



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 26 March 2019 at 7.00pm at
Dartmoor Public Hall, Greenham Street, Dartmoor

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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), Acting Director Assets (Mr Chris Saunders), Director Corporate Services (Mr David Hol), Senior Administration Officer Corporate Services (Ms Rachael Fellows) 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:

Director Assets, Mr Robert Alexander.

CONFIRMATION OF MINUTES:

Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 26 February 2019, as circulated, be confirmed.

MOTION

MOVED Cr Stephens

That the minutes of the Ordinary Council Meeting held on Tuesday 26 February 2019, as circulated, be confirmed.

SECONDED Cr McDonald

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Cr Rank declared an Indirect Conflict of Interest in items F6. Contract 2018-19-14 Provision of Maternal and Child Health Services, F9. Community Grants (Round 2) 2018-2019 Program Allocations and F11. Portland Coastal Stability Assessment.

Cr Rank 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.

Declaration of Interest

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

Disclosure of Interest

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

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:QUESTIONS FROM THE GALLERY:1. Zoning Regulations - Farmland

Mr Michael Lane of Dartmoor asked the following question:

In regards to the zoning regulations would there be any possibility looking into land zoned farming under 100 acres being zoned rural living for young families being permitted to build on property they own.

Mr Burgoyne, Chief Executive Officer advised that he take this question on notice and arrange for a Shire Planner to contact and to discuss Mr Lane's specific case which will provide a greater understanding of the State Planning Framework and our own planning framework and the work we are doing in that space.

2. Community Grant - toilet facilities Lions Club Rooms

Mr Robert Pratt, President Dartmoor Lions Club asked the following question:

Would it be possible to receive an inspection of the toilet facilities at the Dartmoor Lions club rooms with the view of a Community Grant?

Mayor Rank explained that Round 2 of the Community Grants is being presented to Council this evening. The Mayor advised that there are two allocations of grant rounds. The next round of grants will be available in July. Community Groups can apply for funds under \$1000 which do not need to be matched, or if above \$1000 then they need to be matched with cash or in-kind. Mayor Rank suggested that the club get in contact with a Council officer to be guided through the process.

3. Dartmoor Dump Point

Ms Heather Liddle of Drik Drik asked the following question:

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

Mr Burgoyne, Chief Executive Officer advised the issue with the dump point is that there is no connectivity with sewerage or main water. There is one manufacturer who makes the specific dump that is required. Council has made repeated calls to this manufacturer in QLD without success (they may have gone out of business). Council will make a further attempt to contact the manufacturer and will respond in writing to Ms Liddle to provide an update.

PRESENTATIONS:

A. NOTICES OF MOTION:

B. DEPUTATIONS:

C. PETITIONS:

MOTION

MOVED Cr Stephens

That the report G1. Over Dimensional Travel on Henty Highway (Ring Road) Portland be moved to the F. Management reports section of the Agenda.

SECONDED Cr Wilson

CARRIED

D. COMMITTEE REPORTS:**D1. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE MEETING
13 FEBRUARY 2019 RECOMMENDATIONS**

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 13 February 2019 and brief Council on the recommendation made at this meeting.

Recommendation

That Council notes the recommendation made and advises the Local Port of Portland Bay Advisory Committee that Local Port Management is to prepare a business case for a proposed amenities block on the Trawler Wharf for consideration by the Department of Transport.

MOTION**MOVED Cr White**

That Council notes the recommendation made and advises the Local Port of Portland Bay Advisory Committee that Local Port Management is to prepare a business case for a proposed amenities block on the Trawler Wharf for consideration by the Department of Transport.

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 Local Port of Portland Bay.

At the LPPBAC held on 13 February 2019 the following recommendation was made by the Committee:

That Council consider the implementation of an amenities block sited on the Trawler Wharf with provision of public use.

D1. LOCAL PORT OF PORTLAND BAY ADVISORY COMMITTEE MEETING 13 FEBRUARY 2019 RECOMMENDATIONS

(continued)

This recommendation for an amenities block at the Trawler Wharf requires further investigation and consultation with the State Governments Department of Transport (DoT). As Glenelg Shire Council is the Manager of the Local Port of Portland Bay/Trawler Wharf and operates the Local Port under a Management Agreement with the DoT, the introduction of any new assets within this boundary must be approved by DoT.

For DoT to consider this project, a business case including a design, proposed usage, and ongoing budget and maintenance requirements would need to be developed by Council as the Local Port Manager. The business case for this project would then be submitted to DoT for them to consider. Should the project receive funding following this process, further consultation with Trawler Wharf users, Council and the community would also need to be undertaken.

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

The Local Port Management undertakes regular community and user consultation sessions, which are a requirement of the Department of Transport and the Local Port's SEMP. In addition to this should this recommendation be supported by DoT then further consultation will be required as previously outlined.

d. Financial and Resource Implications and Opportunities

The recommendation for an amenities block would be subject to funding through DoT.

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.	Local Port of Portland Bay Advisory Committee Meeting Record of 13 February 2019	2535775

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 13 FEBRUARY 2019 – 14 MARCH 2019 (INCLUSIVE)**

Director: David Hol, Director Corporate Services

Executive Summary

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

Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Wednesday 13 February 2019 – Thursday 14 March 2019 (inclusive).

MOTION**MOVED Cr Hawker**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Wednesday 13 February 2019 – Thursday 14 March 2019 (inclusive).

SECONDED Cr Halliday**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 13 FEBRUARY 2019 – 14 MARCH 2019 (INCLUSIVE)

(continued)

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

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

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Wednesday 13 February 2019 – Thursday 14 March 2019 (inclusive). All Assembly of Councillors records (including records of those titled as committees) held during this period must be included.

The following assembly of Councillors records (including records of those titled as committees) held during the period specified above have been received from the relevant Departments/Units:

- Assembly of Councillors – Glenelg Mara Quorin Aboriginal Advisory Committee meeting record held on Wednesday 13 February 2019 (DocSetID: 2537507);
- Assembly of Councillors – Local Port of Portland Bay Advisory Committee meeting record held on Wednesday 13 February 2019 (DocSetID: 2535775);
- Assembly of Councillors – Glenelg Municipal Emergency Management Planning Committee meeting record held on Thursday 21 February 2019 (DocSetID: 2537433);
- Assembly of Councillors – Glenelg Municipal Fire Management Planning Committee meeting record held on Thursday 21 February 2019 (DocSetID: 2537432);
- Assembly of Councillors – Councillors Briefing Session meeting record held on Tuesday 26 February 2019 (DocSetID: 2537433).
- Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 26 February 2019 (DocSetID: 2534153).
- Assembly of Councillors - Tourism Advisory Committee meeting record held on Monday 4 March 2019 (DocSetID: 2537913);
- Assembly of Councillors – Community Grants Advisory Committee meeting record held on Thursday 7 March 2019 (DocSetID: 2535923);
- Assembly of Councillors – Deputation by Roma Britnell meeting held on Tuesday 12 March 2019 (DocSetID: 2539081);

E1. ASSEMBLY OF COUNCILLORS RECORDS 13 FEBRUARY 2019 – 14 MARCH 2019 (INCLUSIVE)

(continued)

- Assembly of Councillors – Deputation by Great South Coast – Integrated Water Management meeting held on Tuesday 12 March 2019 (DocSetID: 2539080);
- Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 12 March 2019 (DocSetID: 2537162); and
- Assembly of Councillors – Councillors and CEO meeting held on Tuesday 12 March 2019 (DocSetID: 2539082).

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 13 FEBRUARY 2019 – 14 MARCH 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.	Assembly of Councillors – Glenelg Mara Quorin Aboriginal Advisory Committee meeting record held on Wednesday 13 February 2019	2537507
2.	Assembly of Councillors – Local Port of Portland Bay Advisory Committee meeting record held on Wednesday 13 February 2019	2535775
3.	Assembly of Councillors – Glenelg Municipal Emergency Management Planning Committee meeting record held on Thursday 21 February 2019	2537433
4.	Assembly of Councillors – Glenelg Municipal Fire Management Planning Committee meeting record held on Thursday 21 February 2019	2537432
5.	Assembly of Councillors – Councillors Briefing Session meeting record held on Tuesday 26 February 2019	2537433
6.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 26 February 2019	2534153
7.	Assembly of Councillors - Tourism Advisory Committee meeting record held on Monday 4 March 2019	2537913
8.	Assembly of Councillors – Community Grants Advisory Committee meeting record held on Thursday 7 March 2019	2535923
9.	Assembly of Councillors – Deputation by Roma Britnell meeting held on Tuesday 12 March 2019	2539081
10.	Assembly of Councillors – Deputation by Great South Coast – Integrated Water Management meeting held on Tuesday 12 March 2019	2539080
11.	Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 12 March 2019	2537162
12.	Assembly of Councillors – Councillors and CEO meeting held on Tuesday 12 March 2019	2539082

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 Wilson**

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

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

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

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

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

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

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

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Councillors are required to submit Leave of Absence requests in writing to the Chief Executive Officer.

The Chief Executive Officer is required to submit his Leave of Absence requests in writing to Council through the Councillor and Chief Executive Officer Leave of Absence Register.

A register will be held by the Chief Executive Officer and reported monthly to Council.

d. Financial and Resource Implications and Opportunities

Nil.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM DocsetID
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2537854

F2. RURAL COUNCILS TRANSFORMATION PROGRAM

Director: David Hol, Director Corporate Services

Executive Summary

This report provides an outline of the Rural Councils Transformation Project and seeks Council support for the submission of a joint application in conjunction with three regional Councils for an initiative entitled “Efficiencies through Scale” to align Information Technology (IT) functions and subsequently reduce overall individual costs for such services.

Recommendation

That Council:

1. Notes that Glenelg Shire Council is a participant in a grouping of councils making an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the “Efficiencies Through Scale” initiative, in conjunction with Northern Grampians Shire Council (Lead Council), Southern Grampians Shire Council and Ararat Rural City Council
2. Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:
 - a. Submission of a joint business case by 31st March 2019;
 - b. Each council must pass an accompanying resolution committing to implement the business case, if approved for funding; and
 - c. The resolution must be lodged with Local Government Victoria by 30 April 2019.
3. Approves the submission of the business case by Northern Grampians Shire Council on behalf of the Glenelg Shire Council.
4. Approves implementation of the initiative within the submitted business case by Glenelg Shire Council, subject to the application being approved for RCTP funding.

F2. RURAL COUNCILS TRANSFORMATION PROGRAM

(continued)

MOTION

MOVED Cr Stephens

That Council:

- 1. Notes that Glenelg Shire Council is a participant in a grouping of councils making an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the “Efficiencies Through Scale” initiative, in conjunction with Northern Grampians Shire Council (Lead Council), Southern Grampians Shire Council and Ararat Rural City Council**
- 2. Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:**
 - a. Submission of a joint business case by 31st March 2019;**
 - b. Each council must pass an accompanying resolution committing to implement the business case, if approved for funding; and**
 - c. The resolution must be lodged with Local Government Victoria by 30 April 2019.**
- 3. Approves the submission of the business case by Northern Grampians Shire Council on behalf of the Glenelg Shire Council.**
- 4. Approves implementation of the initiative within the submitted business case by Glenelg Shire Council, subject to the application being approved for RCTP funding.**

SECONDED Cr Halliday

CARRIED

Background/Key Information:

Rural and regional Councils can obtain support for the creation and implementation of new regional service delivery models for their communities through the \$20 million Rural Councils Transformation Program (RCTP).

In 2018, the Minister for Local Government announced the expression of interest period opening and released the Victorian Government’s guidelines to help Councils apply for the program funding.

The 48 rural and regional Councils can form partnerships of 3 or more Councils to submit an expression of interest for funding a project.

F2. RURAL COUNCILS TRANSFORMATION PROGRAM

(continued)

The RCTP, funded through the 2018-19 State Budget, is supporting the implementation of large-scale transformative projects on a regional level, such as joined-up service delivery, corporate services, procurement and asset management. The RCTP is designed to seed fund transformative projects requiring approximately \$2 million to \$5 million in funding.

The program aims to:

1. Improve the financial sustainability of rural and regional Councils by achieving economies of scale including through regional service delivery or collaborative procurement;
2. Promote more efficient and improved service delivery through collaboration and innovation;
3. Facilitate benefits for rural and regional communities, with priority given to those for rural communities; and
4. Demonstrate potential efficiencies to be gained through regional service delivery.

Rural Councils have limited ability to deliver economies of scale. Each council must provide a minimum level of service requiring corporate infrastructure to deliver these, regardless of their own capacity to raise revenue.

Across the four Councils there are multiple organisational wide systems, as well as many different service specific systems. For example, there are three different email systems, two different enterprise systems (e.g. finance, payroll, general ledger, rating, regulatory systems, etc) and three different asset management systems, resulting in duplication of effort in many areas.

All participating councils have large geographical areas to service, ranging from 4,230 square kilometres (km², Ararat RCC) to 6,652km² (Southern Grampians SC) requiring significant travel to deliver services. Currently, many officers are unable to complete work remotely, reducing productivity and increasing mundane data entry, adding potential re-work.

The Delivering Local Government Services Report (VAGO, Sept 2018) also found that IT was the area with the largest expenditure. This is the foundational element of local government administration that, if re-designed well, it could significantly maximise service outputs and minimise costs.

Initial reviews undertaken identified issues that would be common across all the participating councils and is indicative of the transformational potential of this proposal.

Delivery of Council services is largely enabled by IT systems, tools and processes. Poor and outdated systems, hardware, internet and WiFi access are all limiting factors to productivity and staff capabilities. Modern technology enables staff to work productively anywhere, anytime and on any device will transform the way councils operate.

F2. RURAL COUNCILS TRANSFORMATION PROGRAM

(continued)

This project will standardise systems and processes across the four participating Councils using modern digital collaborative software tools that allow for staff mobility and flexible work arrangements, both within and between the councils.

This transformation will lead to improved service delivery and accessible data to provide information to support decision making.

This proposal has been developed collaboratively and is strongly supported by the four Councils.

The similar size and nature of the Councils means there is no dominant party, each having an equal share of the project with Northern Grampians Shire Council (NGSC) acting as Lead Council. This will provide significant scope for greater economies of scale.

This project will benefit from the NGSC experience, which has successfully transformed its underlying ICT architecture and implemented Activity Based Working (ABW) that has resulted in significant efficiencies. NGSC was awarded the 2018 LGPro Award for Excellence in the Innovative Management Category for one of its transformational projects.

To start achieving economies of scale, streamlined communication and seamless collaboration is required.

This would be enabled by:

- Introducing a uniform email management system and office productivity suite.
- Rationalising servers and hosting them remotely, and
- Improving disaster recovery and backup processes.
- Ensuring good quality fibre connectivity that is uncontested, sufficiently fast with enough bandwidth to handle high data movements at all Councils.
- Transitioning to a paperless environment using digital governance approval and records management systems.
- Aligning procurement processes for significant expenditure, with regard for local suppliers and aligning tender/contract management.
- Adopting a uniform web platform for good quality, consistent customer service through improved content and transactions.

Once the fundamentals are aligned the Councils can begin to collaborate intensively across all areas to achieve economies of scale.

F2. RURAL COUNCILS TRANSFORMATION PROGRAM

(continued)

Following a successful expression of Interest (EOI) process a formal application has been requested by the funding provider. The Efficiencies through Scale project outlines a funding submission requesting \$5.6m for the implementation of the project over a five-year period.

a. Council Plan Linkage and Policy Context

The Rural Councils Transformation Program aligns with the following themes from the 2017-2021 Council Plan.

Connecting Glenelg – Connecting people, places and spaces.

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

b. Legislative, Legal and Risk Management Considerations

This initiative seeks to reduce the financial risk for all participating Councils through alignment of IT functions and services.

c. Consultation and/or communication processes implemented or proposed

This initiative has been developed in conjunction Northern Grampians Shire Council, Southern Grampians Shire Council and Ararat Rural City Council with staff from specific units, such as Finance and IT, contributing to the development of the business case.

d. Financial and Resource Implications and Opportunities

Once the underlying, fundamental systems are established across the participating Councils, enabling intensive collaboration and agile shared services capabilities, adjustments are expected to staff roles and expenditure items, with the net effect being long term sustainability for councils.

Software licencing costs is expected to see a 5% reduction in costs across the 4 Councils from Year 2. Savings in management/administration roles is anticipated to be achieved from Year 3. Regional procurement is expected to see a 0.5% reduction in materials and services from Year 3, followed by a 1% reduction for Years 4 and 5. This will be further assessed as part of the Business Case development process. Based on the above efficiencies, this will result in an estimated favourable Net Present Value of \$2m by the end of the project period.

F3. 2019/2020 FEES AND CHARGES SCHEDULE

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to provide the 2019/2020 Fees and Charges Schedule-Draft 1 for adoption.

Recommendation

That Council adopt the 2019/2020 Fees and Charges Schedule.

MOTION

MOVED Cr Hawker

That Council adopt the 2019/2020 Fees and Charges Schedule.

SECONDED Cr McDonald

CARRIED

Background/Key Information:

Glenelg Shire Council provides a wide range of services to our community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to compulsory or discretionary services.

Some of these, such as statutory planning fees, are set by state government statute and are commonly known as 'regulatory fees'. In these cases councils usually have no control over service pricing, and these fees have been excluded from this report.

In addition, the *Local Government Act 1989* gives Glenelg Shire Council the power to set these fees and charges to offset the cost of our services. A widely accepted public sector pricing principle is that fees and charges should be set at a level that recovers the full cost of providing the services, unless subsidy is required.

User fees and charges are a significant source of income for Glenelg Shire Council and in accordance with Section 127 of the Act, Glenelg Shire Council is required to prepare a budget for each financial year. And part of this process is the setting of the fees and charges for the coming financial year 2019/2020.

Budget responsible officers and Finance department have reviewed the current fees and charges proposed in this document, and utilising as a guiding principle the Essential Services Commission rate increase of 2.5%, a report highlighting the variance of each fees or charge has been included with this document, outlining the fee or charge that is greater than 2.5% with a reasonable explanation for your consideration.

F3. 2019/2020 FEES AND CHARGES SCHEDULE

(continued)

a. Council Plan Linkage and Policy Context

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

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

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

b. Legislative, Legal and Risk Management Considerations

Local Government Act 1989 – Section 127.

c. Consultation and/or communication processes implemented or proposed

Unit managers and budget responsible officers have been engaged to review each fee and charge and compare with neighbouring councils, applying a range of “Best Value” principles including service cost, quality standards, value for money, community expectations and values, as well as balance the affordability and accessibility of the service.

d. Financial and Resource Implications and Opportunities

As per attached report.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	2019 2020 Fees and Charges	2522259

F4. PROPOSED SALE OF LAND AT 1270 BRIDGEWATER LAKES ROAD, CASHMORE

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this briefing paper is to seek Council approval to give notice of its intention to sell 1270 Bridgewater Lakes Road, Cashmore. In addition the report proposes to establish a special committee of Council to hear submissions in relation to the proposed sale.

Recommendation

That Council:

1. Give public notice of its intention to sell 1270 Bridgewater Lakes Road, Cashmore by listing for sale by private treaty or public auction.
2. Appoint a special committee of Council to hear submissions required under section 223 of the *Local Government Act* 1989 on the proposed sale of 1270 Bridgewater Lakes Road, Cashmore.
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 14 May 2019 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer.
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, including a summary of hearings on the proposed sale of 1270 Bridgewater Lakes Road, Cashmore.

F4. PROPOSED SALE OF LAND AT 1270 BRIDGEWATER LAKES ROAD, CASHMORE

(continued)

MOTION

MOVED Cr Stephens

That Council:

- 1. Give public notice of its intention to sell 1270 Bridgewater Lakes Road, Cashmore by listing for sale by private treaty or public auction.**
- 2. Appoint a special committee of Council to hear submissions required under section 223 of the *Local Government Act 1989* on the proposed sale of 1270 Bridgewater Lakes Road, Cashmore.**
- 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 14 May 2019 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer.**
- 4. Appoint the following Councillors to the special committee as described in part 2 of this resolution:**
 - a. Cr. Halliday;**
 - b. Cr. McDonald; and**
 - c. Cr. White.**
- 5. Receive a report from the special committee as described in part 2 of this resolution on its proceedings, including a summary of hearings on the proposed sale of 1270 Bridgewater Lakes Road, Cashmore.**

SECONDED Cr Wilson

CARRIED

Background/Key Information:

The land is located at 1270 Bridgewater Lakes Road, Cashmore and comprises 2.875 hectares and a 3 bedroom brick veneer dwelling. The dwelling had been traditionally utilised as a caretaker's residence associated with the operation of the Portland Airport however, this has since ceased this purpose.

As the dwelling had been identified as surplus to Council's needs, a two lot subdivision has been approved to excise off the dwelling from the airport land. The completion of the subdivision has allowed for the possibility of the land and dwelling to be sold.

It is proposed that Council give public notice of its intention to sell the land by private treaty or public auction and to setup a special committee of Council to hear submissions to the proposed sale.

F4. PROPOSED SALE OF LAND AT 1270 BRIDGEWATER LAKES ROAD, CASHMORE

(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 189 of the *Local Government Act* 1989 (the Act) requires councils to do certain things before selling or exchanging land.

The sale of land will reduce Council's risk relating to the ongoing maintenance of the land and dwelling.

Section 223(b)(1) of the Act provides Council the power to setup a special committee. The Council will receive the report from the special committee on its proceedings including a summary of hearings and consider all submissions received prior to making a decision to sell the land.

c. Consultation and/or communication processes implemented or proposed

Section 189(2)(a) of the Act requires councils to give at least four (4) weeks public notice before the sale or exchange of land. Further, section 189(3) of the Act provides that a person has a right to make a submission under section 223 on the proposed sale or exchange of land.

d. Financial and Resource Implications and Opportunities

In accordance with Section 189(2)(b) of the Act a council must obtain a valuation of the land which is made not more than 6 months prior to the sale or exchange from an appropriately qualified person.

Any income from the proposed sale will go to general revenue.

F5. CONTRACT 2018-19-30 PROVISION OF DEBT COLLECTION SERVICES

Director: David Hol, Director Corporate Services

Executive Summary

This paper is to brief the Council on the tender evaluation process for the Provision of Debt Collection Services under Contract 2018-19-30 and recommends the awarding of the contract.

Recommendation

1. That Council award Contract 2018-19-30 for the Provision of Debt Collection Services to Recoveries & Reconstructions (Aust) Pty Ltd.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Corporate Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Corporate Services be authorised to complete all financial payments relating to this contract.

MOTION**MOVED Cr Hawker**

1. That Council award Contract 2018-19-30 for the Provision of Debt Collection Services to Recoveries & Reconstructions (Aust) Pty Ltd.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Corporate Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Corporate Services be authorised to complete all financial payments relating to this contract.

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

This contract is to undertake debt collection services to recover all outstanding Municipal rates, charges and sundry debtors. The tender process has been called due to the conclusion of the current contract in February 2019.

F5. CONTRACT 2018-19-30 PROVISION OF DEBT COLLECTION SERVICES

(continued)

The term of the contract will be three (3) years with Council reserving the right to extend the contract if it so desires by adding an addition of two (2) by one (1) year extension options.

Public tenders were called on Thursday 14 February 2019 and closed at 3pm on Thursday 3 March 2019. A total of six (6) submissions were received for evaluation from the following organizations.

- Waterman Receivables Management Pty Ltd;
- Recoveries Reconstruction (Aust) Pty Ltd;
- eCollect.com.au Pty Ltd;
- Great Southern Credit Management Pty Ltd;
- Midstate Credit Collection Pty Ltd; and
- CollectAU Pty Ltd.

The Tender Evaluation Panel has considered the tender submissions taking into account the selection criteria and weighting which covers Experience, Resources, Capacity and Price.

Following this assessment, the tender evaluation panel has recommended that Council award Contract 2018-19-30 for the Provision of Debt Collection Services to Recoveries & Reconstructions (Aust) 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 tender will also be provided following Council's resolution to award the contract.

F5. CONTRACT 2018-19-30 PROVISION OF DEBT COLLECTION SERVICES

(continued)

d. Financial and Resource Implications and Opportunities

The contract will be managed by current resources within the organisation.

The majority of the costs incurred in debt collection are recovered from the ratepayer as a charge on the property.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2018-19-30 Provision of Debt Collection Services Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the <i>Local Government Act 1989</i>	2538557

Cr Rank re-declared an Indirect Conflict of Interest in item F6. Contract 2018-19-14 – Provision of Maternal & Child Health Services and left the meeting at 7.22pm.

MOTION

MOVED Cr Wilson

That Cr Halliday be appointed as Temporary Chairperson.

SECONDED Cr Stephens

CARRIED

F6. CONTRACT 2018-19-14 - PROVISION OF MATERNAL & CHILD HEALTH SERVICES

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to brief the Council on the tender evaluation process for the provision of Maternal and Child Health Services under Contract 2018-19-14 and recommends the awarding of the contract.

Recommendation

1. That Council award Contract 2018-19-14 for the Provision of Maternal and Child Health to Portland District Health.
2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.
3. That the Director Community Services be authorised to complete all financial payments and endorse variations as applicable relating to this contract.
4. That the Director Community Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.

F6. CONTRACT 2018-19-14 - PROVISION OF MATERNAL & CHILD HEALTH SERVICES

(continued)

MOTION**MOVED Cr Stephens**

- 1. That Council award Contract 2018-19-14 for the Provision of Maternal and Child Health to Portland District Health.**
- 2. That the Chief Executive Officer be authorised to execute all documents relating to this contract.**
- 3. That the Director Community Services be authorised to complete all financial payments and endorse variations as applicable relating to this contract.**
- 4. That the Director Community Services be authorised to negotiate and execute further extensions of the contract in accordance with the contract documentation.**

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

This contract is to provide Maternal and Child Health services to the Glenelg community. The Service provides a universal health service for children from birth to school age, focusing on promotion of health and development, prevention, early detection and intervention for physical, emotional and social factors affecting young children.

The Maternal and Child Health Services consist of the following service lines:

- Maternal and Child Health Universal Services;
- Maternal and Child Health Enhanced Services;
- Maternal and Child Health Family Violence – Intensive Support Early In Life Services;
- Maternal and Child Health Community Development and Assistance Services; and
- Early Childhood Immunisation Services.

A public Expression of Interest was called on 3 December 2018. The EOI process closed at 3pm on Thursday 3 January 2019. A selected tender process was then undertaken, that commenced on 9 January 2019. Portland District Health submitted a submission for evaluation.

F6. CONTRACT 2018-19-14 - PROVISION OF MATERNAL & CHILD HEALTH SERVICES

(continued)

The Tender Evaluation Panel has considered the submission taking into account the selection criteria and weighting which covers price, resource capacity (staff), service delivery, OHS and Risk Management, environmental sustainability and economic contribution to the Glenelg Shire Council.

a. Council Plan Linkage and Policy Context

Liveable Glenelg - Embracing inclusive, healthy, sustainable and diverse cultures for living.

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

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

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

Compliance with the Glenelg Shire Council's Enterprise Agreement No. 7 – 2017 consultation provisions continue to be adhered to throughout the tendering process.

d. Financial and Resource Implications and Opportunities

The contract will be managed by current resources within the organisation. The Department of Education and Training (Department of Health and Human Services from 1 January 2019) is a major funding body for Maternal and Child Health service provision.

Separate Circulation – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Contract No. 2018-19-14 - Provision of Maternal and Child Health Services Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the Local Government Act 1989	2538597

Cr Rank returned to the meeting at 7.26pm and assumed the position of the Chairperson.

F7. GLENELG ABORIGINAL PARTNERSHIP ACTION PLAN 2019-2020

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to brief the Councillors on the development of the Glenelg Aboriginal Partnership Action Plan 2019 – 2020. This is the third action plan to be developed in accordance with the Glenelg Aboriginal Partnership Agreement 2011 – 2020.

This plan has been developed in partnership with Gunditj Mirring Traditional Owners Aboriginal Corporation, Winda Mara Aboriginal Corporation and Dhauwurd-Wurrung Elderly and Community Health Service. The plan details six key themes, with a list of agreed actions under each, with allocated responsibility for completion and a timeframe for reporting.

Recommendation

That Council endorse the Glenelg Aboriginal Partnership Action Plan 2019 – 2020.

MOTION

MOVED Cr Stephens

That Council endorse the Glenelg Aboriginal Partnership Action Plan 2019 – 2020.

SECONDED Cr Hawker

CARRIED

Background/Key Information:

The purpose of the Glenelg Aboriginal Partnership Agreement 2011 – 2020 is to promote Recognition, Healing and Reconciliation between Aboriginal and non – Aboriginal residents. It also recognises that the Glenelg Shire encompasses the traditional lands and waters of the Gunditjmarra, Bunganditj and Jardwadjali people.

The plan advocates for collaborative forward planning between Council and the Aboriginal community organisations in order to achieve social and economic development outcomes that will benefit all Glenelg Shire residents.

The attached Glenelg Aboriginal Partnership Action Plan 2019 -2020, outlines how Council and the Aboriginal Community Organisations will work collaboratively to achieve the identified actions under each of the key themes. Strategic aims that are similar to that of the Korin Korin Balit- Djak have been identified, aligning with the Victorian Governments strategic direction for Aboriginal health.

This action plan has been developed in partnership between all organisations who are signatories to the Partnership Agreement. The graphic design of the plan has developed from the artwork of a local Gunditjmarra man to specifically represent the collaborative partnership of the Glenelg Shire Council and the three Aboriginal Organisations.

F7. GLENELG ABORIGINAL PARTNERSHIP ACTION PLAN 2019-2020

(continue)

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Key stakeholders were consulted during the development of the action plan via the Aboriginal Organisations. Their consultation activities included informal conversations with community members, communication at community meals and meetings with their staff. The draft action plan was also presented to the Glenelg Mara Quorin Advisory Committee a number of times for feedback and amendments.

It is proposed that the finalised Aboriginal Partnership Action Plan will be shared with these key stakeholders via community meals sessions at both Winda Mara and DWECH, engagement with the youth groups, attendance at the three Organisations staff meetings and through online platforms. Hard copies will also be distributed throughout the community.

d. Financial and Resource Implications and Opportunities

The implementation of this action plan is supported by the annual operational Aboriginal Partnership budget and joint funding applications between the organisations.

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Glenelg Aboriginal Partnership Action Plan 2019 - 2020	2487227

F8. GLENELG SHIRE COUNCIL DRAFT ACCESS AND INCLUSION (DISABILITY) PLAN 2019-2021

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to brief Council on the development of the Glenelg Shire Council Draft Disability Access and Inclusion Plan (2019-2021) and to seek endorsement of the Plan.

Recommendation

That Council endorse the Glenelg Shire Council Draft Access and Inclusion (Disability) Plan 2019-2021.

MOTION

MOVED Cr Wilson

That Council endorse the Glenelg Shire Council Draft Access and Inclusion (Disability) Plan 2019-2021.

SECONDED Cr McDonald

CARRIED

Background/Key Information:

Glenelg Shire Council's previous Access and Inclusion (Disability) Action plan was in place between 2014 and 2017. After this time, community consultation began for the subsequent plan to establish key focus areas and strategies that reflect the current community in the Glenelg Shire.

More than 220 individuals participated in the consultation process including; individuals with a disability, parents, family and carers and local disability service providers. From this consultation, key strategies were developed to target community focus areas within Council's capacity as the conduit for information, provider of services and advocate for the local community.

The Rural Access Funding provided by the State Government ends in June this year, a further request for six-months of continual funding from the Department of Health and Human Services has been lodged by officers and Council will be notified of the outcome in March 2019. The draft Plan as presented has been developed taking account of the withdrawal of funding before the end of the plan and associated lack of a dedicated staff resource. The draft Plan seeks to facilitate the transition out of the Rural Access program and sustain a 'whole of Council' approach to ownership of actions within the Plan.

F8. GLENELG SHIRE COUNCIL DRAFT ACCESS AND INCLUSION (DISABILITY) PLAN 2019-2021

(continued)

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

All Victorian Councils are required to develop a Disability Action Plan under section 38 of *Victoria's Disability Act 2006*.

c. Consultation and/or communication processes implemented or proposed

Public consultation for the development of the Glenelg Shire Council Draft Disability Access and Inclusion Plan (2019-2021) was undertaken in March 2018. Council officers engaged with people with a disability, disability services staff, teachers, education support staff and members of the public in various formats which encouraged creative ideas and constructive discussion.

d. Financial and Resource Implications and Opportunities

Actions are achievable within existing budgets.

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 Draft Access and Inclusion (Disability) Plan (2019-2021)	2531759

Cr Rank re-declared an Indirect Conflict of Interest in item F9. Community Grants (Round 2) 2018-2019 Program allocations and left the meeting at 7.30pm.

MOTION

MOVED Cr Wilson

That Cr Halliday be appointed as Temporary Chairperson.

SECONDED Cr Stephens

CARRIED

F9. COMMUNITY GRANTS (ROUND 2) 2018-2019 PROGRAM ALLOCATIONS

Director: Edith Farrell, Director Community Services

Executive Summary

The second round of the Community Grants Program for 2018/19 was advertised over a four week period from 4 February 2019 until 25 February 2019. A total of 46 eligible applications were received seeking an overall funding allocation of \$100,276.94.

The Community Grants Advisory Committee met on Thursday 7 March 2019 to evaluate the applications according to the criteria adopted by Council. This report presents the recommendations made by the Advisory Committee.

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

Recommendation

1. That Council approves the allocation of funds for the Community Grants Program Round 2 2018-2019, as per the recommendations in the attachment Glenelg Shire Community Grant Advisory Committee Recommendations Report Round 2 2018 /19.
2. That all successful applicants be contacted and invited to a Presentation Night on Wednesday 3 April 2019 to be held at the Heywood Council Offices.
3. That in-kind support is granted to application 2-181900001 for Civic Hall Hire.
4. The grant application 2-181900034 is recommended for consideration as a budget initiative in the 2019/20 budget deliberations.
5. That Officers prepare a report for council on the current status of the Retail Façade Improvement Initiative adopted as part of the 2017/18 budget.

F9. COMMUNITY GRANTS (ROUND 2) 2018-2019 PROGRAM ALLOCATIONS

(continued)

MOTION

MOVED Cr Stephens

- 1. That Council approves the allocation of funds for the Community Grants Program Round 2 2018-2019, as per the recommendations in the attachment Glenelg Shire Community Grant Advisory Committee Recommendations Report Round 2 2018 /19.**
- 2. That all successful applicants be contacted and invited to a Presentation Night on Wednesday 3 April 2019 to be held at the Heywood Council Offices.**
- 3. That in-kind support is granted to application 2-181900001 for Civic Hall Hire.**
- 4. The grant application 2-181900034 is recommended for consideration as a budget initiative in the 2019/20 budget deliberations.**
- 5. That Officers prepare a report for council on the current status of the Retail Façade Improvement Initiative adopted as part of the 2017/18 budget.**

SECONDED Cr Wilson

CARRIED

Background/Key Information:

Glenelg Shire Council allocated \$162,000 in the 2018-2019 budget for the purpose of the Community Grants Program. These grants are offered to the community in two rounds which are usually conducted around August and March each year, with half the total budget (\$81,000) notionally available for distribution in each round. In Round 1 \$79,959.00 was allocated to community groups.

Round 2 of the Community Grants for the 2018-2019 financial year opened on 4 February 2019 with the closing date for the submission of applications on Monday 25 February 2019. A total of 46 eligible applications were received for Round 2 of the Community Grants Program, with a total amount of \$100,276.94 requested.

Three Minor Community Grant applications have been received this financial year and a total of \$1,500 was granted by the Executive Team to the Nelson Men's Shed, The Sea Sherpa Kayak Fishing Competition and the Portland BMX Club. This reduces the funding allocation for this round to \$80,541.00.

F9. COMMUNITY GRANTS (ROUND 2) 2018-2019 PROGRAM ALLOCATIONS

(continued)

Category	Allocations for Round 1	Minor Community Grants	Total Grants allocated FY	Annual Allocation	Allocation for Round 2
Recreation	\$29,545.00	\$0.00	\$29,545.00	\$55,000.00	\$25,455.00
Public Halls	\$14,914.00	\$0.00	\$14,914.00	\$30,000.00	\$15,086.00
Community Events	\$18,498.00	\$500.00	\$18,998.00	\$37,000.00	\$18,002.00
Arts Culture Heritage	\$1,957.00	\$0.00	\$1,957.00	\$6,955.00	\$4,998.00
Community Plan Support	\$13,045.00	\$0.00	\$13,045.00	\$13,045.00	\$0.00
Community Strengthening	\$2,000.00	\$1,000.00	\$3,000.00	\$20,000.00	\$17,000.00
TOTAL	\$79,959.00	\$1,500.00	\$81,459.00	\$162,000.00	\$80,541.00

Grant Category	Applications Round 2	Allocation for Round 2	Value of applications	Over/under subscribed
Recreation	14	\$25,455.00	\$23,215.70	Under \$2,239.30
Public Halls	6	\$15,086.00	\$10,176.00	Under \$4,910.00
Community Events	8	\$18,002.00	\$25,400.00	Over \$7,398.00
Arts, Culture and Heritage	3	\$4,998.00	\$8,130.00	Over \$3,132.00
Community Strengthening	14	\$17,000.00	\$33,355.24	Over \$16,355.24
TOTAL	46	\$80,541.00	\$100,276.94	\$19,735.94

A total of 6 applications were declined. 2 clubs are to be advised of state government funding available for their applications. Minor Community Grant applications are to be advised for 2 clubs. One application was declined as a community grant but is recommended for consideration as a budget initiative in the 2019/20 budget deliberations. An application in the Arts, Culture and Heritage project did not have sufficient detail to be considered for a community grant in the current format.

At the meeting of the Community Grants Advisory Committee, held Thursday 7 March, the Advisory Committee allocated the funds in a fair and equitable distribution to ensure an even geographic spread and equitable spread to applicants.

A total of \$78,240.00 of the amount notionally available for Round 2 \$80,541 has been committed to 40 applicants. This leaves \$2,301.00 available for Minor Community Grants for the balance of the financial year 2018 /19.

F9. COMMUNITY GRANTS (ROUND 2) 2018-2019 PROGRAM ALLOCATIONS

(continued)

The Community Grants Advisory Committee's recommended allocations to Council are in the table provided as a separate attachment to this report.

a. Council Plan Linkage and Policy Context

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

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

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

Management of the Community Grants Program is conducted in accordance with the Community Grants Policy adopted by Council in January 2019.

b. Legislative, Legal and Risk Management Considerations

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

There are no risk management issues associated with the Community Grants Program. Where relevant and according to Council Policy, applicants are required to submit a Risk Assessment and Management Plan in conjunction with their application.

c. Consultation and/or communication processes implemented or proposed

The Community Grants Policy adopted by Council defines how the Grants Program is to be promoted to the community, and what communication processes need to be followed for management of each Round. An event for the awarding of grant allocations is scheduled to take place on 3 April 2019 at the Heywood Council office.

d. Financial and Resource Implications and Opportunities

Resources are provided in the operational budget for the provision of administrative support and oversight of the Community Grants Program.

F9. COMMUNITY GRANTS (ROUND 2) 2018-2019 PROGRAM ALLOCATIONS

(continued)

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000 in the 2018 /19 budget for the purpose of the Community Grants Program.

\$78,240 has been recommended for Round 2 2018 /19 Community Grants Program, with the remainder of the nominal \$80,541 to be held in reserve for Minor Community Grants.

Separate Circulation – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Community Grants Advisory Committee CGAC 7 March 2019	253592

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 Circulations Title, Date and Author as detailed on the separate circulation	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Glenelg Shire Community Grant Advisory Committee Recommendations Report Round 2 2018 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	2535925
2.	Glenelg Shire Community Grant Advisory Committee Recommendations Listing Round 2 2018 2019		2535924

Cr Rank returned to the meeting at 7.36pm and assumed the position of Chairperson.

F10. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2019-2020

Director: Robert Alexander, Director Assets

Executive Summary

The State Government's Department of Transport requires the Local Port of Portland Bay to submit a Business Plan and proposed Budget for funding in 2019-2020.

Recommendation

That the proposed Local Port of Portland Bay Proposed Business Plan and Trawler Wharf Budget 2019-2020 reviewed February 2019, as separately circulated, be forwarded to the Department of Transport.

MOTION**MOVED Cr White**

That the proposed Local Port of Portland Bay Proposed Business Plan and Trawler Wharf Budget 2019-2020 reviewed February 2019, as separately circulated, be forwarded to the Department of Transport.

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

Glenelg Shire Council is Manager of the Local Port of Portland Bay and operates the Local Port under a Management Agreement with the Victorian State Governments Department of Transport. The management agreement was entered into from July 1 2017 and extends until the 30 June 2022.

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

Annual funding is provided by the Department of Transport and from retaining the collection of user fees. The Department of Transport require a proposed Business Plan (Trawler Wharf budget) for 2019-2020 funding. The proposed budget covers all aspects of operation and staffing.

a. Council Plan Linkage and Policy Context

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

F10. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2019-2020

(continued)

b. Legislative, Legal and Risk Management Considerations

Council has obligations as manager of the Local Port under the *Port Management Act 1995*. A requirement of the Management Agreement between Council and Department of Transport is that an annual Business Plan and budget be produced.

c. Consultation and/or communication processes implemented or proposed

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

d. Financial and Resource Implications and Opportunities

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

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.	Local Port of Portland Bay Proposed Business Plan and Trawler Wharf Budget 2019-2020 dated March 2019 prepared by Glenelg Shire Council	2533383

Cr Rank re-declared an Indirect Conflict of Interest in item F11. Portland Coastal Stability Assessment 7.40pm.

MOTION

MOVED Cr Wilson

That Cr Halliday be appointed as Temporary Chairperson.

SECONDED Cr McDonald

CARRIED

F11. PORTLAND COASTAL STABILITY ASSESSMENT

Director: Robert Alexander, Director Assets

Executive Summary

This report is to brief Council on the final 'Portland Coastal Stability Assessment – Reassessment of Risks, Report No: 734d/01/18'.

Recommendation

1. That Council receive the Portland Coastal Stability Assessment Reassessment of Risks report, as separately circulated.
2. That Council continue to partner with the Department of Environment, Land, Water and Planning to seek funding opportunities on appropriate priority risks.
3. That the Director Assets be authorised to approve appropriate coastal grant applications and make any grant financial payments.

MOTION

MOVED Cr Hawker

1. That Council receive the Portland Coastal Stability Assessment Reassessment of Risks report, as separately circulated.
2. That Council continue to partner with the Department of Environment, Land, Water and Planning to seek funding opportunities on appropriate priority risks.
3. That the Director Assets be authorised to approve appropriate coastal grant applications and make any grant financial payments.

SECONDED Cr McDonald

CARRIED

F11. PORTLAND COASTAL STABILITY ASSESSMENT

(continued)

Background/Key Information:

Glenelg Shire Council (GSC) made a grant application to the Department of Environment, Land, Water, and Planning (DELWP) for a Coastal Public Access and Risk Grant in 2017-2018 to fund the updating of the 2013 Portland Coastal Stability Assessment.

DELWP and GSC have collaborated on the 'Portland Coastal Stability Assessment – Reassessment of Risks May 2018 Report No: 734d/01/18' ("the report"). DELWP approved the report on Tuesday 12 February 2019.

Following discussions between with DELWP and GSC during a project risk workshop, the following factors were considered:

- DELWP's risk management framework applies and ensures key risks are effectively identified and responded to in a manner that is appropriate to the:
 - nature of the risks to which the department is exposed;
 - nature of the inter-agency and state significant risks where the department is a lead or contributing agency;
 - ability to accept and/or manage risks;
 - resources available to manage risks; and
 - department's culture (as per the DELWP Risk Management Guidelines).
- DELWP is identified as the owner of risk on Crown Land.
- GSC as a Committee of Management has an inter-agency role.
- DELWP recognise that the hazards on the Crown Land where inter-agency risks have been identified, must be recorded in the appropriate Risk Management register as operational risks as per the (DELWP) Risk Management Guidelines.

From the site assessment a number of important issues and outcomes from the current study have been highlighted which include:

- Recognition of 7 geographic zones and 26 geomorphic domains to better describe the full study area;
- Identification of a total of 78 individual hazards and general areas of hazards across the original and new study areas;

F11. PORTLAND COASTAL STABILITY ASSESSMENT

(continued)

- Identification of 10 different mechanisms/modes of failure; and
- More explicit definition of the context of the assessment of risk with respect to DELWP and GSC objectives and intentions for the site and its use and management.

An initial assessment screening process was adopted to reduce the 78 individual hazards down to 25 key issues.

The DELWP Risk Assessment Guidelines (2017) was utilised as the guiding protocol for the risk assessment and evaluation, and it was concluded that a number of combinations of hazards and exposed elements at risk, fall into *High Risk* levels and fall into *Significant Risk* levels.

The following recommendations are proposed as a way forward, subject to resources and funding being made available:

- A review of the proposed risk treatments and mitigation works to be undertaken for each site provided in this report and specific options chosen for sites made as a result of consideration of a broad range of stakeholder factors.
- Ongoing monitoring of regional rainfall patterns commence with particular emphasis on the longer term cumulative totals which are postulated as a good proxy for overall groundwater levels with protocols.
- Develop a management plan for stakeholders that links threshold values with management actions with clear operational and procedural protocols.
- An inventory of failures be developed and maintained with all new landslide hazards documented with similar level of information as detailed in this report.
- That all paths and open space closures remain in place until remedial works and management options are implemented.
- Consideration of a public information and awareness program aimed at increasing understanding of the dynamic nature of the coastal setting and potential hazards.

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

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

F11. PORTLAND COASTAL STABILITY ASSESSMENT

(continued)

b. Legislative, Legal and Risk Management Considerations

Funding would need to be sought from the Crown Land Managers (DELWP) to address all legal and legislative requirements of this report.

c. Consultation and/or communication processes implemented or proposed

Council will consider further consultation and/or communication processes as funding is sought to assess issues within the report.

d. Financial and Resource Implications and Opportunities

To address the requirements of the report funding needs to be sought from DELWP. Coastal Environments Program funding and other funding sources will be further discussed with DELWP into the future.

Where Council is the Committee of Management a greater co-contribution to funding applications may be sought by DELWP.

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	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Portland Coastal Stability Assessment – Reassessment of Risks May 2018, 734d/01/18 Final Report Version 7	Contains contractual matters - section 89 (2) (h) of the Local Government Act 1989	2534977
2.	Portland Coastal Stability Assessment – Reassessment of Risks May 2018, 734d/01/18 Final Report Appendices Version 4	Contains contractual matters - section 89 (2) (h) of the Local Government Act 1989	2534976

Cr Rank returned to the meeting at 7.42pm and assumed the position of Chairperson.

F12. OVER DIMENSIONAL TRAVEL ON HENTY HIGHWAY (RING ROAD) PORTLAND

Director: Robert Alexander, Director Assets

Executive Summary

This report is to further inform Council of the limited capacity for over dimensional vehicles to travel on the Henty Highway (Ring Road) due to the low height structures and its impact on over dimensional movements and the future need for delivery of wind farm components from the Port of Portland to the construction sites using Council roads.

Recommendation

1. Council approves the extension of the current National Heavy Vehicle Regulator (NHVR) permits for Ares Transport and Rex Andrews through to 28 August 2019.
2. That Council notes that the future project deliveries will require similar access to the existing deliveries. Council are to be informed of consent requests for deliveries to the Dundonnell, Murra Warra Stage Two, and any other projects initially through a Councillor Update, and a report to Council when more details become available.
3. That a letter be sent to affected residents notifying them of the extension of the existing permits and informing them of the possible future deliveries.
4. That a media release be distributed relating to the permit extension and the potential of future projects requiring permits.
5. That Council continues to liaise with Regional Roads Victoria and other Federal and State Government Departments about urgently providing an unrestricted Oversize/Over mass travel path along the Henty Highway (Ring Road) in Portland.

**F12. OVER DIMENSIONAL TRAVEL ON HENTY HIGHWAY (RING ROAD)
PORTLAND**

(continued)

MOTION**MOVED Cr Stephens**

1. That Council seek State Government intervention to ensure the immediate commencement of the upgrade of the Henty Highway (Ring Road) and Bridgewater Road intersections.
2. That consent be given for a six month 'local road' permit with the applicant to use:

 **Madeira Packet Road
 Cape Nelson Road
 Malings Road
 Thorns Road and
 Bridgewater Road.**
3. That consent be subject to the development of a memorandum of understanding that requires the applicant to undertake remediation works to reinstate any damage along the proposed local road route.
4. That Council and the applicant jointly undertake 'community engagement' with key stakeholders.

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

Council received applications from two companies for the use of Cape Nelson Road, Malings Road, and Thorns Road for transporting their over-dimensional loads either to the construction site (Ares Transport) or to their storage yard on Portland Nelson Road (Rex Andrews). Ares Transport requires a permit starting at 5am to allow them to comply with other road managers conditions, and Rex Andrews requires travel to 8pm to fully utilise daylight to unload the ship and move the loads to the storage area. Both companies cannot use Council roads during school bus times, and are jointly responsible for maintaining the roads during transport.

Current Permits

Council issued travel permits via the National Heavy Vehicle Regulator (NHVR) for a six month period starting 12 October 2018. These are due to expire, but Ares Transport has notified Council that due to manufacturing and shipping delays and delays in construction they will not finish deliveries until mid-August. Rex Andrews has one more load due mid-March.

**F12. OVER DIMENSIONAL TRAVEL ON HENTY HIGHWAY (RING ROAD)
PORTLAND**

(continued)

Future Permits

Council has asked each company about their future deliveries for any new projects that may impact Council's road network. Rex Andrews responded that they have been engaged to transport items to the Dundonnell project starting October 2019. Ares Transport responded that they expect deliveries for Murra Warra Stage Two to commence January 2020. A separate report to Council on either of these projects or any other new projects will be provided to Council for consideration prior to any permits being issued.

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

Council is the Responsible Road Authority under the *Heavy Vehicle National Law Application Act 2013*, which is administered by the NHVR.

There are two risks to be considered:

1. Community dissatisfaction with the over dimensional vehicles using local roads; and
2. Economic loss to the community if the towers are unable to be transported out on over dimensional vehicles, due to height restrictions.

c. Consultation and/or communication processes implemented or proposed

Council is to notify all affected Shire residents along the route of the extension to the existing permit. Council is to consider issuing a media release when more details about future projects is received.

d. Financial and Resource Implications and Opportunities

There are no financial implications for Council, as any damage on the affected roads is to be repaired by the transport companies.

ANY OTHER PROCEDURAL MATTER:

URGENT BUSINESS:

1. Responsible Management of Animals

MOTION

MOVED Cr Wilson

That Council determine that this item 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.

SECONDED Cr Stephens

CARRIED

Cr Halliday expressed disappointment around irresponsible management of animals and re-inforced that under Council Local Law people must carry a dog lead and dog waste bag, particularly in areas around the Fawthrop Lagoon and Bridgewater Bay.

Mayor Rank advised that Council would undertake some public education around responsible management of animals through marketing and media reminding the public about the Council Local Law.

2. Barwon South West Waste and Resource Recovery Group

Mayor Rank reported that Cr Halliday recently stepped down as 'Chair' of the Barwon South West Waste and Resource Recovery Group and thanked Cr Halliday for this leadership and contribution in this space.

Cr Halliday still remains a Member on this group.

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

- D1. (1) Local Port of Portland Bay Advisory Committee Meeting Record of 13 February 2019
- E1. (1) Assembly of Councillors – Glenelg Mara Quorin Aboriginal Advisory Committee meeting record held on Wednesday 13 February 2019
- E1. (2) Assembly of Councillors – Local Port of Portland Bay Advisory Committee meeting record held on Wednesday 13 February 2019
- E1. (3) Assembly of Councillors – Glenelg Municipal Emergency Management Planning Committee meeting record held on Thursday 21 February 2019
- E1. (4) Assembly of Councillors – Glenelg Municipal Fire Management Planning Committee meeting record held on Thursday 21 February 2019
- E1. (5) Assembly of Councillors – Councillors Briefing Session meeting record held on Tuesday 26 February 2019
- E1. (6) Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 26 February 2019
- E1. (7) Assembly of Councillors - Tourism Advisory Committee meeting record held on Monday 4 March 2019
- E1. (8) Community Grants Advisory Committee CGAC 7 March 2019
- E1. (9) Assembly of Councillors – Deputation by Roma Britnell meeting held on Tuesday 12 March 2019
- E1. (10) Assembly of Councillors – Deputation by Great South Coast – Integrated Water Management meeting held on Tuesday 12 March 2019

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

- E1. (11) Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 12 March 2019
- E1. (12) Assembly of Councillors – Councillors and CEO meeting held on Tuesday 12 March 2019
- F3. (1) 2019 2020 Fees and Charges
- F7. (1) Glenelg Aboriginal Partnership Action Plan 2018 - 2020
- F8. (1) Glenelg Shire Council Draft Disability Access and Inclusion Plan (2019-2021)
- F9. (1) Community Grants Advisory Committee CGAC 7 March 2019

- F10. (1) Local Port of Portland Bay Proposed Business Plan and Trawler Wharf Budget 2019-2020 dated March 2019 prepared by Glenelg Shire Council

Separate Circulation to Councillors, CEO and Directors

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F5. (1) Contract No. 2018-19-30 Provision of Debt Collection Services Tender Evaluation Matrix
- F9. (1) Glenelg Shire Community Grant Advisory Committee Recommendations Report Round 2 2018 2019
- F9. (3) Glenelg Shire Community Grant Advisory Committee Recommendations Listing Round 2 2018 2019
- F11. (1) Portland Coastal Stability Assessment – Reassessment of Risks May 2018, 734d/01/18 Final Report Version 7
- F11. (2) Portland Coastal Stability Assessment – Reassessment of Risks May 2018, 734d/01/18 Final Report Appendices Version 4

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 53 ARE TRUE AND CORRECT.

CR ANITA RANK
MAYOR

23 APRIL 2019

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