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**Glenelg Shire Council**

**Minutes of the Ordinary Council Meeting**

**held on Tuesday 25 June 2019 at 7.00pm at**

**Portland Customer Service Centre, Portland**

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TIME:

7.00pm

PRESENT:

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

Also, in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Director Community Services (Ms Edith Farrell), Director Assets (Mr Robert Alexander), Director Corporate Services (Mr David Hol), Courtney Hoggan (Media and Communications Officer) 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:CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 28 May 2019, as circulated, be confirmed.

MOTION**MOVED Cr Halliday**

**That the minutes of the Ordinary Council Meeting held on Tuesday 28 May 2019, as circulated, be confirmed.**

**SECONDED Cr McDonald****CARRIED**

DECLARATIONS OF CONFLICT OF INTEREST:

Cr White declared a Conflict of Interest in relation to F5. Renewal of Lease to Lawleg Pty Ltd – Ross Court, Portland.

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

QUESTION TIME:

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

Nil.

QUESTIONS FROM THE GALLERY:

Nil.

PRESENTATIONS:

Nil.

A. NOTICES OF MOTION:

Nil.

B. DEPUTATIONS:

Nil.

C. PETITIONS:

C1. Petition Received – Widening of Murphy's Road

See F18. Petition - Great Australian Bight Alliance

**C1. PETITION RECEIVED – WIDENING OF MURPHY’S ROAD**

Director: Robert Alexander, Director Assets

**Recommendation**

That Council;

1. Receive the petition in accordance with clause 4.14.3 of Council’s Meeting Procedure; and
2. The petition be dealt with under Management Reports item F17. Request for Widening of Murphy’s Road Portland in this agenda of the Ordinary Council Meeting.

**MOTION**

**MOVED Cr Wilson**

**That Council;**

1. **Receive the petition in accordance with clause 4.14.3 of Council’s Meeting Procedure; and**
2. **The petition be dealt with under Management Reports item F17. Request for Widening of Murphy’s Road Portland in this agenda of the Ordinary Council Meeting.**

**SECONDED Cr Hawker**

**CARRIED**

**Separate Circulation – Non-Confidential**

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	PETITION Widening Murphy’s Rd Portland	2561321

D. COMMITTEE REPORTS:**D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 JUNE 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 6 June 2019 and to submit recommendations from the Committee for Council's consideration.

Recommendation

That Council:

1. Receives the minutes of the Audit Committee meeting held on Thursday 6 June 2019.
2. Adopts the revised Strategic Internal Audit Plan July 2018 to June 2021 version 1.1, separate circulation No. 1.
3. Adopts the draft Audit Committee Charter, separate circulation No. 2.
4. Adopts the draft Audit Committee Meeting Plan, separate circulation No. 3.

**MOTION**

**MOVED Cr Stephens**

That Council:

1. **Receives the minutes of the Audit Committee meeting held on Thursday 6 June 2019.**
2. **Adopts the revised Strategic Internal Audit Plan July 2018 to June 2021 version 1.1, separate circulation No. 1.**
3. **Adopts the draft Audit Committee Charter, separate circulation No. 2.**
4. **Adopts the draft Audit Committee Meeting Plan, separate circulation No.**

**SECONDED Cr McDonald**

**CARRIED**

## **D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 JUNE 2019**

(continued)

### 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 6 June 2019 considered the following items:

Item No.	Description
1.	External Audit Strategy for the Financial Year Ending 30 June 2019
2.	Interim Management Letter for the Financial Year Ending 30 June 2019
3.	Internal Audit – Review of Council's Event Management
4.	Fraud and Corruption Control Plan, Policy and Risk Register
5.	Internal Audit – Data Analytics
6.	Risk Management Report 1 February 2019 to 30 April 2019
7.	Strategic Risk Register Review
8.	Glenelg Shire Council Plan – Third Quarter Performance Report 2018/19
9.	Audit Register Review
10.	Glenelg Shire Council Financial Reports – As at 31 March 2019
11.	Glenelg Shire Council Draft Budget Update & Submissions
12.	Review of Strategic Internal Audit Plan July 2018 to June 2021
13.	Audit Scopes for Year 2 (2019-2020) of the Strategic Internal Audit Plan
14.	Audit Committee Charter Review
15.	Review of Audit Committee Meeting Plan
16.	Audit Committee Self-Assessment Survey 2018/19
17.	Rural Councils Transformation Program Presentation

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

Item 4 Fraud and Corruption Control: Plan, Policy and Risk Register

*That the Audit Committee:*

1. *receives the draft Fraud and Corruption Control: Plan, Policy and Risk Register.*
2. *recommends to Council that the Fraud and Corruption Control Plan and Fraud and Corruption Control Policy be adopted.*

*MOVED Mayor Rank  
SECONDED Cr Stephens  
CARRIED*



**D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 JUNE 2019**

(continued)

Officer Comment:

The Fraud and Corruption Control Plan and Fraud and Corruption Control Policy are the subject of Council's consideration under item number F9. Fraud and Corruption Control: Plan and Policy of this agenda.

Item 12 Review of Strategic Internal Audit Plan July 2018 to June 2021

*That the Audit Committee:*

1. *Approves the revised Strategic Internal Audit Plan July 2018 to June 2021 version 1.1.*
2. *Recommends to Council that the revised Strategic Internal Audit Plan July 2018 to June 2021 version 1.1 be adopted.*

*MOVED Cr Stephens  
SECONDED Member Green  
CARRIED*

Officer Comment:

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

The Plan was adopted by Council in June 2018 following the Audit Committee recommendation.

The first year of the three year plan has been completed with all audits scheduled having been undertaken and considered by the Audit Committee.

An annual review of the Plan is undertaken to allow for amendments to be considered as matters are identified by the Audit Committee over the previous 12 months and to address any areas of risk to Council that may need to be considered.

Following the request of the Audit Committee the Fraud Management and Prevention audit is now proposed to be undertaken in year two of the Plan. As a consequence the Bullying and Harassment (B&H) audit has been moved to year three.

No other changes to the planned audits are proposed.

**D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 JUNE 2019**

(continued)

Item 14 Audit Committee Charter Review

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

*MOVED Cr McDonald  
SECONDED Member Holmes  
CARRIED*

Officer Comment:

Council adopted the current Audit Committee Charter at its meeting on 26 June 2018. The Charter states that the Audit Committee will review and assess the adequacy of the Charter annually. A review has been carried out and is now presented for adoption by Council.

Item 15 Review of Audit Committee Meeting Plan

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

*Moved: Member Green  
Seconded: Member Paris  
CARRIED*

Officer Comment:

Council adopted the current Audit Committee Meeting Plan at its meeting on 26 June 2018 following a recommendation by the Committee.

The Plan sets the agenda for the Committee for the next 12 months.

A review has been carried out and is now presented for adoption by Council.

a. Council Plan Linkage and Policy Context

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

Glenelg Shire Council's Audit Committee Charter.

## **D1. MINUTES AND RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING HELD ON 6 JUNE 2019**

(continued)

### **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.

### **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 Circulations – Non-Confidential**

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Revised Strategic Internal Audit Plan (July 2018 – June 2021) Version 1.1, revised by Internal Audit Corporate Officer, Glenelg Shire Council, April 2019.	2547826
2.	Draft Audit Committee Charter	2108832
3.	Draft Audit Committee Meeting Plan	2284746

### **Separate Circulation – Confidential**

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

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Minutes of the Audit Committee Meeting held on Thursday 6 June 2019	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act	2566259

**D2. RECOMMENDATIONS FROM THE LOCAL PORT OF PORTLAND BAY  
ADVISORY COMMITTEE MEETING 8 MAY 2019**

Director: Robert Alexander, Director Assets

**Executive Summary**

This report is to present to Council the meeting record of the Local Port of Portland Bay Advisory Committee meeting held on 8 May 2019 and brief Council on the recommendation made at this meeting.

**Recommendation**

That Council endorse that the construction of a new town jetty be implemented as part the next stage of the Marine Master Plan, subject to funding for the project being sourced.

**MOTION****MOVED Cr White**

- 1. That Council endorse that the construction of a new town jetty be implemented as part the next stage of the Marine Master Plan, subject to funding for the project being sourced.**
- 2. That Council address the Local Port of Portland Bay Advisory Committee advising that Council is vigorously advocating and campaigning for substantial financial support through all avenues including the State Government and that Council has had funds set aside in a previous budget to contribute towards this project.**

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

The role of the Local Port of Portland Bay Advisory Committee (LPPBAC) is to provide information and advice to Council on:

1. Policy relating to legislation surrounding operation of the Harbour;
2. Issues identified by Port users; and
3. Operational issues that may affect the Port of Portland Pty Ltd and the Local Port of Portland Bay.

At the LPPBAC held on 8 May 2019 the following recommendation was made by the Committee:

That the next stage of implementation of the Foreshore Master Plan is the construction of the replacement town jetty.

## **D2. RECOMMENDATIONS FROM THE LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE MEETING 8 MAY 2019**

(continued)

In 2013 the Local Port unit obtained the management and maintenance of the Old Marina Jetty (“the Jetty”) from the Assets Unit. Following an inspection in July 2015, Council closed the Jetty to the public and the boats that berthed at the Jetty were relocated to the Portland Bay Marina and other facilities/areas within the Local Port boundary. The Jetty was subsequently demolished for safety reasons in 2016.

In 2015, Biruu Consultants were appointed to develop the Portland Marine Master Plan, with part of the planning to consider a replacement option for the Jetty. As part of the planning process, consultation was undertaken with all the key harbour stakeholders and the Jetty stakeholders. Council also undertook a community consultation process calling for submissions from the public for design proposals for a new town jetty.

The proposed new town jetty is contained within the Marine Master Plan, which is separate to the Foreshore Master Plan. After unsuccessful attempts at securing funding for this component of the Marine Master Plan through the Boating Safety Facilities Program, Council will now focus on sourcing funding through other infrastructure funding streams.

### a. Council Plan Linkage and Policy Context

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

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

Council has obligations as Manager of the Local Port and all facility use under the Guidelines for Port Safety and Environmental Management Plans (2009), Port Management Act 1995 and the Local Port Safety and Environmental Management Plan (SEMP).

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

Consultation with relevant stakeholders and the wider community has already taken place through the development of the Marine Master Plan. Initial design and costings for the project have also been undertaken.

### d. Financial and Resource Implications and Opportunities

For the construction of a new town jetty to proceed grant funding would need to be sourced and received, or funding considered and allocated as part of a future Council Budget process.

### Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Local Port of Portland Bay Advisory Committee Meeting Record of 8 May 2019	2558423

**D3. RECOMMENDATIONS FROM THE MUNICIPAL FIRE MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 16 MAY 2019**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to enable Council to consider recommendations made by the Municipal Fire Management Planning Advisory Committee (MFMPAC) at a meeting held on 16 May 2019.

**Recommendations:**

That Council;

1. Receive the Meeting Record of the Municipal Fire Management Planning Advisory Committee held on Thursday 16 May 2019.
2. Endorse the recommendations contained within the Meeting Record of the Municipal Fire Management Planning Advisory Committee held on Thursday 16 May 2019, relating to the delay in receiving certification for the Municipal Fire Management Plan 2019.

**MOTION**

**MOVED Cr Stephens**

That Council;

1. **Receive the Meeting Record of the Municipal Fire Management Planning Advisory Committee held on Thursday 16 May 2019.**
2. **Endorse the recommendations contained within the Meeting Record of the Municipal Fire Management Planning Advisory Committee held on Thursday 16 May 2019, relating to the delay in receiving certification for the Municipal Fire Management Plan 2019.**

**MOVED Cr Halliday**

**CARRIED**

**Background/Key Information**

The MFMPAC meet on 16 May 2019 and considered the Municipal Fire Management Plan audited by the Country Fire Authority in 2018. The Municipal Fire Management Plan has been passed by the Country Fire Authority (CFA) for audit in July 2018 as advised by email notification.

**D3. RECOMMENDATIONS FROM THE MUNICIPAL FIRE MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 16 MAY 2019**

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

*Emergency Management Act 1986, Emergency Management Act 2013, Country Fire Authority Act 1958 and Emergency Management Manual Victoria.*

c. Consultation and/or communication processes implemented or proposed

Consultation has been undertaken with the Glenelg Municipal Fire Management Planning Committee.

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.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM DocSetID</i>
1.	Signed Meeting Record Municipal Fire Management Planning Advisory Committee Meeting 16 May 2019	Any other matter which the Council or Special Committee considers would prejudice the Council or any person – section 89(2)(h) of the <i>Local Government Act 1989</i> .	2560859

**D4. RECOMMENDATIONS FROM THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 16 MAY 2019**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to enable Council to consider recommendations made by the Municipal Emergency Management Planning Advisory Committee at a meeting held on 16 May 2019.

**Recommendations:**

That Council:

1. Receive the Meeting Record of the Municipal Emergency Management Planning Advisory Committee held on Thursday 16 May 2019;
2. Endorse the Glenelg Shire Extreme Heat Sub Plan;
3. Support the recommendations contained within the Meeting Record of the Municipal Emergency Management Advisory Committee held on Thursday 16 May 2019, in that a letter be sent from the Chairperson to the Minister for Energy Environment and climate change relating to issues preventing the re-opening of the Casterton Airstrip.

**MOTION**

**MOVED Cr Stephens**

That Council:

1. **Receive the Meeting Record of the Municipal Emergency Management Planning Advisory Committee held on Thursday 16 May 2019;**
2. **Endorse the Glenelg Shire Extreme Heat Sub Plan;**
3. **Support the recommendations contained within the Meeting Record of the Municipal Emergency Management Advisory Committee held on Thursday 16 May 2019, in that a letter be sent from the Chairperson to the Minister for Energy Environment and climate change relating to issues preventing the re-opening of the Casterton Airstrip.**

**SECONDED Cr Wilson**

**CARRIED**



#### **D4. RECOMMENDATIONS FROM THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 16 MAY 2019**

(continued)

##### Background/Key Information

The MEMPC meet on 16 May 2019 and considered the following topics:

- Casterton Airstrip Runway; and
- The Glenelg Shire Extreme Heat Sub Plan.

##### 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

*Emergency Management Act 1986, Emergency Management Act 2013, Country Emergency Authority Act 1958 and Emergency Management Manual Victoria.*

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

Consultation has been undertaken with the Glenelg Municipal Emergency Management Planning Committee.

##### d. Financial and Resource Implications and Opportunities

Nil.

##### Separate Circulations – Non-Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Shire Extreme Heat Sub Plan 2019	2530536

##### Separate Circulations – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds under Section 89(2) of the Act	ECM
1.	Signed Meeting Record Municipal Emergency Management Planning Advisory Committee Meeting 16 May 2019	Any other matter which the Council or Special Committee considers would prejudice the Council or any person – section 89(2)(h) of the Local Government Act 1989	2560858

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 16 MAY 2019 – 13 JUNE 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 Thursday 16 May 2019 – Thursday 13 June 2019 (inclusive).

**MOTION****MOVED Cr Halliday**

**That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 16 May 2019 – Thursday 13 June 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.*

**E1. ASSEMBLY OF COUNCILLORS RECORDS 16 MAY 2019 – 13 JUNE 2019 (INCLUSIVE)**

(continued)

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

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

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 16 May 2019 – Thursday 16 June 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:

- Meeting Record of the Local Port of Portland Advisory Committee meeting held on Wednesday 8 May 2019 (DocSetID: 2558423);
- Meeting Record of the Casterton Railway Precinct Advisory Committee held on Monday 13 May 2019 (DocSetID:2560920);
- Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee meeting held Wednesday 15 May 2019 (DocSetID: 2560919)
- Assembly of Councillors – Deputation by Mr Ken Adams held on Tuesday 28 May 2019 (DocSetID: 2561959);
- Assembly of Councillors – Councillor and Acting CEO Briefing session held on Tuesday 28 May 2019 (DocSetID: 2561817);
- Assembly of Councillors – Councillor Briefing session held on Tuesday 28 May 2019 (DocSetID: 2545841)
- Assembly of Councillors – Deputation by GORRT held on Tuesday 11 June 2019 (DocSetID: 2567126)
- Assembly of Councillors – Deputation by Equinor held on Tuesday 11 June 2019 (DocSetID: 2567125)
- Assembly of Councillors – Councillor Workshop meeting held on Tuesday 11 June 2019 (DocSetID: 2567124);
- Assembly of Councillors – CEO and Councillors meeting held on Tuesday 11 June 2019 (DocSetID: 2566702);

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**E1. ASSEMBLY OF COUNCILLORS RECORDS 16 MAY 2019 –  
13 JUNE 2019 (INCLUSIVE)**

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(continued)

- Confidential Glenelg Municipal Fire Management Planning Committee meeting held on 16 May 2019 (DocSetID: 2562250); and
- Confidential Glenelg Municipal Emergency Management Planning Committee meeting held on 16 May 2019 (DocSetID: 2562249).

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 16 MAY 2019 – 13 JUNE 2019 (INCLUSIVE)**

(continued)

Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Meeting Record of the Local Port of Portland Advisory Committee meeting held on Wednesday 8 May 2019	2558423
2.	Meeting Record of the Casterton Railway Precinct Advisory Committee held on Monday 13 May 2019	2560920
3.	Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee meeting held Wednesday 15 May 2019	2560919
4.	Assembly of Councillors – Deputation by Mr Ken Adams held on Tuesday 28 May 2019	2561959
5.	Assembly of Councillors – Councillor and Acting CEO Briefing session held on Tuesday 28 May 2019	2561817
6.	Assembly of Councillors – Councillor Briefing session held on Tuesday 28 May 2019	2545841
7.	Assembly of Councillors – Deputation by GORRT held on Tuesday 11 June 2019	2567125
8.	Assembly of Councillors – Deputation by Equinor held on Tuesday 11 June 2019	2567125
9.	Assembly of Councillors – Councillor Workshop meeting held on Tuesday 11 June 2019	2567124
10.	Assembly of Councillors – CEO and Councillors meeting held on Tuesday 11 June 2019	2566702

Separate Circulations – Confidential

*The separate circulations 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>	ECM
1.	Glenelg Municipal Fire Management Planning Committee meeting held on 16 May 2019	Any other matter which the Council or Special Committee considers would prejudice the Council or any person – section 89(2)(h) of the <i>Local Government Act 1989</i>	2562250
2.	Glenelg Municipal Emergency Management Planning Committee meeting held on 16 May 2019	Any other matter which the Council or Special Committee considers would prejudice the Council or any person – section 89(2)(h) of the <i>Local Government Act 1989</i>	2562249

**MOTION****MOVED Cr Stephens**

**That Council, in accordance with Clause 4.4.3 of the Glenelg Shire Council Meeting Procedure, include a late item F18. Petition – Great Australian Bight Alliance for consideration within the Management Reports section of this Council Meeting.**

**SECONDED Cr McDonald****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 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:

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

- (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.

- (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)	2567004



**F2. UPDATED COUNCIL MEDIA POLICY**

CEO: Greg Burgoyne, Chief Executive Officer

**Executive Summary**

This paper is to brief councillors on Council's updated media policy which provides guidelines on how all council media activity should be managed. This detailed document ensures council will provide a clear, consistent and coordinated approach to all media relations, promoting open, transparent and consistent exchange with media professionals.

**Recommendation**

That Council adopt the updated Glenelg Shire Council Media Policy.

**MOTION**

**MOVED Cr Hawker**

**That Council adopt the updated Glenelg Shire Council Media Policy.**

**SECONDED Cr McDonald**

**CARRIED**

**Background/Key Information**

The Glenelg Shire Council Media Policy was developed in 2012, providing a clear, consistent and coordinated approach to media comment and media relations. Due to changes in technology and media offerings it is important this policy is updated during each Council Plan to be reflective of current mediums, technologies and expectations.

The media policy outlines how media activity should be managed across all forms of media and applies to all councillors, council employees and contractors.

The policy promotes open and consistent exchange of information between council and the media, limiting the risk of the exchange of inaccurate information, whilst promoting ongoing positive media relationships.

Furthermore, the implementation of this policy will assist to further advance and promote council's direction, services and purpose within the community.

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.

**F2. UPDATED COUNCIL MEDIA POLICY**

(continued)

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**

This document has been created taking into consideration the *Local Government Act 1989, Freedom of Information Act 1982, Privacy and Data Protection Act 2014*, Glenelg Shire Council's Code of Conduct and Records Management Policy.

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

This policy will be circulated to all council staff with ongoing media training led by the media and communications unit, focusing on Councillors and the Executive Team. It is expected that all incoming Mayors undertake media training.

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

All costs will be covered by council's media and communications budget.

**Separate Circulation – Non-Confidential**

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Media Policy OPO-CEO-MD-001	1454922

**F3. PROPOSED COUNCIL BUDGET 2019/20 AND PROPOSED STRATEGIC RESOURCE PLAN 2019/20-2022/23: ADOPTION**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this Report is to recommend that Council adopt the Proposed Council Budget 2019/20 and adopt the Proposed Strategic Resource Plan 2019/20-2022/23.

**Recommendation**

1. That it be noted that the submission on the Proposed Council Budget 2019/20 has been considered by Council prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 4.1 of the Proposed Council Budget 2019/20.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Proposed Council Budget 2019/20 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Proposed Strategic Resource Plan 2019/20-2022/23 (Attachment 2).
5. That Council gives public notice that the Council Budget 2019/20 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2019/20 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

**F3. PROPOSED COUNCIL BUDGET 2019/20 AND PROPOSED STRATEGIC RESOURCE PLAN 2019/20-2022/23: ADOPTION**

(continued)

**MOTION****MOVED Cr Stephens**

1. That it be noted that the submission on the Proposed Council Budget 2019/20 has been considered by Council prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 4.1 of the Proposed Council Budget 2019/20.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Proposed Council Budget 2019/20 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Proposed Strategic Resource Plan 2019/20-2022/23 (Attachment 2).
5. That Council gives public notice that the Council Budget 2019/20 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2019/20 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

**SECONDED Cr McDonald****CARRIED****Background**

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

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

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

### **F3. PROPOSED COUNCIL BUDGET 2019/20 AND PROPOSED STRATEGIC RESOURCE PLAN 2019/20-2022/23: ADOPTION**

(continued)

#### Report

The Proposed Council Budget and Proposed Strategic Resource Plan have been prepared in accordance with section 126, 127, 129 and 223 of the *Local Government Act 1989* and publicly notified for 28 days from 23 April until 27 May 2019.

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

- Portland Gymnastics Club – Consideration be made in the 2019/20 Council Budget for renovations to the existing Gymnastics Hall at Yarraman Park

As part of the statutory process to adopt the Budget and Strategic Resource Plan, the Council is required to consider submissions received in accordance with section 223 of the *Local Government Act 1989*. The Special Committee appointed has considered this submission and has recommended that the Proposed Council Budget 2019/20 and Proposed Strategic Resource Plan 2019/20-2022/23 be adopted as exhibited.

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

The Fair Go Rates System (FGRS) legislates the maximum amount a council may increase their general rate revenue per annum. For the 2019/20 year the maximum increase is 2.5%. Council apply a rate rebate to Primary Production land (30%) and Recreation land (50%) which results in an overall net increase of 2.1% for rates in 2019/20, which includes revenue raised from rating agreements.

The following table illustrates valuation changes between 2018 and 2019 general valuations by class of land with the changes to net revenue. The table does not include classes of land exempt to rate capping (Cultural and Recreational Land and rating agreements). Net rate revenue means gross rate revenue less rebates.

Type or class of land	Valuation Change (Decrease)	Rating Change (Decrease)
General Land	1.6%	3.2%
Commercial/Industrial Land	0.9%	2.7%
Primary Production Land	(0.1%)	1.7%
Recreational Land	2.7%	0.00%

**F3. PROPOSED COUNCIL BUDGET 2019/20 AND PROPOSED STRATEGIC RESOURCE PLAN 2019/20-2022/23: ADOPTION**

(continued)

Overall rate revenue is influenced by individual movements in the Capital Improved Value (CIV) of properties based upon independent valuations as at 1 January 2019.

The CIV is also influenced by the number of rateable properties, which can fluctuate from year to year.

The proposed annual kerbside collection charge for garbage for 2019/20 is \$282.50 per service, which is a 2.5% increase on the 2018/19 charge of \$275.70. The council do not levy any additional municipal charges on ratepayers.

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

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

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

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

c. Consultation and/or communication processes implemented or proposed

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

d. Financial and Resource Implications and Opportunities

The adoption of the Proposed Council Budget 2019/20 provides Council's financial intentions for the period 1 July 2019 to 30 June 2020.

**F3. PROPOSED COUNCIL BUDGET 2019/20 AND PROPOSED STRATEGIC RESOURCE PLAN 2019/20-2022/23: ADOPTION**

(continued)

The Rating declaration of Rates and Charges can be found in Section 4.1 of the Proposed Council Budget 2019/20 and Proposed Strategic Resource Plan 2019/20-2022/23 and is in line with the rating strategy for 2019/20.

**Conclusion**

The Proposed Council Budget 2019/20 and the Proposed Strategic Resource Plan 2019/20-2022/23 have been prepared in accordance with the relevant provisions of the *Local Government Act 1989* and Regulations. One submission was received during the formal exhibition period and there are no changes proposed in response to this submission.

The Proposed Council Budget 2019/20 and the Proposed Strategic Resource Plan 2019/20-2022/23 is therefore presented to Council for adoption.

**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 Budget 2019-20 DRAFT	2552117

**F4. GLENELG MUNICIPAL EMERGENCY MANAGEMENT PLAN 2019-2022  
AUDIT**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to inform Council the Glenelg Municipal Emergency Management Plan 2019-2022 (MEMPlan) has been audited by the Chief Officer, Operations of the Victoria State Emergency Service on 26 March 2019.

**Recommendation**

1. That Council receive the audit report and provide a written response to the Chief Officer, Operations of the Victoria State Emergency Services acknowledging the audit report.
2. That the Chief Executive Officer be authorised to sign the Glenelg Municipal Emergency Management Plan 2019-2022.

**MOTION****MOVED Cr Stephens**

1. **That Council receive the audit report and provide a written response to the Chief Officer, Operations of the Victoria State Emergency Services acknowledging the audit report.**
2. **That the Chief Executive Officer be authorised to sign the Glenelg Municipal Emergency Management Plan 2019-2022.**

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

Members of the Glenelg Municipal Emergency Management Planning Committee were invited to provide feedback on the MEMPlan during September to October 2018.

The Audit of the MEMPlan was conducted by the Victoria State Emergency Services and representatives from Victoria Police and the Department of Health and Human Services on the 13 February 2019. Representatives from the Municipal Emergency Management Planning Committee were in attendance.

The MEMPlan was sent to the Chief Officer of Operations of the Victoria State Emergency Services for Audit approval.

On 26 March 2019 the Chief Officer, Operations of the Victoria State Emergency Services wrote to Council advising that the MEMPlan had been audited in accordance with the guidelines issued by the Minister.



#### **F4. GLENELG MUNICIPAL EMERGENCY MANAGEMENT PLAN 2019-2022 AUDIT**

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

*Emergency Management Act 1986, Emergency Management Act 2013 and Emergency Management Manual Victoria.*

c. Consultation and/or communication processes implemented or proposed

Members of the Municipal Emergency Management Planning Committee, representatives from Victorian State Emergency Services, Victoria Police, Department Health and Human Services, Red Cross, Department Environment Land, Water and Planning, Wannon Water, Department of Jobs Precincts Regions, Victoria Police, Regional Roads Victoria, Country Fire Authority and Victoria Council of Churches Emergencies Ministry were consulted during this review process.

d. Financial and Resource Implications and Opportunities

Not applicable.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Glenelg Municipal Emergency Management Plan 2019-2022 – Audit 26 March 2019	Personnel Matters – Section 89 (2) (a) of the <i>Local Government Act 1989</i>	ECM 2559533

*Cr White re-declared a Conflict of Interest in Item F5. Renewal of Lease to Lawleg Pty Ltd – Ross Court, Portland and left the meeting at 7.26pm.*

## **F5. RENEWAL OF LEASE TO LAWLEG PTY LTD – ROSS COURT, PORTLAND**

Director: David Hol, Director Corporate Services

### Executive Summary

This report seeks Council's approval for the renewal of a lease with Lawleg Pty Ltd trading as Porthaul, for an unmade road known as Ross Court Portland.

### Recommendation

That Council:

1. Approves a new three (3) year lease, commencing on 1 August 2019, with Lawleg Pty Ltd trading as Porthaul, for the unmade road known as Ross Court Portland.
2. Sets the rental figure at \$1,600 (inc 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 Halliday**

That Council:

1. **Approves a new three (3) year lease, commencing on 1 August 2019, with Lawleg Pty Ltd trading as Porthaul, for the unmade road known as Ross Court Portland.**
2. **Sets the rental figure at \$1,600 (inc 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.**

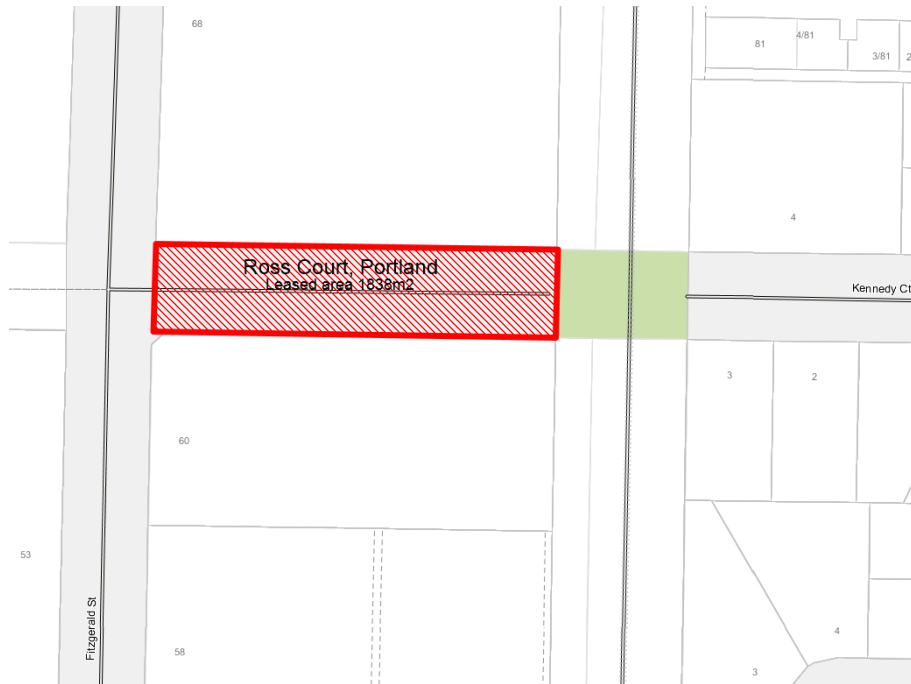
**SECONDED Cr Hawker**

**CARRIED**

## **F5. RENEWAL OF LEASE TO LAWLEG PTY LTD – ROSS COURT, PORTLAND** (continued)

### Background/Key Information:

Ross Court Portland is an unmade section of road of approximately 1838m<sup>2</sup> and is located between 60 and 68 Fitzgerald Street Portland.



In June 2016 Council undertook a public expression of interest process for the lease of the land. At that time two submissions were received. One submission from the current lessee Porthaul, and one submission from an adjoining property owner lodging an objection to the proposal.

At the Ordinary Council Meeting on 26 July 2016 Council resolved to lease the land for three (3) years at a rental figure of \$1,500 (inc GST) with annual CPI adjustments. The current lease commenced on 1 August 2016 and is due to expire on 31 July 2019.

The current lessee is seeking a further three (3) year lease and an Agreement in Principle has been reached regarding the terms of the proposed lease.

The permitted use of the lease is for industrial storage with the current lessee holding a planning permit for the construction of a limestone hard stand area.

A market rental valuation was undertaken in June 2016 and prior to the expression of interest process assessed the land at a current market rental of \$3,250 (ex GST). However the following statement was made by the Valuer:

*“Market Value is defined as the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.”<sup>1</sup>*

<sup>1</sup> As defined by the API in the Information Paper IPE 3, issued on 12 December 1993 - Section 1 Market Value.

**F5. RENEWAL OF LEASE TO LAWLEG PTY LTD – ROSS COURT, PORTLAND**

(continued)

As the original expression of interest process only resulted in one submission offering to lease the land at \$1,500 pa (inc GST), it is not envisaged that a further expression of interest process would attract any additional interest. The Valuer commented in their June 2016 report *“Despite our investigation we have been unable to determine suitably comparable evidence in this location. Whilst we recognise the site has a potential industrial use, we consider the utility of the site to be inferior to neighbouring industrial sites of larger scale.*

*This is predominantly due to the size, egress and access to the site, no services connected and the current oversupply of vacant land available to purchase. These softened market conditions further support discounting comparable industrial rates to reflect these inferior characteristics of the site. ...”*

Following consideration of the above and that the lessee is currently paying \$1570.70 pa (inc GST) it is proposed at the commencement of the new lease the rent figure be set at \$1,600 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.

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

Nil.

d. Financial and Resource Implications and Opportunities

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

*Cr White returned to the meeting at 7.26pm.*

**F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY**

Director: David Hol, Director Corporate Services

**Executive Summary**

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

**Recommendation**

1. That Council adopt the reviewed Procurement Policy CPO-CORPS-CP-001 as separately circulated.
2. That the Procurement Policy be effective from the 25 June 2019.

**MOTION****MOVED Cr McDonald**

1. **That Council adopt the reviewed Procurement Policy CPO-CORPS-CP-001 as separately circulated.**
2. **That the Procurement Policy be effective from the 25 June 2019.**

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

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

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

Key aspects of the legislation are that:

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

**F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY**

(continued)

A Council is required to comply with its procurement policy.

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

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

**Outcomes**

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

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

The external review found the draft policy to be compliant with the *Local Government Act 1989* and reflects the key principles as per the Victorian Local Government Best Practice Guidelines 2013.

A significant benchmarking exercise was undertaken as part of this project which involved Victorian large rural shires. The major observation from this benchmarking is that the delegated procurement authority from Council to the Glenelg Shire CEO, is comparatively low compared to a number of other equivalent size Councils as well as the delegation levels for Directors.

The review recommendations have been implemented or noted for procedural development as shown in the table below.

Item	Recommendation	Action
CEO (or delegate)	\$150,000 - \$500,000	Recommend
Directors (or delegate)	\$100,000 to \$149,999	Recommend
Managers	\$50,000 to \$99,999	Recommend
Coordinators, Supervisors and Team/Unit Leaders	\$10,000 to \$49,999	Recommend
Responsible Budget Officer	\$1,000 to \$9,999	No change
Other Officer	Up to \$999	No change

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

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

This policy also dictates the delegation limits set for the organisation

**F6. COUNCIL POLICY REVIEW – PROCUREMENT POLICY**

(continued)

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

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

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

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

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

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

**Separate Circulation – Non-Confidential**

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Current CPO-CORPORATE-F1-001 Procurement Policy 2018-19	2290676

**F7. UPDATED DELEGATIONS**

Director: David Hol, Director Corporate Services

**Executive Summary**

In accordance with the principles of good governance, continuous improvement and statutory compliance, a review of the following Delegations has taken place to reflect the update to the Glenelg Shire Council Procurement Policy in June 2019, with changes made to the level of delegation for payment authorities for Chief Executive Officer and staff per report item F6. Council Policy Review – Procurement Policy.

The following Delegations have been updated to reflect changes:

- Instrument of Delegation to Chief Executive Officer (S5); and
- Instrument of Sub-Delegation from the Chief Executive Officer to Council Staff (S7);

**Recommendation**

1. That Council adopt the following:

Instruments of Delegation to the Chief Executive Officer dated Tuesday 25 June 2019 (S5);

- a. That the Instruments referred to above come into force immediately the common seal of Council is affixed, and previous Instruments are revoked.
  - b. The duties and functions set out in the Instrument referred to must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. That Council note that the following Instrument of Sub-Delegation from the Chief Executive Officer to Council (S7) have been amended and will come into force when it is signed by the Chief Executive Officer on Wednesday 26 June 2019.



**F7. UPDATED DELEGATIONS**

(continued)

**MOTION**

**MOVED Cr Hawker**

**1. That Council adopt the following:**

**Instruments of Delegation to the Chief Executive Officer dated Tuesday 25 June 2019 (S5);**

- a. That the Instruments referred to above come into force immediately the common seal of Council is affixed, and previous Instruments are revoked.**
- b. The duties and functions set out in the Instrument referred to must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

**2. That Council note that the following Instrument of Sub-Delegation from the Chief Executive Officer to Council (S7) have been amended and will come into force when it is signed by the Chief Executive Officer on Wednesday 26 June 2019.**

**SECONDED Cr White**

**CARRIED**

**Background/Key Information:**

Section 98 of the *Local Government Act 1989* enables Councils to delegate to Council Committees and Staff a diverse range of powers, duties or functions to facilitate the effective and efficient management and operation of municipalities.

The Glenelg Shire Council, together with a number of other Victorian municipalities, subscribes to the Maddock's Lawyers Delegations and Authorisations update service. This review is based on the Maddock's proforma documents with appropriate alterations identified by each Director and their staff.

The objectives of delegation and authorisation reviews are to:

- Achieve good governance;
- Ensure statutory compliance by incorporating recent legislative changes;
- Facilitate responsive and efficient customer service;
- Deliver continuous improvement in service delivery and decision making; and
- Make minor wording enhancements, where necessary, to improve the quality of the documents.

**F7. UPDATED DELEGATIONS**

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

Section 98 of the *Local Government Act 1989* provides that a Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act. However, there are six statutory limitations.

c. Consultation and/or communication processes implemented or proposed

Nil.

d. Financial and Resource Implications and Opportunities

Resources for preparation and coordination of regular delegation reviews are allowed for within the Corporate Services department.

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.	S5 Instrument of Delegation Council to Chief Executive Officer 25 June 2019	Viewable on request
2.	S7 Instrument of Delegation Chief Executive to Members of Staff	Viewable on request

**F8. LEASE TO CASTERTON AND DISTRICT HISTORICAL SOCIETY INC –  
3 RACECOURSE ROAD, CASTERTON**

Director: David Hol, Director Corporate Services

**Executive Summary**

This report seeks Council's approval for a new lease with the Casterton and District Historical Society Inc for the premises located at 3 Racecourse Rd Casterton, formerly used as the Visitor Information Centre.

**Recommendation**

That Council:

1. Approves a two (2) year lease commencing on 1 July 2019, with one (1) option to extend for a further three (3) years, with the Casterton and District Historical Society Inc for the premises located at 3 Racecourse Rd Casterton.
2. Sets the rental figure at \$114 (inc GST) per annum.
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 McDonald**

That Council:

1. **Approves a two (2) year lease commencing on 1 July 2019, with one (1) option to extend for a further three (3) years, with the Casterton and District Historical Society Inc for the premises located at 3 Racecourse Rd Casterton.**
2. **Sets the rental figure at \$114 (inc GST) per annum.**
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 Halliday****CARRIED****Background/Key Information:**

The Casterton and District Historical Society (CDHS) had shared the occupancy of 3 Racecourse Rd Casterton with the Casterton Visitor Information Centre since 2009. In May 2018 the delivery of visitor information centre services was relocated to the new Australian Kelpie Centre facility. The CDHS is now the sole occupant of the building.

**F8. LEASE TO CASTERTON AND DISTRICT HISTORICAL SOCIETY INC –  
3 RACECOURSE ROAD, CASTERTON**

(continued)

The proposed lease is for the building only and shown hatched in red on the aerial photograph below:



The CDHS is seeking to remain in the building and an Agreement in Principle has been reached to enter a lease for two (2) years with an option for a further three (3) years.

It is proposed at the commencement of the new lease the rent figure be set at \$114 pa (inc GST).

The permitted use of the proposed lease is for office space, storage and research services.

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

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.

**F8. LEASE TO CASTERTON AND DISTRICT HISTORICAL SOCIETY INC –  
3 RACECOURSE ROAD, CASTERTON**

(continued)

c. Consultation and/or communication processes implemented or proposed

Negotiations with the CDHS has occurred regarding the details of the proposed lease.

d. Financial and Resource Implications and Opportunities

A reduced rental has been negotiated with CDHS broadly in line with similar arrangements with other community groups.

The CDHS will be responsible for all utility costs associated with the building.

The minor income received from the lease has not been included within the budget provisions for 2019/20.

**F9. FRAUD AND CORRUPTION CONTROL: PLAN AND POLICY**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to present to Council a Fraud and Corruption Control Plan and a Fraud and Corruption Control Policy for consideration. Following discussion at the Audit Committee meeting held on 6 June 2019 the Audit Committee resolved to recommend to Council that both documents be adopted.

**Recommendation**

That the Fraud and Corruption Control Plan and Fraud and Corruption Control Policy as separately circulated be adopted.

**MOTION**

**MOVED Cr Halliday**

**That the Fraud and Corruption Control Plan and Fraud and Corruption Control Policy as separately circulated be adopted.**

**SECONDED Cr Stephens**

**CARRIED**

**Background/Key Information:**

The current Glenelg Shire Council Fraud Prevention Policy – version 6 was adopted by Council in July 2015 and is due for review.

Following discussions with the Audit Committee regarding future audits it was identified that further work was required by Council to ensure consistency with the Australian Standard AS 8001—2008 - Fraud and Corruption Control.

AFS & Associates Pty Ltd who is included on the panel to provide internal audit services to Council, was subsequently engaged to:

- undertake fraud risk assessments across the organisation;
- develop a Fraud Control Plan;
- review and update Council's Fraud Prevention Policy; and
- deliver awareness training for managers and key staff.

In line with the Standards the Control Plan is a document that summarises the anti-fraud and anti-corruption strategies. The Plan covers the areas of Prevention, Detection and Response.

**F9. FRAUD AND CORRUPTION CONTROL: PLAN AND POLICY**

(continued)

The purpose of the Policy is to clearly outline the expected conduct of, employees, volunteers and contractors of the Glenelg Shire Council in relation to Prevention, Detection and Reporting of fraudulent and corrupt activity.

Council will not tolerate fraud and corruption in any form and is committed to:

- Preventing fraud and corruption in the workplace;
- Ensuring immediate and appropriate investigation procedures are implemented in the case that fraud and corruption is suspected;
- Referring cases of suspected fraud and corruption to the authorities following due investigation;
- Applying appropriate disciplinary penalties should fraud and corruption occur; and
- The recovery of any loss suffered through fraudulent and corrupt activity.

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 *Local Government Act 1989* requires Council to develop and maintain adequate internal control systems, and to establish codes of conduct and an Audit Committee.

The Policy provides a clear statement of intent that all reports of fraud and corruption received will be fully investigated and appropriate action taken.

The Fraud and Corruption Control: Plan and Policy supports Council staff with increased knowledge and guidance regarding fraud issues, indicators of behaviour that may lead to fraud detection, reporting obligations and procedures for how to deal with fraudulent and corrupt behaviour.

c. Consultation and/or communication processes implemented or proposed

Facilitated workshops were undertaken with key staff to identify the fraud risks and controls. The Audit Committee has reviewed the documents and recommended that Council adopts the Plan and Policy.

d. Financial and Resource Implications and Opportunities

It is expected that the resourcing requirements related to managing Council's fraud and corruption risk will be undertaken within existing resources. There will be minor training related costs every two years to comply with the obligations within the Control Plan.

**F9. FRAUD AND CORRUPTION CONTROL: PLAN AND POLICY**

(continued)

*Separate Circulations – Non-Confidential*

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Draft Fraud & Corruption Control Plan, version 1	2553623
2.	Draft Fraud & Corruption Control Policy, version 1	2553622



**F10. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2019/20**

Director: David Hol, Director of Corporate Services

**Executive Summary**

The purpose of this report is to enable the Council to give public notice of its intention to set the annual special charge for the Strathdownie Drainage Area for the 2019/20 financial year.

**Recommendation**

1. That Council, in accordance with Sections 163(1A) and 223 of the *Local Government Act 1989*, give public notice of its intention to consider the following motion:
  - a. That a special charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2019/2020 financial year.
  - b. That a special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.
  - c. That the total estimated revenue in 2019/2020 financial year from the Special Charge be \$16,000.
  - d. That the Special Charge be due and payable by the 30 September 2019.
  - e. That the rate of ten per cent (10.0%) be specified as the rate of interest set by Council for the purposes of Section 172(2) of the *Local Government Act 1989* and further, that this rate be effective and so set until a new rate of interest is set in accordance with Section 172(2) of the *Local Government Act 1989*.
2. Appoint a special committee of Council to hear submissions required under section 223 of the *Local Government Act 1989* on the proposed special charge;
3. Fix the meeting for the special committee to hear submissions, as appointed in part 2 of this resolution, at 7.00 pm on Tuesday 27 August 2019 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer;

**F10. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2019/20**

(continued)

4. Appoint the following Councillors to the special committee as described in part 2 of this resolution –
  - a. Cr. \_\_\_\_\_ ;
  - b. Cr. \_\_\_\_\_ ; and
  - c. Cr. \_\_\_\_\_ .
5. Receive a report from the special committee as described in part 2 of this resolution on its proceedings.

**MOTION****MOVED Cr Stephens**

1. That Council, in accordance with Sections 163(1A) and 223 of the *Local Government Act 1989*, give public notice of its intention to consider the following motion:
  - a. That a special charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2019/2020 financial year.
  - b. That a special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.
  - c. That the total estimated revenue in 2019/2020 financial year from the Special Charge be \$16,000.
  - d. That the Special Charge be due and payable by the 30 September 2019.
  - e. That the rate of ten per cent (10.0%) be specified as the rate of interest set by Council for the purposes of Section 172(2) of the *Local Government Act 1989* and further, that this rate be effective and so set until a new rate of interest is set in accordance with Section 172(2) of the *Local Government Act 1989*.
2. Appoint a special committee of Council to hear submissions required under section 223 of the *Local Government Act 1989* on the proposed special charge;
3. Fix the meeting for the special committee to hear submissions, as appointed in part 2 of this resolution, at 7.00 pm on Tuesday 27 August 2019 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer;

**F10. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2019/20**

(continued)

4. **Appoint the following Councillors to the special committee as described in part 2 of this resolution –**
  - a. **Cr. Stephens;**
  - b. **Cr. Halliday; and**
  - c. **Cr. McDonald.**
5. **Receive a report from the special committee as described in part 2 of this resolution on its proceedings.**

**SECONDED Cr White**

**CARRIED**

*Background/Key Information:*

The Strathdownie Drainage Area Advisory Committee is responsible for providing advice to Council on the setting of annual drainage charges and the operation, maintenance and development of the Strathdownie drainage area.

The drainage area contains 173 assessments and covers an area of approximately 51,620 hectares.

*Report*

A meeting of the Strathdownie Drainage Area Advisory Committee was held on Tuesday, 18 June 2019 to consider recommending to Council a special charge for the 2019/20 financial year, and to discuss drainage maintenance requirements.

The Advisory Committee has recommended to Council that a special charge be set for the 2019/20 financial year to cover maintenance, emergency works and operational costs, as requested.

The proposed special charge will raise \$16,000.00.

The special charge will be calculated by averaging the special charge over the combined Capital Improved Values (CIV) of properties in the Strathdownie Drainage Area. The CIV of an individual assessment is adjusted to reflect the % ownership of the area that falls within the Strathdownie Drainage Area.

Under Sections 163(1A) and 223 of the *Local Government Act 1989* (the Act), Council is required to give notice of its intention to declare a special charge. This enables the ratepayers within the designated drainage area to make a submission in relation to the proposed charge. The Act specifies a minimum notice period of twenty eight days.

**F10. STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2019/20**

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Nil.

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.	Strathdownie Drainage Advisory Committee Minutes 18 June 2019	2568966

**F11. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to brief Council on proposed Amendment C90 (the Amendment). This report considers the recommendation of the independent planning panel (Panel) required in response to submissions received from the exhibition of the Amendment. Targeted consultation of the changes recommended by the Panel has been undertaken with no objections received. This report recommends that Council proceed by adopting the Amendment (Attachment 1) and submitting it to the Minister for Planning for approval.

**Recommendation**

1. That Council adopts Amendment C90 to the Glenelg Planning Scheme pursuant to Section 29 of the *Planning and Environment Act 1987*.
2. That Council submits Amendment C90 as adopted, to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.

**MOTION****MOVED Cr Stephens**

1. That Council adopts Amendment C90 to the Glenelg Planning Scheme pursuant to Section 29 of the *Planning and Environment Act 1987*.
2. That Council submits Amendment C90 as adopted, to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.

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

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

**F11. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION**

(continued)

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

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

Exhibition commenced 1 November 2018 and closed 3 December 2018. A total of ten (10) submissions were received in response to the Amendment. One (1) submission was in support of the Amendment and nine (9) submissions objected or requested a change to an aspect of the Amendment or a draft Development Plan.

Council resolved at the 22 January 2019 Council Meeting to proceed with the Amendment and request that the Minister for Planning appoint a Panel to review the submissions received and provide a recommendation to Council. The Panel hearing was held on the 25 March 2019 with the Panel Report (Attachment 2) received on 18 April 2019.

**Key Information**

The Panel Report states:

*The Amendment is well founded, strategically justified and should proceed subject to addressing the more specific issues raised in submissions.*

The Panel recommended some minor text changes to the Amendment and mapping changes to the extent of the Environmental Audit Overlay (EAO).

The specific changes to the Amendment recommended by the Panel include:

- Text changes to Schedules 7, 8, and 9 to the Development Plan Overlay (DPO);
- Text changes to Schedule 1 to the Mixed Use Zone (MUZ1); and
- Amend the proposed extent of the Environmental Audit Overlay (EAO) consistent with Figure 8.3 of the report *Preliminary Planning and Environmental Analysis - Portland Industrial Areas* and Planning Practice Note 30 - Potentially Contaminated Land.

**F11. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION**

(continued)

The minor text changes to the schedules as outlined above have been undertaken as recommended (Refer to Attachment 3).

A review of Figure 8.3 of the report *Preliminary Planning and Environmental Analysis - Portland Industrial Areas* (2015) was undertaken. The table informing Figure 8.3 was revised using planning and building permit data to inform the extent of the EAO consistent with the recommendations of the Panel, the EPA, and Planning Practice Note 30 (PPN30). Land with current or past uses identified with high potential for contamination as stated in the PPN30 are included in the revised extent of the EAO. Land with current or past uses identified with medium and low risk are now excluded from the EAO as recommended by the EPA and the Panel. Attachment 4 indicates the revised extent of the EAO.

In order to proceed to approval of the Amendment the land now recommended for the new EAO required notice be given to landowners and occupiers of that change. In consensus with officer level advice from the Department of Environment, Land, Water and Planning (DELWP), the revised EAO was exhibited for a period of two weeks to owners and occupiers of the newly affected land.

Notice included letters to the newly affected land owners and occupiers advising of the revised extent of the EAO. Letters were sent on the 2 May 2019 and advised that the close of submissions was 20 May 2019.

No submissions, and importantly no objections, were received during this period.

The Panel also recommended that Council review specific considerations prior to adopting the draft Development Plans. Minor changes to the draft development plans are in the process of being made by the VPA consistent with this recommendation. It is anticipated that the changes will be completed prior to the Approval of the Amendment by the Minister for Planning. Once the Amendment is approved by the Minister the Development Plans can be approved.

a. Council Plan Linkage and Policy Context

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

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

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

## **F11. AMENDMENT C90 – PORTLAND INDUSTRIAL LAND STRATEGY IMPLEMENTATION**

(continued)

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

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

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

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

Exhibition and notice of the Amendment has occurred consistent with requirements as detailed in the report.

### d. Financial and Resource Implications and Opportunities

The process for the Amendment is to be managed by the Planning Unit and within the operational budget. The planning process cost in excess of \$60,000. An application for funding and officer support was approved by the Victorian Planning Authority (VPA) of \$40,000 to assist with the overall costs of a planning panel for the Amendment.

### Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	C90 - Complete Amendment Documentation	2564057
2.	C90 – Letter Panel Report	2550295
3.	C90 – Schedules updated	2559989
4.	C90 - EAO Map	2559967



**F12. ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN 2019-2029**

Director: Edith Farrell, Director Community Services

**Executive Summary**

This paper is to seek endorsement from Council for the final Active Your Way Glenelg Sport and Active Recreation Plan 2019-2029 (the Plan).

**Recommendation**

That Council endorses the Active Your Way Glenelg Sport and Active Recreation Plan 2019-2029.

**MOTION**

**MOVED Cr Hawker**

**That Council endorses the Active Your Way Glenelg Sport and Active Recreation Plan 2019-2029.**

**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 Councils provision of sport and active recreation over the next ten years.

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 Councils role in the planning and provision of sport and active recreation in the Glenelg Shire; and
- 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 12 March 2019 Council Workshop.

**F12. ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN 2019-2029**

(continued)

In summary the Plan is a high level, strategic document that defines Council's role in sport and active recreation. The plan establishes six focus areas that will be at the centre of Councils work in sport and active recreation over the next ten years. The six focus areas are:

- Active Lifestyles;
- Facilities;
- Health & Wellbeing;
- Inclusiveness & Diversity;
- Participation; and
- Partnerships.

Under each focus area are strategies that respond to the key issues and trends identified during the development of the *Active Your Way Glenelg Sport & Active Recreation Background Report*. The strategies are intended to lead to improvements in health and wellbeing outcomes for residents of Glenelg Shire by improving opportunities for participation in physical activity. Council's vision for each focus area clearly identifies the goals that will be achieved with our community.

At the April 2019 OCM Council noted the Draft Plan and endorsed a public consultation period from 24 April until 23 May 2019. During this public exhibition phase 181 people visited the project page on Your Say Glenelg and the draft Plan was downloaded by 61 people. Council received three submissions from community members and two from key stakeholders, Netball Victoria and South West Sports Assembly. Overall the feedback received was positive and illustrated the alignment with key stakeholder priorities. The feedback has been incorporated into the plan where applicable. Please see the attached Consultation Table for the detailed comments and how the feedback has been incorporated and responded to.

In addition to developing the Plan, Council has undertaken a review of the Glenelg Shire Recreation and Open Space Strategy 2007 (ROSS) which was endorsed by Council at OCM in April 2007. The ROSS detailed 198 actions, which have been analysed and reviewed to determine the status of the action and if incomplete/ongoing then the alignment with current needs, plans and strategies has been assessed. The attached ROSS Review Table details the 198 actions along with the status of the action, including if incomplete/ongoing how it has been incorporated into current Council strategic and operational plans. The ROSS is effectively superseded by the recently endorsed Glenelg Shire Open Space Strategy 2019 and Active Your Way Glenelg Sport and Active Recreation Plan.

An Active Your Way Glenelg Sport & Active Recreation Implementation Plan is currently being developed, which will establish discrete actions and an evaluation framework to measure our progress towards the realisation of the goals outlined in the Plan.

**F12. ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN 2019-2029**

(continued)

Directly following this work shall commence on the development of the Recreation Access and Pricing Policies. Council will be briefed on the policy development at an upcoming workshop.

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 regard to the development of the Plan.

c. Consultation and/or communication processes implemented or proposed

Extensive consultation has been undertaken to develop the Plan including, surveys, community meetings, forums and focus group sessions. Throughout these consultation methods 116 community members, 62 local sport and active recreation clubs, 25 community agencies, organisations and businesses and 11 schools provided input into the development of the plan.

During the public exhibition phase of the draft Plan a number of consultation methods have been implemented including:

- Your Say Glenelg Page;
- Direct emails to key stakeholders;
- Facebook posts; and
- Presentations with key stakeholder groups.

**F12. ACTIVE YOUR WAY GLENELG SPORT AND ACTIVE RECREATION PLAN 2019-2029**

(continued)

Following the above methods:

- 181 people visited the Plan Your Say Glenelg Page during the public exhibition phase;
- 61 people downloaded the Draft Plan; and
- Four community members and three key stakeholders provided feedback.

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 Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulations (where applicable)</i>	<i>ECM</i>
1.	Draft Sport and Recreation Plan Consultation Table	2560576
2.	Active Your Way Glenelg Sport and Active Recreation Plan 2019-2029	2560778
3.	Glenelg Recreation and Open Space Strategy 2007 Review Table	2560495

**F13. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-19 – STAGE 1 - UPDATE NO. 3**

Director: Edith Farrell, Director Community Services

**Executive Summary**

This paper is to provide Council a progress update regarding the Glenelg Early Years Feasibility Study and Infrastructure Plan (EYFSIP) Action Plan 2016-2018 – Stage 1.

**Recommendation**

1. That Council receive the Glenelg Early Years Feasibility Study and Infrastructure Plan, Action Plan 2016-19 (Stage 1) Update No. 3 report for information.
2. That Council officers continue to implement the identified actions subject to adequate resourcing and funding being attained.
3. That Council officers continue to advocate for early years specialists accessibility to Glenelg Shire services, with the aim to provide better outcomes for children.

**MOTION****MOVED Cr Stephens**

1. That Council receive the Glenelg Early Years Feasibility Study and Infrastructure Plan, Action Plan 2016-19 (Stage 1) Update No. 3 report for information.
2. That Council officers continue to implement the identified actions subject to adequate resourcing and funding being attained.
3. That Council officers continue to advocate for early years specialists accessibility to Glenelg Shire services, with the aim to provide better outcomes for children.

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

Glenelg Shire Council engaged K2 Planning Pty Ltd to develop the EYFSIP in June 2015.

**F13. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-19 – STAGE 1 - UPDATE NO. 3**

(continued)

The Plan was to:

- Reflect upon the needs and interests of potential early years services providers and partnerships;
- Identify and implement best practice trends and examples in the delivery of early years services;
- Determine infrastructure priorities; and
- Plan for facilities that promoted increased community participation, social inclusion and enhanced well-being.

The Plan aimed to assist the strategic planning of the early year's services and help Council understand the short, medium and long term infrastructure implications that are associated with supporting these services.

The final version of the EYFSIP was presented to the 23 February 2016 Ordinary Council Meeting.

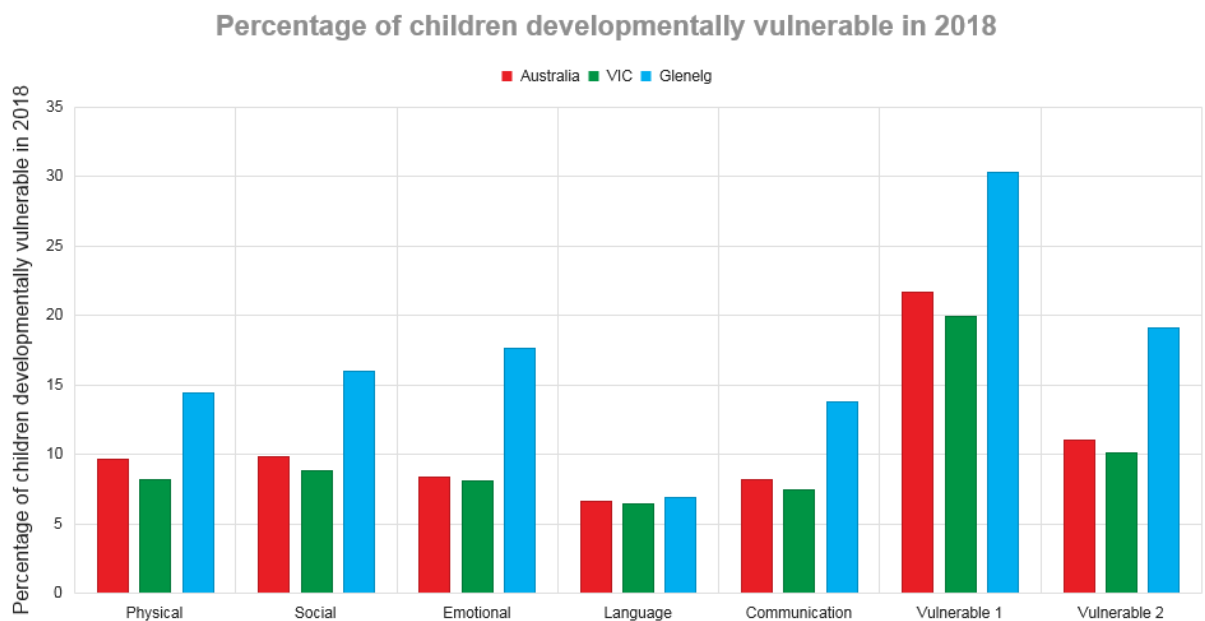
The EYFSIP – Action Plan 2016-17 (Stage 1) was presented to the 13 December 2016 Ordinary Council Meeting.

As previously reported to Council, Local Government has an overall responsibility to ensure that local service systems work well for their community and to advocate for children and families to receive appropriate services, especially where additional needs are evident.

There are a number of challenges for Council with a significant higher proportion of children living within the municipality identified as vulnerable on two or more of the 2018 Australian Early Development Census (2018 AEDC) domains, compared to Victoria and Australia overall, as detailed in the table below.

**F13. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-19 – STAGE 1 - UPDATE NO. 3**

(continued)



A comparison between the 2015 and 2018 Glenelg results are detailed in the below table.

Legend: ■ Significant increase ■ No significant change ■ Significant decrease

Glenelg community	Percentage of children developmentally vulnerable (%)						
	Physical health and wellbeing	Social competence	Emotional maturity	Language and cognitive skills (school-based)	Communication skills and general knowledge	Vulnerable on one or more domains of the AEDC	Vulnerable on two or more domains of the AEDC
Developmentally vulnerable in 2015 (%)	10.9	13.4	18.3	9.4	7.9	29.2	14.9
Developmentally vulnerable in 2018 (%)	14.4	16.0	17.6	6.9	13.8	30.3	19.1
2015 vs 2018 (%)	3.5	2.6	-0.7	-2.5	5.9	1.1	4.2

The Glenelg Early Years Feasibility Study and Infrastructure Plan (EYFSIP) Action Plan 2016-2017 (Stage 1) was developed as one of the priority areas identified in the Glenelg Shire Health and Wellbeing Plan 2013-2017.

The Glenelg Early Years Feasibility Study and Infrastructure Plan has been a valuable tool with the commencement of the roll out of the 3 year old kindergarten “capacity assessment process”. The Plan clearly demonstrates the current infrastructure capacity for each service facility and outlines infrastructure priorities for potential services. A copy of the Plan has been provided to the Department of Education and Training, which will provide efficiencies when determining current and future needs regarding 3 year old kindergarten.

The Glenelg Early Years Feasibility Study & Infrastructure Plan – Action Plan 2016-19 Stage 1 progress update No. 3, circulated separately, provides a summary of the progress to date.

**F13. GLENELG EARLY YEARS FEASIBILITY STUDY & INFRASTRUCTURE ACTION PLAN 2016-19 – STAGE 1 - UPDATE NO. 3**

(continued)

a. Council Plan Linkage and Policy Context

This report is linked to the Council Plan 2017-21:

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

b. Legislative, Legal and Risk Management Considerations

This report has considered the legal and legislative responsibilities.

c. Consultation and/or communication processes implemented or proposed

Consultation and communication will be undertaken in accordance with the Action Plan activities.

d. Financial and Resource Implications and Opportunities

There are a number of recommendations highlighted in this report; it is envisaged there will be resource implications as the recommendations will be in addition to the normal day to day business to be undertaken within the Children's Services Unit.

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 Early Years Feasibility Study & Infrastructure Plan – Action Plan 2016-19 (Stage 1) progress update No. 3	2425584



**F14. GLENELG SHIRE COUNCIL PLAN 2017-2021 - YEAR 3 ACTION PLAN 2019/20**

Director: Edith Farrell, Director Community Services

**Executive Summary**

The purpose of this report is to present to Council and seek endorsement of the Year 3 Action Plan for the Council Plan 2017-2021.

**Recommendation**

That Council endorse the Action Plan for Year 3 of the Glenelg Shire Council Plan 2017-2021.

**MOTION****MOVED Cr Stephens**

**That Council endorse the Action Plan for Year 3 of the Glenelg Shire Council Plan 2017-2021.**

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

The Glenelg Shire Council Year 2 Action Plan 2018/19 is nearing completion, and due to be concluded on 30 June 2019. A third year Action Plan is now required for the 2019/20 financial year, to ensure Council's achievement of the commitments set out in the Council Plan.

Consultation has been undertaken with staff across the organisation to identify new actions for 2019/20 to continue to deliver on our strategic objectives in the Council Plan 2017-2021. These actions are also in line with advice and suggestions received from the community through the engagement period during the development of the Council Plan 2017-2021.

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

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

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.

**F14. GLENELG SHIRE COUNCIL PLAN 2017-2021 - YEAR 3 ACTION PLAN 2019/20**

(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

The actions and measures identified in the Year 3 Action Plan are as a result of community and staff consultation.

d. Financial and Resource Implications and Opportunities

The resource implications of this document are the time commitments of the staff members involved in the development of the action plan.

The actions identified in this report relate to operational and capital budgets, and also opportunities to seek funding.

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.	Draft Council Plan Action Plan 2019-2020	2560411

**F15. CONTRACT 2018-19-19 HANLON PARK PORTLAND LIGHTING UPGRADE**

Director: Robert Alexander, Director Assets

**Executive Summary**

This paper is to brief the Council on the tender evaluation process for Hanlon Park Portland Lighting Upgrade under Contract 2018-19-19 and recommends the awarding of the contract.

**Recommendation**

1. That Council award Contract 2018-19-19 for Hanlon Park Portland Lighting Upgrade to DeAraugo & Lea Electrical Contractors (VIC) 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 White**

1. That Council award Contract 2018-19-19 for Hanlon Park Portland Lighting Upgrade to DeAraugo & Lea Electrical Contractors (VIC) 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.
4. That Council write to Mr James Purcell, former member for Western Victoria and the Hon Gayle Tierney, Member for Western Victoria to thank them for their contribution to this project.

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

This contract is to undertake the Hanlon Park Portland Lighting Upgrade.

Public tenders were called on Thursday 2 May 2019 and closed at 3pm on Thursday 23 May 2019. A total of four (4) submissions were received for evaluation from the following organisations.

- DeAraugo & Lea Electrical Contractors (VIC) Pty Ltd;
- Day's Electrical Contracting Pty Ltd TA Laser Electrical Portland;
- R & M Menzel Electrical Pty Ltd; and

**F15. CONTRACT 2018-19-19 HANLON PARK PORTLAND LIGHTING UPGRADE**

(continued)

- Creek Investments Pty Ltd TA Stuckey Electrical Contractors.

The Tender Evaluation Panel has considered the tender submissions taking into account the selection criteria and weighting which covers value for money (experience and price), methodology, schedule, and economic contribution to the Glenelg Shire.

Following this assessment, the Tender Evaluation Panel has recommended that Council award Contract 2018-19-19 Hanlon Park Portland Lighting Upgrade to DeAraugo & Lea Electrical Contractors (VIC) 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 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 tenderer will also be provided following Council's resolution to award the contract.

d. Financial and Resource Implications and Opportunities

This project is partially funded by Sport and Recreation Victoria, with a co-contribution from Council. The tendered contract is within the current Council budget and will not impact on current Council resources.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract 2018-19-19 Hanlon Park Portland Lighting Upgrade Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the Local Government Act 1989	2564008

**F16. BONDING OF DEVELOPMENT WORKS POLICY REVIEW**

Director: Robert Alexander, Director Assets

**Executive Summary**

The purpose of this report is to propose that the CPO-ENGSES-001 Bonding of Development Works Policy previously adopted by Council become obsolete. Following a recent review of this policy it has been identified that there is a more appropriate mechanism to manage this matter.

**Recommendation**

That Council acknowledge that Council Policy CPO-ENGSES-001 Bonding of Development Works is obsolete as of 25 June 2019.

**MOTION**

**MOVED Cr McDonald**

**That Council acknowledge that Council Policy CPO-ENGSES-001 Bonding of Development Works is obsolete as of 25 June 2019.**

**SECONDED Cr Wilson**

**CARRIED**

**Background/Key Information:**

Council adopted the CPO-ENGSES-001 Bonding of Development Works Policy (“the Policy”) at its Ordinary Council Meeting held on Tuesday 26 September 2006. A recent review of the Policy has been carried out as part of Council continuous improvement towards the management of its’ Policies, Procedures and Guidelines.

The review of the Policy to determine whether the Policy is still required by Council has been undertaken, and it has been identified that the policy is no longer required.

The Infrastructure Design Manual (“the IDM”) has now been developed enough by the Local Government Infrastructure Design Association to address the bonding of development works.

The IDM specifically covers off this matter within section 8.5 Bonding of Outstanding Works.

It is therefore recommended that this Policy is now recognised by Council as obsolete.

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.

**F16. BONDING OF DEVELOPMENT WORKS POLICY REVIEW**

(continued)

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

b. Legislative, Legal and Risk Management Considerations

The IDM considers ongoing legislative requirements.

c. Consultation and/or communication processes implemented or proposed

Glenelg Shire Council adopted the IDM at its Ordinary Council Meeting held on 27 August 2013.

d. Financial and Resource Implications and Opportunities

This review has no impact on current Council resources.

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.	Council Policy CPO-ENGSES-001 Bonding of Development Works Policy approved 26 September 2006	453629

**F17. REQUEST FOR WIDENING OF MURPHYS ROAD PORTLAND**

Director: Robert Alexander, Director Assets

**Executive Summary**

This report is to brief Council on the request received for the widening of Murphy's Road, Portland.

**Recommendation**

That Council advise the petition organiser regarding the process being undertaken and the outcome of the assessment of Murphys Road, Portland.

**MOTION****MOVED Cr Wilson**

**That Council advise the petition organiser regarding the process being undertaken and the outcome of the assessment of Murphys Road, Portland.**

**SECONDED Cr Halliday****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 28 May 2019 from residents of Murphys Road, Portland requesting that Council consider widening the road seal for Murphys Road, Portland to become a sealed dual lane road.

This petition was tabled earlier during this Ordinary Council Meeting, with Council receiving the petition in accordance with clause 4.14.3 of the Council Meeting Procedure adopted December 2013.

The process to manage requests for construction of roads including the widening and 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.

When considering such requests for the upgrade of roads, a range of criteria is considered such as:

- Traffic volume;
- Road Hierarchy;
- Safety; and
- Standard requirements.

**F17. REQUEST FOR WIDENING OF MURPHYS ROAD PORTLAND**

(continued)

Traffic counters were installed on Murphys Road on 31 May 2019 to commence the collection of data through to the end of June. Following the analysis of the data collected which is currently being undertaken, a recommendation will be made as to whether there is a valid business case to consider upgrading this road.

Councillors will be provided with an update advising the outcome of the assessment. The petition organiser will also be advised of the assessment process and the outcome.

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 process undertaken considers various risks prior to determining outcomes.

c. Consultation and/or communication processes implemented or proposed

The petition organiser has been contacted and notified of the assessment process and the initial stage of installation of traffic counters on Murphys Road.

The petition organiser will be notified once data has been reviewed and a recommendation made.

d. Financial and Resource Implications and Opportunities

At this stage there are minimal budget implications. If the recommendation is to proceed a capital works proposal will be delegated to the applicable funding year.

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.	Widening of Murphys Road, Portland Petition received 28 May 2019 – Attached to agenda item C1. Petition Received – Widening of Murphys Road	2561321



**F18. PETITION - GREAT AUSTRALIAN BIGHT ALLIANCE**

CEO: Greg Burgoyne, Chief Executive Officer

**Executive Summary**

A Petition was received on 10 May 2019 from the Great Australian Bight Alliance requesting Council to pass a Motion to protect the Great Australian Bight and oppose all exploratory drilling and mining for fossil fuels in the Great Australian Bight.

Following consideration of the matter, rather than pass a Motion as requested, Council will outline, in a letter, to the Great Australian Bight Alliance its views on exploratory mining and protection of the Great Australian Bight.

**Recommendation**

That Council write to the Great Australian Bight Alliance outlining its views on exploratory mining and protection of the Great Australian Bight.

**MOTION****MOVED Cr Stephens**

**That Council write to the Great Australian Bight Alliance outlining its views on exploratory mining and protection of the Great Australian Bight.**

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

A Petition was received on 10 May 2019 from the Great Australian Bight Alliance requesting Council to pass a Motion to protect the Great Australian Bight and oppose all exploratory drilling and mining for fossil fuels in the Great Australian Bight.

A deputation to Council was held by the Great Australian Bight Alliance on 23 April 2019. A further deputation to Council was held by the proponent Equinor on 11 June 2019. At these deputations both parties outlined their position to Council.

In accordance with Clause 4.14 of the Glenelg Shire Council Meeting Procedure, the matter has been referred to the Ordinary Council Meeting to be held on 25 June 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.

**F18. PETITION - GREAT AUSTRALIAN BIGHT ALLIANCE**

(continued)

- c. Consultation and/or communication processes implemented or proposed
- Deputation to Council by the Great Australian Bight Alliance 23 April 2019.
  - Deputation to Council by Equinor 11 June 2019
- e. Financial and Resource Implications and Opportunities
- Nil.

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:MOTION**MOVED Cr Hawker**

**That Council determine that the following items be designated as urgent business, within the Council Meeting, in accordance with clause 4.15 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013.**

- 1. Special Council Meeting 9 April 2019**
- 2. HART Awards (Helping Achieve Reconciliation Together)**

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

1. Special Council Meeting 9 April 2019

In regards to the Special Council Meeting held on 9 April 2019, Cr Hawker retracted her comment which was directed to a Councillor advising that this comment should have gone through the Chair.

2. HART Awards (Helping Achieve Reconciliation Together)

Cr Stephens presented the 2019 HARRT Award which was Awarded to the Glenelg Aboriginal Partnership consisting of Gunditj Mirring Traditional Owners Corporation, Dhauwurd-Wurrong Elderly and Community Health Service, Winda Mara Aboriginal Corporation and the Glenelg Shire for winning the Local Government Category for the Demystifying History Documentary and Combined Citizenship Ceremony.

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

- C1. (1) PETITION Widening Murphy's Rd Portland
- D1. (1) Revised Strategic Internal Audit Plan (July 2018 – June 2021) Version 1.1, revised by Internal Audit Corporate Officer, Glenelg Shire Council, April 2019
- D1. (2) Draft Audit Committee Charter
- D1. (3) Draft Audit Committee Meeting Plan
- D2. (1) Local Port of Portland Bay Advisory Committee Meeting Record of 8 May 2019
- D4. (2) Glenelg Shire Extreme Heat Sub Plan 2019
- E1. (1) Meeting Record of the Local Port of Portland Advisory Committee meeting held on Wednesday 8 May 2019
- E1. (2) Meeting Record of the Casterton Railway Precinct Advisory Committee held on Monday 13 May 2019
- E1. (3) Meeting Record of the Glenelg Mara Quorin Aboriginal Advisory Committee meeting held Wednesday 15 May 2019

INDEX – SEPARATE CIRCULATIONS TO REPORTS

(continued)

- E1. (4) Assembly of Councillors – Deputation by Mr Ken Adams held on Tuesday 28 May 2019
- E1. (5) Assembly of Councillors – Councillor and Acting CEO Briefing session held on Tuesday 28 May 2019
- E1. (6) Assembly of Councillors – Councillor Briefing session held on Tuesday 28 May 2019
- E1. (7) Assembly of Councillors – Deputation by GORRT held on Tuesday 11 June 2019
- E1. (8) Assembly of Councillors – Deputation by Equinor held on Tuesday 11 June 2019
- E1. (9) Assembly of Councillors – Councillor Workshop meeting held on Tuesday 11 June 2019
- E1. (10) Assembly of Councillors – CEO and Councillors meeting held on Tuesday 11 June 2019
- F2. (1) Media Policy OPO-CEO-MD-001
- F3. (1) Glenelg Shire Council Budget 2019-20 DRAFT
- F6. (1) Current CPO-CORPORATE-F1-001 Procurement Policy 2018-19
- F9. (1) Draft Fraud & Corruption Control Plan, version 1
- F9. (2) Draft Fraud & Corruption Control Policy, version 1
- F10. (1) Strathdownie Drainage Advisory Committee Minutes 18 June 2019
- F11. (1) C90 - Complete Amendment Documentation
- F11. (2) C90 - Panel Report
- F11. (3) C90 - Updated Amendment Documents
- F11. (4) C90 - EAO Map
- F12. (1) Draft Sport and Recreation Plan Consultation Table
- F12. (2) Active Your Way Glenelg Sport and Active Recreation Plan 2019-2029
- F12. (3) Glenelg Recreation and Open Space Strategy 2007 Review Table
- F13. (1) Glenelg Early Years Feasibility Study & Infrastructure Plan – Action Plan 2016-19 (Stage 1) progress update No. 3
- F14. (1) Draft Council Plan Action Plan 2019-2020
- F16. (1) Council Policy CPO-ENGSES-001 Bonding of Development Works Policy approved 26 September 2006

Separate Circulation to Councillors, CEO and Directors

- D1. (1) Minutes of the Audit Committee Meeting held on Thursday 6 June 2019
- D3. (1) Signed Meeting Record Municipal Fire Management Planning Advisory Committee Meeting 16 May 2019
- D4. (1) Signed Meeting Record Municipal Emergency Management Planning Advisory Committee Meeting 16 May 2019
- E1. (1) Glenelg Municipal Fire Management Planning Committee meeting held on 16 May 2019
- E1. (2) Glenelg Municipal Emergency Management Planning Committee meeting held on 16 May 2019
- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F4. (1) Glenelg Municipal Emergency Management Plan 2019-2022 – Audit 26 March 2019
- F15. (1) Contract 2018-19-19 Hanlon Park Portland Lighting Upgrade Tender Evaluation Matrix

INDEX – SEPARATE CIRCULATIONS TO REPORTS

(continued)

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 7.51PM.

**I HEREBY CERTIFY THAT PAGES 1 TO 78 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.**

CR ANITA RANK  
MAYOR

**23 July 2019**

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