



Glenelg Shire Council

**Minutes of the Ordinary Council Meeting held on
Tuesday 28 May 2019 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland**

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PRESENT:

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

Also in attendance were the Acting Chief Executive Officer (Ms Edith Farrell), Director Assets (Robert Alexander), Acting Director Corporate Services (Ms Joan Lewis) 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:

Mr Greg Burgoyne, Chief Executive Officer

CONFIRMATION OF MINUTES:**Recommendation**

That the minutes of the Ordinary Council Meeting held on Tuesday 23 April 2019, as circulated, be confirmed.

MOTION

MOVED Cr Wilson

That the minutes of the Ordinary Council Meeting held on Tuesday 23 April 2019, as circulated, be confirmed.

SECONDED Cr Stephens

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

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 – GREAT AUSTRALIAN BIGHT ALLIANCE**

Director: Joan Lewis, Acting Director Corporate Services

Separate Circulation – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Petition Great Australian Bight Alliance to ban gas and oil development in the Great Australian Bight	2555750

Recommendation

That Council receive the petition in accordance with clause 4.14 of Council's Meeting Procedure and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 25 June 2019.

MOTION

MOVED Cr McDonald

That Council receive the petition in accordance with clause 4.14 of Council's Meeting Procedure and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 25 June 2019.

SECONDED Cr Hawker

CARRIED

D. COMMITTEE REPORTS:E. ASSEMBLY OF COUNCILLOR RECORDS:E1. ASSEMBLY OF COUNCILLORS RECORDS 9 APRIL 2019 – 16 MAY 2019 (INCLUSIVE)

Director: Joan Lewis, Acting 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 9 April 2019 – 16 May 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 9 April 2019 – 16 May 2019 (Inclusive).

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

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

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

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

E1. ASSEMBLY OF COUNCILLORS RECORDS 9 APRIL 2019 – 16 MAY 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 Tuesday 9 April 2019 – Tuesday 16 April 2019 (inclusive). All Assembly of Councillors records (including records of those titled as committees) held during this period must be included.

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

- Australia Day Meeting Record held on Tuesday 9 April 2019 (DocSetID: 2551560);
- Volunteering and Wellbeing Advisory Committee meeting record held on Wednesday 10 April 2019 (DocSetID: 2551939);
- Assembly of Councillors –Councillors and CEO meeting held on Tuesday 16 April 2019 (DocSetID: 2548784);
- Assembly of Councillors – Councillor and CEO Briefing session held on Tuesday 23 April 2019 (DocSetID: 2551413)
- Assembly of Councillors – Councillors Briefing meeting record held on Tuesday 23 April 2019 (DocSetID: 2550365)
- Assembly of Councillors – Deputation by The Great Australian Bight Alliance meeting held on Tuesday 23 April 2019 (DocSetID: 2552255)
- Tourism Advisory Committee Meeting record held on Tuesday 14 May 2019 (DocSetID: 2557812);
- Assembly of Councillors – Councillor Workshop meeting held on Tuesday 14 May 2019 (DocSetID: 2557508; and
- Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 14 May 2019 (DocSetID: 2556845).

E1. ASSEMBLY OF COUNCILLORS RECORDS 9 APRIL 2019 – 16 MAY 2019 (INCLUSIVE)

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

The purpose of this report is to ensure compliance with the *Local Government Act 1989*. References include:

- Section 3(1) – Definition of “Assembly of Councillors”;
- Section 80A – Requirements for an assembly of Councillors; and
- Section 3(1) – Definition of “advisory committee”.

c. Consultation and/or communication processes implemented or proposed

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

d. Financial and Resource Implications and Opportunities

The cost of preparing the monthly reports on Assembly of Councillors records (including records of those titled as committees) is another compliance cost imposed by the state government and is an indirect cost within the corporate governance unit salaries and on cost budget.

Separate Circulations – Non Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Australia Day Advisory Committee meeting record held on Tuesday 9 April 2019	2551560
2.	Volunteering and Wellbeing Advisory Committee meeting record held on Wednesday 10 April 2019	2551939
3.	Assembly of Councillors –Councillors and CEO Briefing meeting held on Tuesday 16 April 2019	2548784
4.	Assembly of Councillors – Councillor and CEO Briefing session held on Tuesday 23 April 2019	2551413
5.	Assembly of Councillors – Councillors Briefing meeting record held on Tuesday 23 April 2019	2550365
6.	Assembly of Councillors – Deputation by The Great Australian Bight Alliance meeting held on Tuesday 23 April 2019	2552255
7.	Tourism Advisory Committee Meeting record held on Tuesday 14 May 2019	2557812
8.	Assembly of Councillors – Councillor Workshop meeting held on Tuesday 14 May 2019	2557508
9.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 14 May 2019	2556845

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 Hawker**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) of <i>The Local Government Act 1989</i>	2556956

F2. PROPOSED SALE OF LAND AT 1270 BRIDGEWATER LAKES ROAD, CASHMORE

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this briefing paper is to seek Council approval to proceed with the proposed sale of land located at 1270 Bridgewater Lakes Road, Cashmore.

Recommendation

That Council:

1. Having received no submissions, proceed with the sale of land located at 1270 Bridgewater Lakes Road Cashmore, by listing for sale by private treaty or public auction; and
2. Delegate authority to the Director Corporate Services for the sale of 1270 Bridgewater Lakes Road Cashmore to:
 - a. determine the method of sale that would most likely achieve the highest financial return to Council;
 - b. set the reserve price and/or sale price following consideration of a valuation of land report from a qualified valuer as required under section 189(2)(b) of the *Local Government Act 1989*; and
 - c. negotiate and sign all documentation required.

F2. PROPOSED SALE OF LAND AT 1270 BRIDGEWATER LAKES ROAD, CASHMORE

(continued)

MOTION

MOVED Cr Halliday

That Council:

- 1. Having received no submissions, proceed with the sale of land located at 1270 Bridgewater Lakes Road Cashmore, by listing for sale by private treaty or public auction; and**
- 2. Delegate authority to the Director Corporate Services for the sale of 1270 Bridgewater Lakes Road Cashmore to:**
 - a. determine the method of sale that would most likely achieve the highest financial return to Council;**
 - b. set the reserve price and/or sale price following consideration of a valuation of land report from a qualified valuer as required under section 189(2)(b) of the *Local Government Act 1989*; and**
 - c. negotiate and sign all documentation required.**

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 was 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.

At the Ordinary Council Meeting on 26 March 2019 Council resolved to:

- 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.*

F2. PROPOSED SALE OF LAND AT 1270 BRIDGEWATER LAKES ROAD, CASHMORE

(continued)

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.*

Public notices of Council's intention to sell the land were placed in the Casterton News on Wednesday 3 April 2019 and the Portland Observer on Friday 5 April 2019. In addition the intention to sell was published on Council's online community engagement platform, Your Say Glenelg, for the duration of the public notice period. Submissions were open until Friday 3 May 2019.

As there were no submissions received, the special committee of Council to hear submissions was not required to be held and therefore Council is now able to make a decision on whether to proceed with the proposed sale.

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.

c. Consultation and/or communication processes implemented or proposed

Council has now fulfilled its public notice obligations under sections 189(2)(a) and 189(3) of the *Local Government Act 1989* (the Act).

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.

**F2. PROPOSED SALE OF LAND AT 1270 BRIDGWATER LAKES ROAD,
CASHMORE**

(continued)

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.

F3. AGED & DISABILITY SERVICES PROGRAM FEES AND CHARGES SCHEDULE 2019-2020

Director: Edith Farrell, Director Community Services

Executive Summary

The purpose of this report is to seek Council's approval for the 2019 - 2020 fees and charges structure for the Commonwealth Home Support Program (CHSP) and Home and Community Care Program for Younger People (HACC PYP) as set by the State Government Department of Health and Human Services (DHHS) and Federal Government's Commonwealth Home Support Program (CHSP).

This report also seeks approval from Council to increase the Full Cost fees by 2.5% in accordance with our adopted fees and charges schedule.

Recommendation

1. That Council adopts the fees and charges as contained in the attachment.
2. That the fees and charges schedule be updated to incorporate the Aged & Disability services 2019-2020 fees and charges.
3. That the Aged & Disability Unit undertake a communication plan with clients and relevant agencies.

MOTION**MOVED Cr Stephens**

1. That Council adopts the fees and charges as contained in the attachment.
2. That the fees and charges schedule be updated to incorporate the Aged & Disability services 2019-2020 fees and charges.
3. That the Aged & Disability Unit undertake a communication plan with clients and relevant agencies.

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

From 1 July 2016, the Federal Government assumed full funding, policy and operational responsibility for HACC services for older people in Victoria to form part of the Commonwealth Home Support Program (CHSP), which has funding arrangements until 30 June 2022. Victoria will continue to fund Home and Community Care Program for Younger People (HACC PYP) services for people aged under 65 years (under 50 years for Aboriginal and Torres Strait Islander people) who are not eligible to transition to the National Disability Scheme (NDIS).

F3. AGED & DISABILITY SERVICES PROGRAM FEES AND CHARGES SCHEDULE 2019-2020

(continued)

Council is required to set an organisational fee schedule for both HACC PYP and CHSP services. As with previous years, DHHS had delays in finalising the HACC fees and charges, despite our advocacy on the issue of timing of release of the fee schedules.

The Aged and Disability Services Unit also provides services for post-acute care clients, NDIS clients and community aged care package clients on a full cost recovery basis.

The Aged & Disability Services Unit provides services to clients funded through CHSP and HACC PYP. The Department of Health and Human Services fees policy for HACC PYP provides the framework for the collection of fees in the HACC program. CHSP service providers must adhere to a principles-based approach to charging and collecting client contributions. Council utilises the HACC PYP fee schedule to set the client contribution framework for CHSP services.

This report proposes that full cost recovery fees are brought in line with the Council's adopted fees and charges schedule of 2.5%. This increase will meet basic costs associated with travel and employment expenses.

It is recommended that the Aged and Disability Services Unit's CHSP and HACC PYP fees and charges (as stipulated by DHHS and CHSP) and full cost recovery fees and charges for 2019/2020 be updated in Council's Fees and Charges Schedule for 2019/2020.

a. Council Plan Linkage and Policy Context

The report is in accordance with the Council Plan 2017 - 2020 themes;

Connecting Glenelg – Connecting people, places and spaces; and

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

b. Legislative, Legal and Risk Management Considerations

The HACC PYP schedule of fees provides the framework for the collection of fees in the HACC program. The Federal Government has extended Commonwealth Home Support Program (CHSP) funding arrangements until 30 June 2022 and fees will be set by the Federal/State Government in accordance with service provision.

F3. AGED & DISABILITY SERVICES PROGRAM FEES AND CHARGES SCHEDULE 2019-2020

(continued)

c. Consultation and/or communication processes implemented or proposed

The proposed fees and charges schedule are consistent with the fees set for other Council Aged and Disability service programs. Following approval of the fees and charges, a letter will be forwarded to the clients and full cost providers. A media release will be placed in the local newspaper and the web page updated to reflect the new charges.

d. Financial and Resource Implications and Opportunities

The majority of our clients are pensioners and their fee increases generally range between 10 cents and 20 cents for CHSP and HACC PYP. Full cost recovery fees are generally applied to clients on NDIS or Home Care Packages and the extra costs should be factored into the overall yearly package costs.

The software programs and internal systems have already been established to manage the fees and charges proposal and there will be no direct impact on resources. Clients and service providers will need to be made aware of the change in fees by a letter sent to each family prior to any fee change.

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.	Aged and Disability Services Schedule of Fees and Charges 2019-2020	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>	2546482

F4. GLENELG SHIRE DRAFT OPEN SPACE STRATEGY 2019 – 2040

Director: Edith Farrell, Director Community Services

Executive Summary

The Glenelg Shire Council engaged Tredwell Management Services to develop the Glenelg Shire draft Open Space Strategy (the Strategy). The strategy provides strategic direction for the future planning, provision, design and management of open spaces across the Shire over the next 20 years. Tredwell Management Services presented the Issues and Options Paper to Council on 9 October 2018. The draft Glenelg Open Space Strategy has now been completed and a public consultation period has occurred. This report seeks Council's endorsement of the draft Glenelg Open Space Strategy.

Recommendation

That Council endorse the draft Glenelg Shire Open Space Strategy (2019 – 2040).

MOTION**MOVED Cr Hawker**

That Council endorse the draft Glenelg Shire Open Space Strategy (2019 – 2040).

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

Council last developed a Recreation and Open Space Strategy (ROSS) in 2007. The ROSS formed the basis of Council's working plan that has directed the provision of open space and recreation priorities for the municipality. The ROSS contained a number of gaps which have been addressed in the development of the draft Open Space Strategy.

The draft Glenelg Shire Open Space Strategy provides clear direction for the provision of open space to respond to the current and future needs of our population over the next 20 years. The strategy enables identification of the most important projects which will deliver the best outcomes for the community and guide future investment in open space.

The definition of open space for the purposes of this Strategy, includes all parks, gardens, reserves, conservation areas, outdoor sports fields, unused road reserves, rail trails, public squares and plazas. This does not include walkways, car parks, streetscapes or nature strips connected to developments unless they are connected to a larger parcel of open space. The strategy applies to all open spaces whether owned by Council, a public authority or a school.

F4. GLENELG SHIRE DRAFT OPEN SPACE STRATEGY 2019 – 2040

(continued)

A comprehensive audit of open spaces across Glenelg Shire identifies a total of 213 discreet open space parcels, totalling 1007 ha, which does not include 107 National Parks Conservation Reserves and State Forests, which totals another 173, 065 hectares. Glenelg Shire has a high provision of open space overall, of both active and passive open space.

Fifteen precincts were identified to provide a framework for analysis and the development of the Strategy.

Precinct maps with key demographic information, open space network maps and precinct overviews and key strategy/actions are included at the back of the document.

The Strategy's action plan identifies a number of strategies and actions that will support the vision of the Strategy:

“Glenelg Shire will have a unique and diverse network of quality open spaces that continue to meet the unique and diverse needs of the Shire's unique and diverse community and Visitors.”

Six key outcomes have been identified based on the challenges and opportunities identified during the development of the Strategy. These are supported by a number of strategies and actions. The action plan includes the level of strategic priority, timeframes, identified partners and indicative budgeting.

The six key directions were identified and used to formulate the strategies. They include Planning Framework, Provision, Connections, Protection, Design and Management.

In addition to the Strategy three other documents will be developed which include the Open Space Design Guidelines, Open Space Contributions Program and Planning Scheme Amendment recommendations to support the implementation of the Strategy.

a. Council Plan Linkage and Policy Context

The project is in accordance with the Council Plan 2017 - 2020 themes:

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

Connecting Glenelg – Connecting people, places and spaces; and

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

F4. GLENELG SHIRE DRAFT OPEN SPACE STRATEGY 2019 – 2040

(continued)

b. Legislative and Legal Considerations

The draft Glenelg Shire Open Space Strategy identifies land ownership and considers planning scheme amendments and land use zones. Open Space Design Guidelines, Contributions program and planning scheme amendment recommendations will be developed by the consultants to support the recommendations within the Strategy.

c. Consultation and/or communication processes implemented or proposed

Extensive community stakeholder consultation has been undertaken to inform the development of the Strategy at various stages of its development. Community consultation was undertaken in various ways including community and youth workshops, listening posts, telephone interviews and online surveys. Most recently the draft Strategy was out for public comment from 23 January until Friday 15 February 2019 on Your Say Glenelg. Hard copies of both the Strategy and the Executive Summary were available at all customer service centres.

Twenty individual submissions were made and 69 documents were downloaded from Your Say Glenelg. All feedback was taken into consideration when finalising the draft Strategy. Much of the feedback will also be considered in the development of the Tracks and Trails Strategy, as many comments related to walking, biking paths and connectivity. A consultation summary is attached.

d. Budget Implication

The development of the draft Strategy is provided for within the current financial year's budget. Strategy recommendations will be considered and staged into the capital works programs.

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.	Your Say Glenelg summary of Community feedback	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	2539626

F4. GLENELG SHIRE DRAFT OPEN SPACE STRATEGY 2019 – 2040

(continued)

Separate Circulation – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Glenelg Shire Open Space Strategy 2019 – 2040 May 2019 Tredwell	2557377

F5. REQUEST TO ERECT A PLAQUE ON THE SEAFARERS WALL IN MEMORY OF WAYNE WALKER

Director: Edith Farrell, Community Services

Executive Summary

This paper is to brief Executive Team on a request to erect a plaque on the Seafarers Wall in memory of Wayne Walker who went missing at sea on the trawler “Karystos” on 16 November 1985. The request meets the criteria to erect a plaque on the Seafarer’s Wall.

Recommendation

That Council approve the placement of a plaque on the Seafarers Wall in memory of Wayne Walker.

MOTION

MOVED Cr McDonald

That Council approve the placement of a plaque on the Seafarers Wall in memory of Wayne Walker.

SECONDED Cr Halliday

CARRIED

Background/Key Information:

The Seafarer’s Wall on the Ploughed Field is a memorial to those who have lost their lives at sea in the vicinity of Portland. The plaques on the wall have been placed to commemorate the lives of fishermen, ships’ crews and passengers, and individuals who have fallen victim to the waters around Portland. Requests to place a plaque on the Seafarers Wall are researched prior to a recommendation being presented to Council.

Peter Saltmarsh of Castlemaine has requested permission to erect a plaque on the Seafarers Wall in memory of Wayne Walker who went missing at sea on the trawler “Karystos” along with fellow fishermen Michael Lloyd and Dale Millich on 16 November 1985. Plaques have previously been erected on the Seafarers Wall for Lloyd and Millich. The vessel and the fishermen were never found.

The request meets the criteria for the Seafarers Wall Policy and the incident is authenticated by news articles in the Portland Observer of 18 and 20 November 1985.

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

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

F5. REQUEST TO ERECT A PLAQUE ON THE SEAFARERS WALL IN MEMORY OF WAYNE WALKER

(continued)

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

If request is approved by Council, the applicant will be given advice on procuring the plaque.

d. Financial and Resource Implications and Opportunities

There are no financial implications associated with this request. The cost of the plaque is covered by the applicant. The applicant will pay a \$100 fee to Council to cover the cost of attaching the plaque to the Seafarers Wall.

F6. GLENELG TOURISM STRATEGY

Director: Edith Farrell, Director Community Services

Executive Summary

This paper is to seek Council endorsement for the final Glenelg Tourism Strategy.

Recommendation

1. That Council endorse the Glenelg Tourism Strategy (2019 – 2026).
2. That officers complete the development of an Implementation Plan related to the key direction areas of the Tourism Strategy.
3. That the Tourism Advisory Committee have oversight of the Implementation Plan.
4. That an annual report is provided to Council outlining the progress associated with the Glenelg Tourism Strategy.

MOTION**MOVED Cr Stephens**

1. That Council endorse the Glenelg Tourism Strategy (2019 – 2026).
2. That officers complete the development of an Implementation Plan related to the key direction areas of the Tourism Strategy.
3. That the Tourism Advisory Committee have oversight of the Implementation Plan.
4. That an annual report is provided to Council outlining the progress associated with the Glenelg Tourism Strategy.

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

In 2018, Council's Tourism Advisory Committee reviewed the 2015-2018 Tourism Strategy to develop the framework for the Glenelg Tourism Strategy (2019-2026).

At the April 2019 Ordinary Council Meeting Council noted and endorsed the final draft of the Glenelg Tourism Strategy for public exhibition from 24 April to 10 May.

F6. GLENELG TOURISM STRATEGY

(continued)

The strategy outlines 6 key directions:

- Brand development: Review and establish destination-based branding, identifying key strengths and attractions in each region and/or township;
- Marketing: Continue joint collaboration with key partnering regions and stakeholders and develop destination actions plans with a focus on digital and social media marketing;
- Product identification and development: Continue to develop iconic and key attractions and events including Whales, Kelpie Festival, Great South West Walk, and seek to develop new products and linkages including seafood and agricultural products and nature-based tracks and trails;
- Efficiency in customer engagement: Ensure Visitor Information Services are developed in line with customer expectation and needs;
- Developing the Shire's Indigenous tourism products: Support Gundijitmara in the establishment of the Budj Bim Heritage Precinct and participate in the indigenous product development sub group; and
- Improving tourism infrastructure and attractions: Pursue tourism partnerships and investment including identifying funding opportunities to enhance smart city technologies and improvements to streetscapes and public spaces.

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

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

b. Legislative, Legal and Risk Management Considerations

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

F6. GLENELG TOURISM STRATEGY

(continued)

c. Consultation and/or communication processes implemented or proposed

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

The Glenelg Tourism Strategy was available on Council's on line engagement platform "Your Say Glenelg" for comment from 24 April to 10 May 2019. Advertisements calling for submissions to the draft Glenelg Tourism Strategy were also placed in newspapers, on social media and available at Customer Service Centres and Libraries.

The Glenelg Tourism Strategy received 92 visits on council's 'Your Say Glenelg' platform with the document downloaded 43 times. A total of 6 submissions were received during the public exhibition period. These submissions have been reviewed and considered and do not require any change to the draft Strategy.

d. Financial and Resource Implications and Opportunities

The Glenelg Tourism Strategy redevelopment has been undertaken within operational budget.

Separate Circulations – Non Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Glenelg Tourism Strategy (2019 – 2026)	2557600
2.	Your Say Glenelg Tourism Strategy Feedback	2556034

F7. CONTRACT EXTENSION YMCA BALLARAT MANAGEMENT AND OPERATIONS OF AQUATIC FACILITIES

Director: Edith Farrell, Director Community Services

Executive Summary

This report is to inform Councillors of the request by YMCA Ballarat to have the current contract (2014-15-63) extension changed from two by one year contracts rolled into a single one by two year contract and to seek approval for a change to the management of the contract.

Recommendation

1. That council agree to a one (1) by two (2) year contract extension with YMCA Ballarat.
2. That the Director Community Services execute the extension of the contract in accordance with the contract documentation.
3. That the Director Community Services be authorised to complete all financial payments relating to this contract.

MOTION**MOVED Cr White**

1. **That council agree to a one (1) by two (2) year contract extension with YMCA Ballarat.**
2. **That the Director Community Services execute the extension of the contract in accordance with the contract documentation.**
3. **That the Director Community Services be authorised to complete all financial payments relating to this contract.**

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

The YMCA Ballarat has held the contract of Management and Operations of Aquatic Facilities since September 2008. Contract 2014-15-63 was executed in 2015 and went until 2018 with an option for an additional three by one year contract extensions. Council received a written request from the YMCA Ballarat asking that the two remaining one year extensions be rolled into a two year contract extension.

The YMCA Ballarat have proposed a council subsidy increase of 2.25% for each of the two year as outlined in the Financial and Resource Implications and Opportunities section of this report. No other amendments to the contract terms or conditions were requested by the YMCA Ballarat. This contract extension provides the YMCA Ballarat with some security around staffing structures and recruitment.

F7. CONTRACT EXTENSION YMCA BALLARAT MANAGEMENT AND OPERATIONS OF AQUATIC FACILITIES

(continued)

The Glenelg Shire Council CEO currently oversees the execution of the YMCA Ballarat contract. Council officers request Council approval for this delegation of responsibility to be transferred to the Director of Community Services. The original contract was under the old arrangements and now it is standard practice that once the CEO executes the contract the corresponding director completes all financial transactions and any other contract negotiations.

a. Council Plan Linkage and Policy Context

The services provided under the Management and Operations of Aquatic Facilities contract aligns with the Glenelg Shire Council Plan 2017-21, specifically;

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

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

Contract negotiations were held on the 23 March 2019 leading up to the end of the current one year contract extension. During these discussions the YMCA requested Council's consideration of a one by two year contract extension.

d. Financial and Resource Implications and Opportunities

During the negotiations of the first of the three by one year contract extensions, an agreement was made to increase the initial contract price by 2.25%. The YMCA has requested that this percentage increase remain consistent for the remainder of the contract extensions. This will enable the YMCA to plan for their operational costs. The confidential attachment outlines the contract price arrangements.

F7. CONTRACT EXTENSION YMCA BALLARAT MANAGEMENT AND OPERATIONS OF AQUATIC FACILITIES

(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.	Confidential YMCA Contract Extension Report Ballarat YMCA Contract Price Arrangements	Contractual Matters – Section 89 (2) (d) of the <i>Local Government Act 1989</i>	2554333

F8. CONTRACT 2018-19-31 PROVISION OF ENVIRONMENTAL MONITORING SERVICES – PORTLAND LANDFILL

Director: Robert Alexander, Director Assets

Executive Summary

This paper is to brief the Council on the tender evaluation process for the Provision of Environmental Monitoring Services at the Portland Landfill under Contract 2018-19-31 and recommends the awarding of the contract.

Recommendation

1. That Council award Contract 2018-19-31 for Provision of Environmental Monitoring Services at the Portland Landfill to Meinhardt Infrastructure and Environment 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 negotiate and execute further extensions of the contract in accordance with the contract documentation.
4. That the Director Assets be authorised to complete all financial payments relating to this contract.

MOTION**MOVED Cr Wilson**

1. **That Council award Contract 2018-19-31 for Provision of Environmental Monitoring Services at the Portland Landfill to Meinhardt Infrastructure and Environment 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 negotiate and execute further extensions of the contract in accordance with the contract documentation.**
4. **That the Director Assets be authorised to complete all financial payments relating to this contract.**

SECONDED Cr Halliday**CARRIED**

F8. CONTRACT 2018-19-31 PROVISION OF ENVIRONMENTAL MONITORING SERVICES – PORTLAND LANDFILL

(continued)

Background/Key Information:

In order to comply with the Environmental Protection Authority Victoria (EPA) license conditions at the Portland Landfill, Glenelg Shire Council is required to maintain an Environmental Monitoring Program to monitor ground water and landfill gas levels in and around the site. The monitoring program has been approved by an EPA accredited auditor, and will go towards ensuring the facility is meeting the requirements of the EPA Best Practice Environmental Management license conditions at the site.

The tender process has been called due to the conclusion of the current contract in June 2019.

The term of the contract will be three (3) years with the option for Council to extend the contract if required with the addition of two (2) by one (1) year extension options.

Public tenders were called on Thursday 28 February 2019 and closed at 3pm on Thursday 21 March 2019. A total of eight (8) submissions were received for evaluation from the following organisations:

- ADE Consulting Group (VIC) Pty Ltd;
- GHD Pty Ltd;
- Hydroterra Pty Ltd;
- L R Pardo & Associates Pty Ltd;
- Meinhardt Infrastructure and Environment Pty Ltd;
- SMEC Australia Pty Limited;
- SNC Lavalin Australia Pty Ltd; and
- Tonkin Consulting Pty Ltd TA Tonkin Consulting.

The Tender Evaluation Panel has considered the tender submissions taking into account the selection criteria and weighting which covers cost, experience and capability, and plan for proposed services.

Following the assessment, the tender evaluation panel has recommended that Council award Contract 2018-19-31 Provision of Environmental Monitoring Services for the Portland Landfill to Meinhardt Infrastructure and Environment Pty Ltd.

F8. CONTRACT 2018-19-31 PROVISION OF ENVIRONMENTAL MONITORING SERVICES – PORTLAND LANDFILL

(continued)

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered.

c. Consultation and/or communication processes implemented or proposed

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

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

d. Financial and Resource Implications and Opportunities

The contract is within Council's current budget and will not impact on Councils current level of 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.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Contract No. 2018-19-31 Provision of Environmental Monitoring Services – Portland Landfill Tender Evaluation Matrix	Contains contractual matter - section 89 (2) (d) of the <i>Local Government Act 1989</i>	2544986

ANY OTHER PROCEDURAL MATTER:

Nil.

URGENT BUSINESS:

Nil.

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

- C1. (1) Petition Great Australian Bight Alliance to ban gas and oil development
- E1. (1) Australia Day Meeting Record held on Tuesday 9 April 2019
- E1. (2) Volunteering and Wellbeing Advisory Committee meeting record held on Wednesday 10 April 2019
- E1. (3) Assembly of Councillors –Councillors and CEO Briefing meeting held on Tuesday 16 April 2019
- E1. (4) Assembly of Councillors – Councillor and CEO Briefing session held on Tuesday 23 April 2019
- E1. (5) Assembly of Councillors – Councillors Briefing meeting record held on Tuesday 23 April 2019
- E1. (6) Assembly of Councillors – Deputation by The Great Australian Bight Alliance meeting held on Tuesday 23 April 2019
- E1. (7) Tourism Advisory Committee Meeting record held on Tuesday 14 May 2019
- E1. (8) Assembly of Councillors – Councillor Workshop meeting held on Tuesday 14 May 2019
- E1. (9) Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 14 May 2019
- F4. (1) Glenelg Shire Open Space Strategy 2019 – 2040 May 2019 Tredwell
- F6. (1) Glenelg Tourism Strategy (2019 – 2026)
- F6. (2) Your Say Glenelg Tourism Strategy Feedback

Separate Circulation to Councillors, CEO and Directors

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F3. (1) Aged and Disability Services Schedule of Fees and Charges 2019-2020
- F4. (1) Your Say Glenelg summary of Community feedback

Separate Circulation to Councillors, CEO and Directors

(continued)

- F7. (1) Confidential YMCA Contract Extension Report Ballarat YMCA Contract Price Arrangements
- F8. (1) Contract No. 2018-19-31 Provision of Environmental Monitoring Services – Portland Landfill Tender Evaluation Matrix

Recommendation

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

MOTION**MOVED Cr Stephens**

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

SECONDED Cr Wilson**CARRIED**CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC:Recommendation

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

- G1. Aged Care Reforms Update and Future Directions

MOTION**MOVED Cr Wilson**

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

G1. Aged Care Reforms Update and Future Directions**SECONDED Cr Stephens****CARRIED**

OPENING OF COUNCIL MEETING TO MEMBERS OF THE PUBLIC:Recommendation

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

MOTION

MOVED Cr Stephens

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

SECONDED Cr White

CARRIED

CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.19pm.

I HEREBY CERTIFY THAT PAGES 1 TO 46 ARE TRUE AND CORRECT RECORD.

CR ANITA RANK

MAYOR

25 JUNE 2019

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