



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 23 April 2019
Glenelg Shire Council – 71 Cliff St, Portland

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TIME:

PRESENT:

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 Assets (Mr Chris Saunders), Director Corporate Services (Mr David Hol), Acting Director Community Services (Mr Michael Cottee), Council Support Coordinator (Ms Kylie Walford) and Media and Communications Officer (Courtney Hoggan).

OPENING PRAYER:

The Chief Executive Officer opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Chief Executive Officer read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Cr Anita Rank
Director Assets (Mr Robert Alexander)
Director Community Services (Ms Edith Farrell)

MOTION**MOVED Cr Stephens**

That Council, in accordance with Clause 4.4.3 of the Glenelg Shire Council Meeting Procedure, include a late item 'Appointment of Acting Mayor for the Period 23 April to Sunday 19 May 2019' for consideration following 'Receipt of Apologies' of this Council Meeting.

SECONDED Cr Wilson**CARRIED****APPOINTMENT OF ACTING MAYOR FOR THE PERIOD 23 APRIL 2019 TO SUNDAY 19 MAY 2019**

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

Section 73(3) of the *Local Government Act 1989* provides that: 'If there is a vacancy in the office of Mayor or the Mayor is absent, or incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the Acting Mayor.'

Recommendation

That Cr _____ is duly appointed to the position of Acting Mayor for the period 23 April 2019 to Sunday 19 May 2019 inclusive.

MOTION**MOVED Cr Stephens**

That Cr Halliday is duly appointed to the position of Acting Mayor for the period 23 April 2019 to Sunday 19 May 2019 inclusive.

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

The 2018/2019 elected Mayor, Cr Anita Rank has notified the Chief Executive Officer that she is a candidate in the 2019 Federal Election.

On 17 April 2019 Cr Rank advised that she will be taking leave of absence as Mayor and Councillor for the period 17 April 2019 to Sunday 19 May 2019. Cr Rank has elected to receive no financial contribution from 11 April 2019 (the day the Election was called) until Sunday 19 May 2019.

Appointment of an Acting Mayor will be in accordance with the Departmental Procedure titled 'Election of the Mayor', separately circulated with this report, which specifies the way in which the Election of the Mayor is to be conducted.

APPOINTMENT OF ACTING MAYOR FOR THE PERIOD 23 APRIL 2019 TO SUNDAY 19 MAY 2019.

For the purpose of this appointment, it is recommended that the Chief Executive Officer undertake the role of the Temporary Chairperson for the appointment of the Acting Mayor.

Conclusion

Following the appointment of the Acting Mayor, the Acting Mayor will be invited by the Chief Executive Officer to come forward and assume the position of chair.

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

Whilst an individual can remain a Councillor whilst also being a candidate in a Federal Election, campaigning Councillors are encouraged to consider taking a leave of absence during an election in which they are campaigning, to avoid any actual or perceived conflicts of interest.

c. Consultation and/or communication processes implemented or proposed

Media Release issued 18 April 2019.

d. Financial and Resource Implications and Opportunities

Cr Rank has elected to receive no financial contribution from 11 April 2019 (the day the Election was called) until Sunday 19 May 2019.

The Acting Mayor will receive the Mayoral Allowance for the period 23 April 2019 to Sunday 19 May 2019.

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Department of Environment, Land, Water & Planning – Councillors Nominating for the Commonwealth Elections	2106063
2.	Departmental Procedure titled 'Election of the Mayor' as incorporated in the Glenelg Shire Council Governance Local Law 2013, Council Meeting Procedure.	1970097

Acting Mayor, Cr Halliday assumed the position of Chair.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 26 March 2019 and Special Council Meeting held on Tuesday 9 April 2019, as circulated, be confirmed.

MOTION**MOVED Cr Hawker**

That the minutes of the Ordinary Council Meeting held on Tuesday 26 March 2019 and Special Council Meeting held on Tuesday 9 April 2019, as circulated, be confirmed.

SECONDED Cr White**CARRIED**DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

Declaration of Interest

In accordance with Section 77A of the Local Government Act 1989, there is an obligation for Councillors and Officers to declare a conflict of interest in a matter that could come before Council.

Disclosure of Interest

A Councillor or Officer must make full disclosure of a conflict of interest by advising the class and nature of the interest immediately before the matter is considered at the meeting. While the matter is being considered or any vote taken, the Councillor with the conflict of interest must leave the room and notify the Chairperson that he or she is doing so.

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

Ms Heather Liddle of Drik Drik asked the following question:

Where are we at with the Dump Point for the campers, as people are emptying their waste at a nearby toilet?

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

(continued)

The following response is provided:

Currently there are no suppliers of these services this side of Melbourne and they only have systems set for mains water and sewage and traditional septic systems that will sit above ground.

There is no way to connect to water main or sewage at Dartmoor. The only company that could provide assistance is Biowaste System in NSW.

This in itself is an impossibility due to the catchment emptying, maintenance and purchase costs. Install and annual costs is around \$90,000. They also require signoff from the EPA with install and depending on the unit, if it is in ground require buffer zones.

Cleanaway would be the closest company to provide emptying services if it is a traditional septic system.

It is noted that this would be on Crown land not Council managed land.

QUESTIONS FROM THE GALLERY:

Nil.

PRESENTATIONS:

Nil.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 7 MARCH 2019**

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 7 March 2019.

Recommendation

That Council receives the minutes of the Audit Committee meeting held on Thursday 7 March 2019.

MOTION

MOVED Cr Stephens

That Council receives the minutes of the Audit Committee meeting held on Thursday 7 March 2019.

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.

The Audit Committee Meeting held on Thursday 7 March 2019 considered the following items:

D1. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 7 MARCH 2019

(continued)

Item No.	Item Description
1.	Internal Audit – Review of Local Laws - Prosecutions Processes and Practices
2.	Maternal and Child Health and Early Years Immunisation Practices Review Executive Summary and Implementation Plan
3.	Risk Management Report November 2018 to January 2019
4.	Information Technology Security and Penetration Test Update
5.	Glenelg Shire Council Plan – Second Quarter Performance Report 2018/19 - Staff Survey Results
6.	Local Government Performance Reporting Framework – Half Year Results as at 31 December 2018
7.	Audit register review
8.	Progress Report on the Implementation of the Australian Accounting Standards
9.	Defined Benefits Superannuation Scheme Update
10.	MAV Step Program Records Management Report
11.	Victorian Auditor-General's Report – Results of 2017-18 Audits: Local Government
12.	Audit Committee Charter
13.	Incident - Ring Road
14.	Discussion around future Audit Committee meetings schedule

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.

c. Consultation and/or communication processes implemented or proposed

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

D1. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 7 MARCH 2019

(continued)

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 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</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM DocsetID</i>
1.	Minutes of the Audit Committee Meeting held on Thursday 7 March 2019	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2540604

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 13 MARCH 2019 – 11 APRIL 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 13 March 2019 – Thursday 11 April 2019 (inclusive).

MOTION**MOVED Cr Wilson**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Wednesday 13 March 2019 – Thursday 11 April 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 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.*

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...*"

E1. ASSEMBLY OF COUNCILLORS RECORDS 13 MARCH 2019 – 11 APRIL 2019 (INCLUSIVE)

(continued)

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 13 March 2019 – Thursday 11 April 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 – Casterton Railway Precinct Advisory Committee meeting record held on Wednesday 13 March 2019 (DocSetID:2546111)
- Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 26 March 2019 (DocSetID: 2542052)
- Assembly of Councillors – Casterton Saleyards Advisory Committee meeting record held on Wednesday 27 March 2019 (DocSetID: 2545514)
- Assembly of Councillors –Councillor Briefing Planning Application P18147, 315 Dutton Way, Bolwarra meeting record held on Tuesday 2 April 2019 (DocSetID: 2545841)
- Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 9 April 2019 (DocSetID: 2545833)
- Assembly of Councillors – Councillors and CEO meeting held on Tuesday 9 April 2019 (DocSetID: 2547253)
- Assembly of Councillors – Deputation by Beverley McArthur MP, Member for Western Victoria meeting held on Tuesday 9 April 2019 (DocSetID: 2546831)

a. Council Plan Linkage and Policy Context

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

E1. ASSEMBLY OF COUNCILLORS RECORDS 13 MARCH 2019 – 11 APRIL 2019 (INCLUSIVE)

(continued)

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.

Separate Circulations – Non Confidential

<i>No.</i>	<i>Separate Circulations Title, Date and Author as detailed on the separate circulation</i>	<i>ECM DocsetID</i>
1.	Assembly of Councillors – Casterton Railway Precinct Advisory Committee meeting record held on 13 March 2019	2546111
2.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 26 March 2019	2542052
3.	Assembly of Councillors – Casterton Saleyards Advisory Committee meeting record held on Wednesday 27 March 2019	2545514
4.	Assembly of Councillors –Councillor Briefing Planning Application P18147, 315 Dutton Way, Bolwarra meeting record held on 2 April 2019	2545841
5.	Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 9 April 2019	2545833
6.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 9 April 2019	2547253
7.	Assembly of Councillors – Deputation by Beverley McArthur MP, Member for Western Victoria meeting record held on Tuesday 9 April 2019	2546831

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 Wilson**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	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)	2546815

F2. LEASE AGREEMENT – GLENELG SHIRE COUNCIL AND PJ AND ML JOHNSTONE

Director: David Hol, Director Corporate Services

Executive Summary

This report is to seek Council's approval for a new lease to be entered into with PJ and ML Johnstone for part of the land at the Portland Airport known as Area G, 1260 Bridgewater Lakes Rd, Cashmore.

Recommendation

That Council:

1. Approves a new nine (9) year lease to be entered into with PJ and ML Johnstone for part of the land at the Portland Airport known as Area G, 1260 Bridgewater Lakes Rd, Cashmore.
2. Sets the rental figure at \$535.00 (incl. GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.
3. Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part 1 of this resolution.

MOTION

MOVED Cr White

That Council:

1. **Approves a new nine (9) year lease to be entered into with PJ and ML Johnstone for part of the land at the Portland Airport known as Area G, 1260 Bridgewater Lakes Rd, Cashmore.**
2. **Sets the rental figure at \$535.00 (incl. GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.**
3. **Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part 1 of this resolution.**

SECONDED Cr Wilson

CARRIED

F2. LEASE AGREEMENT – GLENELG SHIRE COUNCIL AND PJ AND ML JOHNSTONE

(continued)

Background/Key Information:

This parcel of land known as Area G is 3.692 hectares (see plan below) situated at the Portland Airport and has been previously leased to PJ and ML Johnstone as an adjoining property owner. The current lease commenced on 1 July 2010 and is due to expire on 30 June 2019 with all options for extension being exercised.



The permitted use of the lease is for grazing and cropping.

An agreement in-principle has been reached with the current tenant for a new lease. It is proposed to enter a longer term lease with a 12 month notice provision to terminate the lease by either party. This will reduce the legal and administrative costs to extend shorter the term via the exercising of options.

The Tenant is currently paying \$524 pa rent with the rent proposed at the commencement of the new lease to be \$535 pa (inc GST) with annual CPI adjustments.

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

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

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

F2. LEASE AGREEMENT – GLENELG SHIRE COUNCIL AND PJ AND ML JOHNSTONE

(continued)

b. Legislative, Legal and Risk Management Considerations

Section 190 of the *Local Government Act 1989* restricts Council's power to lease land in specific circumstances. The proposed lease complies with s.190.

Ensuring a formal lease is executed provides Council with a legally binding agreement relating to the tenant's occupancy.

c. Consultation and/or communication processes implemented or proposed

Consultation with the Portland Airport Manager and the Tenant relating to the new lease has occurred.

d. Financial and Resource Implications and Opportunities

The income received from the lease is included within the current budget provisions.

F3. PROPOSED 2019/2020 COUNCIL BUDGET AND 2020/2021 – 2022/2023 STRATEGIC RESOURCE PLAN

Director: David Hol, Director Corporate Services

Executive Summary

The 2019/2020 Council Budget and 2020/2021 – 2022/2023 Strategic Resource Plan is submitted to Council for approval as the Proposed 2019/2020 Council Budget prepared for the purposes of sections 126 and 127 of the *Local Government Act 1989* ("the Act").

The Council is required by the *Act* to give public notice of the preparation of the Proposed Budget for a minimum period of 28 days. Submissions received will be considered by a Council appointed Budget Submissions Committee prior to Council approving the Proposed Budget and Strategic Resource Plan.

Council will meet Tuesday 25 June 2019 to consider a report by the Budget Submissions Committee and to adopt the Proposed 2019/2020 Council Budget either with or without modification and declare Rates and charges for the 2019/2020 financial year in accordance with Section 4.1.1 of the Budget.

This will enable the Council Budget and the Strategic Resource Plan to be forwarded to the Minister for Local Government by the 30 June 2019.

Officer Recommendation:

1. That the Proposed Council Budget for 2019/20 prepared in accordance with Section 127 of the *Local Government Act 1989* and the Strategic Resource Plan for 2020/2021-2022/2023 prepared in accordance with Section 126 of the *Local Government Act 1989* be the Proposed Glenelg Shire Council Budget 2019/2020 & Strategic Resource Plan 2020/2021 – 2022/2023;
2. That Council give public notice of the preparation of the Proposed Glenelg Shire Council Budget 2019/2020 & Strategic Resource Plan 2020/2021 – 2022/2023 in accordance with Section 125 and 129 of the *Local Government Act 1989*;
3. That Council make available for public inspection, the information required to be made available in accordance with Regulations under Section 126 of the Act and the Local Government (Planning and Reporting) Regulations 2014;
4. That Council considers any submissions received on a proposal (or proposals) contained in the Proposed Council Budget and the Strategic Resource Plan in accordance with Section 223 of the *Local Government Act 1989*;
5. That Council appoint a special committee in accordance with section 86 of the *Local Government Act 1989* with the express purpose of hearing submissions on the Proposed Glenelg Shire Council Budget 2019/2020 & Strategic Resource Plan 2020/2021 – 2022/2023 in accordance with Section 223 of the *Local Government Act 1989* and that all Councillors be appointed as members of the committee; and

F3. PROPOSED 2019/2020 COUNCIL BUDGET AND 2020/2021 – 2022/2023 STRATEGIC RESOURCE PLAN

(continued)

6. and charges for the 2019/2020 financial year in accordance with Section 4.1.1 of the Budget at the Ordinary Meeting of Council to be held on Tuesday 25 June 2019 at 7.00pm in the Council Chambers, Portland.

MOTION**MOVED Cr White**

1. That the Proposed Council Budget for 2019/20 prepared in accordance with Section 127 of the Local Government Act 1989 and the Strategic Resource Plan for 2020/2021-2022/2023 prepared in accordance with Section 126 of the Local Government Act 1989 be the Proposed Glenelg Shire Council Budget 2019/2020 & Strategic Resource Plan 2020/2021 – 2022/2023;
2. That Council give public notice of the preparation of the Proposed Glenelg Shire Council Budget 2019/2020 & Strategic Resource Plan 2020/2021 – 2022/2023 in accordance with Section 125 and 129 of the Local Government Act 1989;
3. That Council make available for public inspection, the information required to be made available in accordance with Regulations under Section 126 of the Act and the Local Government (Planning and Reporting) Regulations 2014;
4. That Council considers any submissions received on a proposal (or proposals) contained in the Proposed Council Budget and the Strategic Resource Plan in accordance with Section 223 of the Local Government Act 1989;
5. That Council appoint a special committee in accordance with section 86 of the Local Government Act 1989 with the express purpose of hearing submissions on the Proposed Glenelg Shire Council Budget 2019/2020 & Strategic Resource Plan 2020/2021 – 2022/2023 in accordance with Section 223 of the Local Government Act 1989 and that all Councillors be appointed as members of the committee; and
6. That Council considers the Motion to adopt the Proposed Budget and the Strategic Resource Plan (either with or without modification) and declare Rates and charges for the 2019/2020 financial year in accordance with Section 4.1.1 of the Budget at the Ordinary Meeting of Council to be held on Tuesday 25 June 2019 at 7.00pm in the Council Chambers, Portland.

SECONDED Cr Stephens**CARRIED**

F3. PROPOSED 2019/2020 COUNCIL BUDGET AND 2020/2021 – 2022/2023 STRATEGIC RESOURCE PLAN

(continued)

Background/Key Information

The process for formulating the Proposed Council Budget for 2019/2020 and Strategic Resource Plan has included a series of officer workshops, briefings and Councillors discussion during the past 6 months.

The Proposed Budget and Strategic Resource Plan have been developed through a rigorous review process by Council and Council staff. Council has placed an emphasis on the continuation of service delivery; the ongoing provision of facilities for our community; support for our residents; and sustainable financial viability for the Shire. Cost pressures caused by a variety of external factors continue to have a significant impact on Council's financial position.

The Proposed Budget for 2019/2020 and associated documents have been separately circulated.

Key information provided in the Proposed Budget and the Strategic Resource Plan includes the rate increase, operating result, works program (including capital works), financial position and financial sustainability.

The Proposed Budget for 2019/2020 documentation also includes:

- Budgeted Statements for the year ended 30 June 2020, being the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Capital Works Statement;
- Rates & Charges for the year ended 30 June 2020.
- Proposed 2019/2020 Works Program including Capital and non-capital operating works;
- Strategic Resource Plan 2020/2021 – 2022/2023, including the Budgeted Statements up to the year ended 30 June 2023, which provides a high level, medium term view on how Council intends to utilise its resources to achieve the strategic objectives and strategies adopted in the Council Plan.

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

The Proposed 2019/2020 Council Budget links to all five key strategic objectives in the Council Plan, these being:

- Growing Glenelg
- Connecting Glenelg
- Liveable Glenelg

F3. PROPOSED 2019/2020 COUNCIL BUDGET AND 2020/2021 – 2022/2023 STRATEGIC RESOURCE PLAN

(continued)

- Creative Glenelg
- Leading Glenelg

Relevant federal and state government policy, budgets, legislative and regulatory requirements have been considered during the budget preparation process. The continual increase in regulatory requirements and standards will result in significant financial and resourcing imposts on Council.

b. Legislative, Legal and Risk Management Considerations

Section 127 of the *Act* requires Council to prepare an annual Budget containing:

- (a) financial statements in the form and containing the information required by the regulations;
- (b) a description of the services and initiatives to be funded in the budget;
- (c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
- (d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year;
- (e) for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131; and the prescribed measures relating to those indicators; and
- (f) any other information required by the regulations.

Section 126 of the *Act* requires the Council to adopt a Strategic Resource Plan (SRP). The Proposed 2019/2020 Council Budget incorporates a SRP for the period 2020/2021 – 2022/2023.

Section 129 of the *Act* requires that Council, having prepared a Proposed Budget and SRP, must give public notice of its preparation; and gives a right to any person to make a submission under section 223 of the *Act*. Amendments have reduced the level of disclosure required in published advertisements.

Supporting this Act, the *Local Government (Planning and Reporting) Regulations 2014* detailed the new requirements of Councils in relation to Financial and performance planning, goal-setting/budgets and reporting. The key requirements under the new regulations include:

- Financial statements be in accordance with the Local Government Model Financial Report;

F3. PROPOSED 2019/2020 COUNCIL BUDGET AND 2020/2021 – 2022/2023 STRATEGIC RESOURCE PLAN

(continued)

- Mandatory disclosures in relation to grants, human resourcing, rates and charges and loan borrowings.

Compliance has been ensured by adopting many of the Victorian Model budget templates and suggested reporting practices.

c. Consultation and/or communication processes implemented or proposed

Following Council approval of the Proposed Budget, Council will give the required public notice and make the Proposed Budget available for public inspection at Council's Customer Service Centres and on the Glenelg Shire web site as required by section 129 of the Act. Any person has a right to make a submission on any proposal contained in the Proposed Budget.

Written submissions on a proposal contained in the Proposed Budget must be received by 5.00pm on Monday 27 May 2019.

If required a hearing of submissions will be conducted at 6:00pm on Tuesday 11 June 2019 by Council's Budget Submissions Committee at the Portland Customer Service Centre.

Thereafter, Council's Budget Submissions Committee will meet to consider submissions received on a proposal or proposals contained in the Proposed Budget. The Committee's report will be considered at the Council Meeting to be held at 7.00pm on Tuesday 25 June 2018.

d. Financial and Resource Implications and Opportunities

All known current and future budget implications are outlined in the Proposed Budget for 2019/2020 and are based on assumptions in the document.

The compilation and delivery of the annual budget process is provided for within Council recurrent budgets. The release of new regulations has required significant reworking of Council budget templates, and going forward will require significant resourcing to ensure effective reporting for both financial and performance measures which are subject to external audit.

Separate Circulation – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation</i>	<i>ECM DocSetID:</i>
1.	Proposed 2019/2020 Council Budget and 2020/2021 – 2022/2023 Strategic Resource Plan, April 2019, Glenelg Shire Council	2549986

F4. GLENELG SHIRE COUNCIL PLAN – THIRD 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 third quarter performance report for year two of the Council Plan, followed by its public release.

Recommendation

1. That Council endorse the Glenelg Shire Council Plan Third Quarter Report 2018/19.
2. That the Glenelg Shire Plan Third 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**

1. That Council endorse the Glenelg Shire Council Plan Third Quarter Report 2018/19.
2. That the Glenelg Shire Plan Third 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 Hawker**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.

F4. GLENELG SHIRE COUNCIL PLAN – THIRD QUARTER PERFORMANCE REPORT 2018/19

(continued)

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</i>	<i>ECM DocsetID</i>
1.	Glenelg Shire Council Plan Third Quarter Performance Report 2018/19	2546946

F5. DRAFT ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to seek Council endorsement for the Draft Active Your Way Glenelg Sport and Active Recreation Plan to go out for public exhibition from 24 April 2019- 22 May 2019.

Recommendation

That Council note the Draft Active Your Way Glenelg Sport and Active Recreation Plan (the Plan) and endorse the Plan to go out for public exhibition from 24 April until 22 May 2019.

MOTION**MOVED Cr Hawker**

That Council note the Draft Active Your Way Glenelg Sport and Active Recreation Plan (the Plan) and endorse the Plan to go out for public exhibition from 24 April until 22 May 2019.

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

The Glenelg Shire Council received funding from Sport and Recreation Victoria (SRV) to develop the Active Your Way Glenelg Sport and Active Recreation Plan. Capiche consultants were engaged to undertake the development of the plan, which will guide Council's provision of sport and active recreation over the next ten years.

There have been some significant changes in the Glenelg Shire since the 2007 Recreation and Open Space Plan was developed, including population decline and urbanisation, increased incidence of obesity and related diseases, and coupled with the fact that infrastructure is aging. Accordingly, Council is changing the way it plans for sport and recreational activities and the provision of open space. Under this new approach the Plan will focus on promoting participation in sport and active recreational activities.

The development of the Plan is occurring in three stages:

- Stage one: the Background Report which presents information and research which has shaped the Plan;
- Stage two: the Plan which defines Council's role in the planning and provision of sport and active recreation in the Glenelg Shire; and

F5. DRAFT ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN

(continued)

- Stage three: the Implementation Plan which will outline a new service framework, operational actions plans, a high-level funding strategy and a monitoring and evaluation framework.

Capiche presented an update on the development of the Plan at the March 2019 Council Workshop. Following this, the draft Plan (separate circulation) has been developed, and endorsement for the Plan to go out on public exhibition is being sought. A comprehensive consultation plan has been implemented during the development of the Plan and it is expected that those who have contributed to the Plan to date, and all other members of the community, peak Sporting Bodies and other relevant stakeholders will be provided with the opportunity to comment on the Plan, through Your Say Glenelg and other engagement channels.

This process will ensure that the Plan meets both the current and future needs of the community regarding sport and active recreation opportunities to increase physical activity and improve health and wellbeing outcomes.

Feedback provided during this period will be incorporated into the Final Plan, where applicable. The final draft of the Plan will be submitted to the June Ordinary Council Meeting for endorsement.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – connecting people, places and spaces.

The Plan focuses on promoting participation in sport and active recreational activities through the management and delivery of activities and the spaces in which they occur.

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

The Plan aims to improve health and wellbeing outcomes for the community through increased participation in sport and active recreation.

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

There are no legislative considerations in regards to the development of the Plan.

F5. DRAFT ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN

(continued)

c. Consultation and/or communication processes implemented or proposed

Extensive consultation has been undertaken to develop the Plan including:

- Three surveys (sporting/recreation clubs, community and school);
- A series of community meetings and listening posts across the Shire;
- Forums with clubs and peak bodies; and
- Focus group sessions with local businesses, health services and agencies.

Throughout the consultation methods a total of:

- 116 community members;
- 62 local sports and active recreation clubs;
- 25 community agencies, organisations and businesses; and
- 11 schools.

have shared information with Council that has helped shape the Plan to date.

d. Financial and Resource Implications and Opportunities

The development of the Plan has been undertaken with the funding provided by SRV.

As part of the implementation for the Plan a high level funding strategy will be developed to assist with the delivery of the Plans key actions.

Separate Circulation – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation</i>	<i>ECM DocsetID</i>
1.	Draft Active Your Way Glenelg Sport and Active Recreation Plan	2542293

F6. DRAFT GLENELG TOURISM STRATEGY

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to brief Councillors on the review of the Glenelg Tourism Strategy and to seek Council endorsement of the draft for public exhibition from 24 April to 10 May. The Glenelg Tourism Strategy has been developed to provide continued guidance on key focus areas to support the Shires tourism industry, improve visitor experience and address any potential barriers to tourism industry growth.

Recommendation

1. That Council note the draft Glenelg Council Tourism Strategy for public exhibition from 24 April to 10 May.
2. That officers present a final draft of the Tourism Strategy to Council for consideration and endorsement, subsequent to the community feedback period.

MOTION**MOVED Cr Stephens**

1. **That Council note the draft Glenelg Council Tourism Strategy for public exhibition from 24 April to 10 May 2019 inclusive.**
2. **That officers present a final draft of the Tourism Strategy to Council for consideration and endorsement, subsequent to the community feedback period.**

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

The previous Glenelg Tourism Strategy (2015-2018) provided strategic direction and actions for development and growth of the Shire's tourism sector.

In 2018, Council's Tourism Advisory Committee reviewed the 2015-2018 Tourism Strategy to develop the framework for the draft Tourism Strategy presented.

The previous strategy outlined 22 directions which have now been refined to 6 key directions:

- Brand development: Review and establish destination-based branding, identifying key strengths and attractions in each region and/or township;
- Marketing: Continue joint collaboration with key partnering regions and stakeholders and develop destination actions plans with a focus on digital and social media marketing;

F6. DRAFT GLENELG TOURISM STRATEGY

(continued)

- Product identification and development: Continue to develop iconic and key attractions and events including Whales, Kelpie Festival, Great South West Walk, and seek to develop new products and linkages including seafood and agricultural products and nature-based tracks and trails;
- Efficiency in customer engagement: Ensure Visitor Information Services are developed in line with customer expectation and needs;
- Developing the Shire's Indigenous tourism products: Support Gundijitmara in the establishment of the Budj Bim Heritage Precinct and participate in the indigenous product development sub group; and
- Improving tourism infrastructure and attractions: Pursue tourism partnerships and investment including identifying funding opportunities to enhance smart city technologies and improvements to streetscapes and public spaces.

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, forward thinking and action-orientated.

Leading Glenelg – Creating shared vision with the community, ensuring agreed outcomes.

b. Legislative, Legal and Risk Management Considerations

There are no legal, legislative or risk management considerations in relation to the development of this Strategy.

c. Consultation and/or communication processes implemented or proposed

A project scope was developed and Capiche Consulting were engaged to assist in the preparation of the draft Tourism Strategy to provide a concise overview of the current tourism sector environment and identify linkages with key stakeholders and other relevant GSC Strategies.

d. Financial and Resource Implications and Opportunities

The Strategy redevelopment has been undertaken within operational budget.

F6. DRAFT GLENELG TOURISM STRATEGY

(continued)

Separate Circulation – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation</i>	<i>ECM DocsetID</i>
1.	Draft Glenelg Tourism Strategy	2545652

F7. ALEXANDRA PARK REDEVELOPMENT, PORTLAND

Director: Robert Alexander, Director Assets

Executive Summary

This paper is to brief Council on the Federal funding announced for the Alexandra Park Redevelopment project and to make recommendations regarding the tender and contract award process for Contract 2018-19-38 for this project.

Recommendation

1. That Council formally acknowledge in writing the receipt of funding from the Federal Government through their Department of Infrastructure, Regional Development and Cities under the Community Development Grants Programme for the Alexandra Park Redevelopment project.
2. That Council authorise the Chief Executive Officer to award Contract 2018-19-38 for the Alexandra Park Redevelopment, Portland to the preferred tenderer following completion of the tender evaluation.
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 White**

1. **That Council formally acknowledge in writing the receipt of funding from the Federal Government through their Department of Infrastructure, Regional Development and Cities under the Community Development Grants Programme for the Alexandra Park Redevelopment project.**
2. **That Council authorise the Chief Executive Officer to award Contract 2018-19-38 for the Alexandra Park Redevelopment, Portland to the preferred tenderer following completion of the tender evaluation.**
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 McDonald**CARRIED**

F7. ALEXANDRA PARK REDEVELOPMENT, PORTLAND

(continued)

Background/Key Information:

Prior to the development of the Alexandra Park Master Plan (the Plan), which was endorsed by Council at the Ordinary Council Meeting held on 26 February 2019, audits were undertaken by Netball Victoria to assess the current condition of the netball courts and facilities at Alexandra Park. As part of these audits it was identified that the netball facilities are in need of significant redevelopment to address a range of compliance issues including:

- Insufficient distances and inappropriate surfaces between courts (steep and potentially slippery gradients);
- Court dimensions are too narrow and too wide;
- Goal ring heights are too high; and
- Obstacles are within the current runoff zones such as drainage channels and structures.

There is an urgent need to address these compliance issues, and also implement best practice standards in the orientation and construction of netball facilities. As outlined in the Plan, the highest priority is to redevelop the netball courts and address the traffic related risks. The Plan also recommends relocating the courts to provide improve access to the proposed upgraded clubroom and change room facilities, which is subject to future funding.

Funding for the netball court facility redevelopment was recently announced by the Federal Government on Thursday 11 April 2019. The funding has been provided as part of the Department of Infrastructure, Regional Development and Cities' Community Development Grants Programme. This funding has resulted in Council releasing a public tender for the project, with the funding conditions requiring practical completion of the project by 31 August 2019. Given the timeframe for the three week public tender period, which opened on Tuesday 16 April 2019, it has been recommended that the Chief Executive Officer (CEO) be authorised to award the contract following the tender closure and tender evaluation. This will ensure that the contract may be awarded during the beginning of May and allow sufficient time for the contract works to be commenced and completed by the required practical completion deadline.

Upon closure of the tender submission period at 3pm on Tuesday 7 May 2019, the Tender Evaluation Panel will review and consider the tender submissions taking into account the selection criteria and weighting which covers value for money, schedule of works, proposed methodology, economic contribution to the Glenelg Shire and environmental sustainability. Following this evaluation it is proposed that the preferred tenderer be recommended to the CEO for awarding of the contract.

F7. ALEXANDRA PARK REDEVELOPMENT, PORTLAND

(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.

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

Redevelopment of netball courts at Alexandra Park will ensure that the courts meet the Netball Victoria guidelines. All other legal and legislative requirements have been considered as part of this funding and the tender process.

c. Consultation and/or communication processes implemented or proposed

Extensive consultation with various stakeholders was conducted as part of the Alexandra Park Master Plan development. The User groups have also been consulted in regards to the proposed location and technical details where required.

Tenders have been 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 following the tender evaluation will also be provided should Council's resolution to authorise the CEO to award the contract be endorsed.

d. Financial and Resource Implications and Opportunities

This project will be funded by The Department of Infrastructure, Regional Development and Cities, Community Development Grants Programme.

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 – Casterton Railway Precinct Advisory Committee meeting record held on Wednesday 13 March 2019
- E1. (2) Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 26 March 2019
- E1. (3) Assembly of Councillors – Casterton Saleyards Advisory Committee meeting record held on Wednesday 27 March 2019
- E1. (4) Assembly of Councillors – Councillor Briefing Planning Application P18147, 315 Dutton Way, Bolwarra meeting record held on Tuesday 2 April 2019
- E1. (5) Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 9 April 2019
- E1. (6) Assembly of Councillors – Councillors and CEO meeting held on Tuesday 9 April 2019
- E1. (7) Assembly of Councillors – Deputation by Beverley McArthur MP, Member for Western Victoria meeting held on Tuesday 9 April 2019
- F3. (1) Draft Budget 2019/2020
- F4. (1) Glenelg Shire Council Plan Third Quarter Performance Report 2018/19
- F5. (1) Draft Active Your Way Glenelg Sport and Active Recreation Plan
- F6. (1) Draft Glenelg Tourism Strategy

Separate Circulation to Councillors, CEO and Directors

- D1. (1) Minutes of the Audit Committee meeting held on 7 March 2019
- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register

'IN CAMERA' Separate Circulation to Councillors and Directors

- G1. (1) Unsigned Port of Portland Pty Ltd Deed from 01 July 2018 to 30 June 2024

INDEX – SEPARATE CIRCULATIONS TO REPORTSRecommendation

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 MEETINGRecommendation

That the Council Meeting be closed to members of the public pursuant to Section 89 (2) (d) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Director Corporate Services, Acting Director Community Services, Acting Director Assets and Council Support Coordinator to consider the following reports:

G1. Port of Portland Pty Ltd Rate Deed

MOTION

MOVED Cr Wilson

That the Council Meeting be closed to members of the public pursuant to Section 89 (2) (d) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Director Corporate Services, Acting Director Community Services, Acting Director Assets and Council Support Coordinator to consider the following reports:

G1. Port of Portland Pty Ltd Rate Deed

SECONDED Cr Stephens

CARRIED

OPENING OF COUNCIL MEETING TO MEMBERS OF THE PUBLIC:Recommendation

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

MOTION

MOVED Cr Wilson

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

SECONDED Cr Stephens

CARRIED

CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE ACTING MAYOR DECLARED THE MEETING CLOSED AT 7.39pm.

I HEREBY CERTIFY THAT PAGES 1 TO 42 ARE TRUE AND CORRECT.

MAYOR

28 MAY 2019

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