 2608512 |

F6. MUNICIPAL HEALTH AND WELLBEING PLAN YEAR TWO ACTION PLAN REPORT OCTOBER 2018 – OCTOBER 2019

Director: Edith Farrell, Director Community Services

Executive Summary

This report is to brief Council on the progress and achievement of Year 2 actions relating to the Glenelg Shire Municipal Public Health and Wellbeing Plan (2017 – 2021) adopted at OCM October 2017.

Recommendation

That Council note year two Action Plan results of the Glenelg Shire Health and Wellbeing Plan.

MOTION

MOVED Cr McDonald

That Council note year two Action Plan results of the Glenelg Shire Health and Wellbeing Plan.

SECONDED Cr Hawker

CARRIED

Background/Key Information:

The purpose of the Glenelg Shire Municipal Public Health and Wellbeing Plan (2017 – 2021) is to provide clear local priorities, goals and strategies to drive the direction of health and wellbeing for the Shire over the next four years.

The Municipal Health and Wellbeing Plan outlines Glenelg Shire Council's commitment to delivering, supporting and advocating for health focused initiatives, by working in close collaboration with community and partner organisations.

The Year Two Action Plan details a range of actions, with priority areas outlined alongside a list of organisations that are identified as either lead organisations or partners. There are 70 actions listed in the Year Two Action Plan, with 36 actions recorded as achieved, a further 33 listed as on track, with one action not achieved. The review of year two indicates a continued high level of success, following on from year one.

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

Connecting Glenelg – Connecting people, places and spaces.

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

F6. MUNICIPAL HEALTH AND WELLBEING PLAN YEAR TWO ACTION PLAN REPORT OCTOBER 2018 – OCTOBER 2019

(continued)

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

All partners both internal and external and lead organisations were consulted in the review process. Consultation was held in regard to the review of year two actions and planning for year three actions. Feedback received from partners has been incorporated into the relevant document.

d. Financial and Resource Implications and Opportunities

Nil.

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. | <i>Late separate circulation will be distributed prior to the Ordinary Council Meeting</i> | 2604692 |

**F7. CONTRACT 2019-20-02 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS**

Director: Robert Alexander, Director Assets

Executive Summary

This report is to brief Council on the tender evaluation process for Stage 3 Capping Civil Works for the Portland Landfill Capping Project, under Contract 2019-20-02 and provides recommendations regarding the awarding of this contract.

Recommendation

1. That Council award Contract 2019-20-02 for the Portland Landfill Capping Project Stage 3 Capping Civil Works to Mibus Bros (Aust) Pty Ltd, subject to the successful negotiation of contract terms and conditions.
2. That the Director Assets be authorised to negotiate terms and conditions to be included in the contract.
3. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
4. That the Director Assets be authorised to complete all financial payments and endorse variations as applicable relating to this contract.

MOTION**MOVED Cr Halliday**

1. **That Council award Contract 2019-20-02 for the Portland Landfill Capping Project Stage 3 Capping Civil Works to Mibus Bros (Aust) Pty Ltd, subject to the successful negotiation of contract terms and conditions.**
2. **That the Director Assets be authorised to negotiate terms and conditions to be included in the contract.**
3. **That the Chief Executive Officer be authorised to execute all documents relating to this contract.**
4. **That the Director Assets be authorised to complete all financial payments and endorse variations as applicable relating to this contract.**

SECONDED Cr White**CARRIED**

**F7. CONTRACT 2019-20-02 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS**

(continued)

Background/Key Information:

Glenelg Shire Council operates the Portland landfill located at 210 Cape Nelson Road, Portland. The site is operated under EPA Licence 22492. Council previously rehabilitated part of the Portland landfill in 2017-2018. Further rehabilitation of the remaining landfill cell at the Portland landfill is a requirement of this licence. In 2016, Council was advised that subsequent to this work, further rehabilitation of the landfill would be required.

In accordance with this licence requirement, Council commissioned design documentation including technical specifications, drawings and a construction quality assurance plan for the works required to be undertaken.

It is proposed to conduct the remaining works to rehabilitate Stage 3 in two sections, over financial years 2019-2020 and 2020-2021. This contract is to undertake Stage 3 Capping Civil Works of the Portland Landfill Capping Project.

Public tenders were called on Thursday 25 July 2019 and closed at 3pm on Thursday 5 September 2019.

The Tender Evaluation Panel considered the tender submission taking into account selection criteria and weighting which covered:

- Price and value for money;
- Capability, qualifications and previous experience in the chosen industry;
- Track record, evidence and references of delivery of similar projects to Local Government Clients;
- Occupational Health and Safety; and
- Environmental sustainability.

The Tender Evaluation Panel has recommended that Council award Contract 2019-20-02 Portland Landfill Capping Project Stage 3 Capping Civil Works to Mibus Bros (Aust) Pty Ltd, subject to clarification of contractual items and negotiation regarding terms and conditions.

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.

F7. CONTRACT 2019-20-02 PORTLAND LANDFILL CAPPING PROJECT – STAGE 3 CAPPING CIVIL WORKS

(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 called in accordance with Council's procurement policy. Communications with prospective tenderers was via Council's Tenderlink website to ensure a fair and transparent platform for tendering.

Notification to the successful tenderer will be provided following Council's resolution to award the contract as part of the contract negotiation.

d. Financial and Resource Implications and Opportunities

Expenditure associated with the rehabilitation project has been incorporated into current and future Council budget forecasts.

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 |
|-----|--|--|---------|
| 1. | Contract 2019-20-02 Portland Landfill Capping Project – Stage 3 Capping Civil Works Tender Evaluation Matrix | Contains contractual matter - section 89 (2) (d) of the <i>Local Government Act 1989</i> | 2603825 |

**F8. CONTRACT 2019-20-03 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS – ENGINEERING SUPPORT**

Director: Robert Alexander, Director Assets

Executive Summary

This report is to brief Council on the tender evaluation process for engineering support for Stage 3 Capping Civil Works for the Portland Landfill Capping project, under Contract 2019-20-03 and provides recommendations regarding the awarding of this contract.

Recommendation

1. That Council award Contract 2019-20-03 for the Portland Landfill Capping Project Stage 3 Capping Civil Works – Engineering Support to Coffey Services Australia 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 Halliday**

1. That Council award Contract 2019-20-03 for the Portland Landfill Capping Project Stage 3 Capping Civil Works – Engineering Support to Coffey Services Australia 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 Wilson**CARRIED****Background/Key Information:**

Glenelg Shire Council operates the Portland landfill located at 210 Cape Nelson Road, Portland. The site is operated under EPA Licence 22492. Council previously rehabilitated part of the Portland landfill in 2017-2018. Further rehabilitation of the remaining landfill cell at the Portland landfill is a requirement of this licence. In 2016, Council was advised that subsequent to this work, further rehabilitation of the landfill would be required.

**F8. CONTRACT 2019-20-03 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS – ENGINEERING SUPPORT**

(continued)

In accordance with this licence requirement, Council commissioned design documentation including technical specifications, drawings and a construction quality assurance plan for the works required to be undertaken.

It is proposed to conduct the remaining works to rehabilitate Stage 3 in two sections, over financial years 2019-2020 and 2020-2021. This contract is to undertake the engineering support for Stage 3 Capping Civil Works for the Portland Landfill Capping Project.

Public tenders were called on Thursday 25 July 2019 and closed at 3pm on Thursday 5 September 2019. A total of three (3) submissions were received for evaluation from the following tenderers:

- Coffey Services Australia Pty Ltd;
- SMEC Australia Pty Limited and; and
- Tonkin Consulting Pty Ltd.

The Tender Evaluation Panel has considered all submissions taking into account the selection criteria and applicable weighting.

Following the evaluation, the Tender Evaluation Panel has recommended that Council award Contract 2019-20-03 Portland Landfill Capping Project Stage 3 Capping Civil Works – Engineering Support to Coffey Services Australia Pty Ltd.

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

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

**F8. CONTRACT 2019-20-03 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS – ENGINEERING SUPPORT**

(continued)

d. Financial and Resource Implications and Opportunities

Expenditure associated with the rehabilitation project has been incorporated into current and future Council budget forecasts.

Separate Circulations – 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> | <i>ECM</i> |
|-----|--|--|------------|
| 1. | Contract 2019-20-03 Portland Landfill Capping Project Stage 3 Capping Civil Works – Engineering Support Tender Evaluation Matrix | Contains contractual matter - section 89 (2) (d) of the <i>Local Government Act 1989</i> | 2603826 |

**F9. CONTRACT 2019-20-04 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS - AUDITING**

Director: Robert Alexander, Director Assets

Executive Summary

This report is to brief Council on the tender evaluation process for auditing of the Stage 3 Capping Civil Works for the Portland Landfill Capping Project, under Contract 2019-20-04 and provides recommendations regarding the awarding of this contract.

Recommendation

1. That Council award Contract 2019-20-04 for the Portland Landfill Capping Project Stage 3 Capping Civil Works – Auditing to EHS Support 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 Halliday**

1. **That Council award Contract 2019-20-04 for the Portland Landfill Capping Project Stage 3 Capping Civil Works – Auditing to EHS Support 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 White**CARRIED****Background/Key Information:**

Glenelg Shire Council operates the Portland landfill located at 210 Cape Nelson Road, Portland. The site is operated under EPA Licence 22492. Council previously rehabilitated part of the Portland landfill in 2017-2018. Further rehabilitation of the remaining landfill cell at the Portland landfill is a requirement of this licence. In 2016, Council was advised that subsequent to this work, further rehabilitation of the landfill would be required.

In accordance with this licence requirement, Council commissioned design documentation including technical specifications, drawings and a construction quality assurance plan for the works required to be undertaken.

**F9. CONTRACT 2019-20-04 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS - AUDITING**

(continued)

This contract is to undertake the auditing services for Stage 3 Capping Civil Works, including the capping and rehabilitation of the asbestos pile.

It is proposed to conduct the remaining works to rehabilitate Stage 3 in two sections, over financial years 2019-2020 and 2020-2021. This contract is to undertake the Portland Landfill Capping Project Stage 3 Capping Civil Works – Auditing.

Public tenders were called on Thursday 25 July 2019 and closed at 3pm on Thursday 5 September 2019. A total of three (3) submissions were received for evaluation from the following Tenderers:

- EHS Support Pty Ltd;
- GHD Pty Ltd; and
- Irwin Engineers Pty Ltd.

The Tender Evaluation Panel has considered all submissions taking into account the selection criteria and applicable weighting.

Following evaluation, the Tender Evaluation Panel has recommended that Council award Contract 2019-20-04 Portland Landfill Capping Project Stage 3 Capping Civil Works – Auditing to EHS Support Pty Ltd.

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

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

d. Financial and Resource Implications and Opportunities

Expenditure associated with the rehabilitation project has been incorporated into current and future Council budget forecasts.

**F9. CONTRACT 2019-20-04 PORTLAND LANDFILL CAPPING PROJECT
STAGE 3 CAPPING CIVIL WORKS - AUDITING**

(continued)

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. | Contract 2019-20-04 Portland Landfill Capping Project – Stage 3 Capping Civil Works – Auditing Tender Evaluation Matrix | Contains contractual matter - section 89 (2) (d) of the <i>Local Government Act 1989</i> | 2603827 |

F10. REQUEST FOR SEALING OF HUMPHRIES ROAD HENTY

Director: Robert Alexander, Director Assets

Executive Summary

This report is to brief Council on the petition received requesting sealing of Humphries Road in Henty.

Recommendation

That Council advise the petition organiser of the assessment process recently undertaken and the outcome of the assessment which identified that Humphries Road does not currently qualify for road sealing.

MOTION**MOVED Cr Stephens**

That Council advise the petition organiser that the sealing of Humphries Road will be forwarded to the 2020/2021 Council Budget for consideration.

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

Council receives numerous requests for the construction of roads through various means such as letters, emails, service requests and phone calls, as well as through petitions.

A petition was received on 22 August 2019 from the Road Users of Humphries Road, Henty requesting that Council consider sealing Humphries Road Henty from the Portland Casterton Road to Hedge Lane, Henty.

This petition was received by Council at its Ordinary Council Meeting held on Tuesday 24 September 2019, at which time Council endorsed the following:

That Council receive the petition in accordance with clause 4.14 of Council's Meeting Procedure and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 22 October 2019.

The process to manage requests for construction of roads including the sealing of roads is to refer all requests to future Capital Works programs for consideration against all Capital projects as part of Councils budget process each financial year.

F10. REQUEST FOR SEALING OF HUMPHRIES ROAD HENTY

(continued)

Traffic counters were set up on Humphries Road for the period 2 September 2019 through to 13 September 2019. This data in addition to criteria listed below has been considered:

- Traffic volume;
- Road geometry;
- Strategic significance;
- Cultural heritage;
- Vegetation impact; and
- Road side drainage.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative, Legal and Risk Management Considerations

Council adopted a Road Management Plan 23 January 2018. This Plan applies to all roads identified in Councils adopted Road Hierarchy and listed in Council's Register of Public Roads

It establishes a management framework for all works and services that are undertaken and provided on Councils road network. This plan demonstrates the steps to be taken by Glenelg Shire to inspect and maintain the condition of its road related assets within the resource capacity of the municipality.

The assessment process recently undertaken considered various risks prior to determining outcomes.

c. Consultation and/or communication processes implemented or proposed

The petition organiser will be notified once Council has made a resolution regarding this matter.

d. Financial and Resource Implications and Opportunities

There are no budget implications as Humphries Road, Henty, does not qualify for road sealing.

Separate Circulation – Non-Confidential

| No. | Separate Circulation Title, Date and Author | ECM |
|-----|---|---------|
| 1. | Road users petition requesting road sealing Humphries Road Henty between Portland-Casterton Road and Hedge Lane | 2592082 |

F11. PETITION – SAVE THE HEYWOOD KINDERGARTEN

CEO: Edith Farrell, Acting Chief Executive Officer

Executive Summary

A Petition entitled “Save the Heywood Kindergarten” and covering letter was received on 2 September 2019 from the Heywood Kindergarten Committee. The petition was initially established to seek Council’s reconsideration of its decision to cease in-house service provision and to lease the building to a private service provider.

However the covering letter acknowledged that the community were aware that the circumstances had changed and in house service delivery was to continue, but wished to have their petition dealt with regardless to demonstrate and reaffirm community support for in-house kindergarten service delivery.

Recommendation

That Council write to the Heywood Kindergarten Committee to acknowledge receipt of the petition and community support for in – house kindergarten service provision.

MOTION

MOVED Cr Halliday

That Council write to the Heywood Kindergarten Committee to acknowledge receipt of the petition and community support for in – house kindergarten service provision.

SECONDED Cr Wilson

CARRIED

Background/Key Information:

A Petition and subsequent letter was received on 2 September 2019 from the Heywood Kindergarten Committee acknowledging kindergarten service provision would continue to be delivered in-house.

In accordance with Clause 4.14 of the Glenelg Shire Council Meeting Procedure, the matter was referred to the Ordinary Council Meeting to be held on 22 October 2019.

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

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

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

Nil.

F11. PETITION – SAVE THE HEYWOOD KINDERGARTEN

(continued)

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

Deputations.

- e. Financial and Resource Implications and Opportunities

Nil.

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*

- E1. (1) Assembly of Councillors - Tourism Advisory Committee Meeting record held on 12 September 2019
- E1. (2) Assembly of Councillors – Professional Development for Councillors (Part 1) Meeting record held on Monday 23 September 2019
- E1. (3) Assembly of Councillors – Councillor and CEO briefing session held on Tuesday 24 September 2019
- E1. (4) Assembly of Councillors – Australia Day Advisory Committee Meeting record held on Tuesday 24 September 2019
- E1. (5) Assembly of Councillors – Councillor Briefing session held on Tuesday 24 September 2019
- E1. (6) Assembly of Councillors – Local Port of Portland Advisory Committee meeting record held on Wednesday 25 September 2019
- E1. (7) Assembly of Councillors – Pre-Councillor Workshop meetings held on Tuesday 8 October 2019
- E1. (8) Assembly of Councillors – Councillors Workshop meeting held on Tuesday 8 October 2019
- E1. (9) Assembly of Councillors – Councillors and CEO Briefing session meeting held on Tuesday 8 October 2019
- F2. (1) Council Policy Gifts, Benefits and Hospitality
- F3. (1) Glenelg Shire Council Plan Quarter 1 Report 2019-20
- F5. (1) FINAL Annual Report Glenelg Shire 2018/19
- F5. (2) FINAL Annual Financial Report Glenelg Shire for the year Ended 30 June 2019

Separate Circulation to Councillors, CEO and Directors

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

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:

(continued)

- F7. (1) Contract 2019-20-02 Portland Landfill Capping Project – Stage 3 Capping Civil Works Tender Evaluation Matrix
- F8. (1) Contract 2019-20-03 Portland Landfill Capping Project Stage 3 Capping Civil Works – Engineering Support Tender Evaluation Matrix
- F9. (1) Contract 2019-20-04 Portland Landfill Capping Project – Stage 3 Capping Civil Works – Auditing Tender Evaluation Matrix

Recommendation

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

MOTION

MOVED Cr Wilson

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

SECONDED Cr Stephens

CARRIED

CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.28PM.

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

MAYOR

NOVEMBER 2019

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