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**Glenelg Shire Council**  
**Minutes of the Ordinary Council Meeting held on**  
**Tuesday 23 July 2019 at 7.00pm at**  
**Portland Customer Service Centre**  
**Cliff Street, Portland**

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**TIME:**

7.02pm

**PRESENT:**

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

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Director Community Services (Ms Edith Farrell), Director Assets (Mr Robert Alexander), Director Corporate Services (Ms Joan Lewis), Executive Assistant Corporate Services (Ms Rachael Fellows).

**OPENING PRAYER:**

The Mayor opened the meeting with the Council Prayer.

**ABORIGINAL ACKNOWLEDGEMENT:**

The Mayor read the Aboriginal Acknowledgement.

**RECEIPT OF APOLOGIES:**

Cr Gilbert Wilson.

**CONFIRMATION OF MINUTES:****Recommendation**

That the minutes of the Ordinary Council Meeting held on Tuesday 25 June 2019, as circulated, be confirmed.

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

**That the minutes of the Ordinary Council Meeting held on Tuesday 25 June 2019, as circulated, be confirmed.**

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

DECLARATIONS OF CONFLICT OF INTEREST:

Mayor Cr Rank declared an Indirect Conflict of Interest in item F3. Community Grants (Round 1) 2019 2020 Program Allocations.

Mayor 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.

Cr Stephens declared an Indirect Conflict of Interest in item F3. Community Grants (Round 1) 2019 2020 Program Allocations and F5. Triennial Funding – Iconic Events.

Cr Stephens 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.

PRESENTATIONS:

1. Kelpie Artwork received from Juanita Gabriel
2. Silver Award from the Australasian Reporting Awards for the 2017/18 Glenelg Shire Council Annual Report

QUESTION TIME:QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:QUESTIONS FROM THE GALLERY:**3. CEMA Licence and Schedule of access**

Ms Tanya Logan, Portland, asked the following questions:

*Can Council quantify the statement “substantial increases in the use of the Portland Arts Centre”?*

Director Community Services, Ms Edith Farrell advised that the report does refer to the additional activities that have developed over the last couple of years, the predominant one being the introduction of the cinema as a part of the offering to the community. In addition to that, there are several additional activities around shows and exhibitions with community engagement activities. Without going into further specific details these are the predominate activities.

*Why has the Glenelg Shire Council “not been able to reach an agreement” on the licence?*

Director Community Services, Ms Edith Farrell advised that Council has reached an agreement of an implementation of a licence that was a subject of a report last year. It will be moving from a lease to a licence regarding the tenure for that group. An agreement has not been reached on the schedule of activity for use for the group, and negotiations will be discussed after the report is presented to Council.

*Will CEMA receive a draft copy of the document for review prior to signing including terms provided by CEMA Inc regarding history and group usage?*

Director Community Services, Ms Edith Farrell, advised that the following the Ordinary Council Meeting today, and pending the outcome of the decision Officers will meet with CEMA and provide a copy of what is proposed in the schedule.

#### **4. Airline Services in the Glenelg Shire Council**

Mr Michael Byrne, Portland asked the following questions:

*With the recent announcement of the closure of the air service operated by Sharp Airlines to the town of Portland, the community of the Glenelg Shire Council is left with a "Bus only" service provider. Where to now for the community of the Glenelg Shire?*

Chief Executive Officer, Mr Greg Burgoyne advised that the Glenelg Shire has been in discussion with several alternative providers, both charters and regular passenger services and will continue to have discussions with those providers.

*With the welcome announcement in relation to the world heritage listing connection is very important this is a State Government Issue, is Glenelg Shire Council raising it with the State Government?*

Chief Executive Officer, Mr Greg Burgoyne advised that Council has been in discussions with the State Government on a number of occasions and also with a Local Federal member. With the withdrawal of regional support packages from the Federal government for regional airlines Glenelg Shire Council will continue to advocate to reintroduce this package, including a trip to Canberra to help continue advocacy.

*How will Glenelg Shire Council go about including the Community in the future for applications of funding?*

Chief Executive Officer, Mr Greg Burgoyne advised that it is a pre requisite for most funding streams now to have community engagement. In most recent applications including infrastructure, or the local port, it has involved community input, Glenelg Shire Council is completely in support of community engagement as a part of formulating the plans in advocacy for funding.

#### **A. NOTICES OF MOTION:**

Nil.

#### **B. DEPUTATIONS:**

Nil.

#### **C. PETITIONS:**

Nil.

D. COMMITTEE REPORTS:

Nil.

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 3 JUNE 2019 – 11 JULY 2019 (INCLUSIVE)**

Director: Joan Lewis, Director Corporate Services

*Executive Summary*

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

Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Monday 3 June 2019 – Thursday 11 July 2019 (inclusive).

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

**That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Monday 3 June 2019 – Thursday 11 July 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 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 3 JUNE 2019 – 11 JULY 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 Monday 3 June 2019 – Thursday 11 July 2019 (inclusive). All Assembly of Councillors records (including records of those titled as committees) held during this period must be included.

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

- Meeting Record of the Heritage Advisory Committee held on Monday 3 June 2019 – (DocSetID: 2566811);
- Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 25 June 2019 (DocSetID: 2572407);
- Assembly of Councillors – Councillors briefing session meeting held on Tuesday 25 June 2019 (DocSetID: 2572393);
- Meeting Record of the Tourism Advisory Committee held on Thursday 4 July 2019 (DocSetID: 2577753);
- Meeting Record of the Community Grants Advisory Committee held on Thursday 4 July 2019 (DocSetID: 2575691);
- Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 9 July 2019 (DocSetID: 2577784); and
- Assembly of Councillors – Councillors and CEO meeting held on Tuesday 9 July 2019 (DocSetID: 2577133).

a. Council Plan Linkage and Policy Context

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

## **E1. ASSEMBLY OF COUNCILLORS RECORDS 3 JUNE 2019 – 11 JULY 2019 (INCLUSIVE)**

(continued)

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

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

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

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

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

### d. Financial and Resource Implications and Opportunities

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

### Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Meeting Record of the Heritage Advisory Committee held on Monday 3 June 2019	2566811
2.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 25 June 2019	2572407
3.	Assembly of Councillors – Councillors briefing session meeting held on Tuesday 25 June 2019	2572393
4.	Meeting Record of the Tourism Advisory Committee held on Thursday 4 July 2019	2577753
5.	Meeting Record of the Community Grants Advisory Committee held on Thursday 4 July 2019	2575691
6.	Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 9 July 2019	2577784
7.	Assembly of Councillors – Councillors and CEO meeting held on Tuesday 9 July 2019	2577133

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 Hawker**

**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.

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

(continued)

**Separate Circulation – Confidential**

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

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM DocSetID</i>
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the Council or any person - section 89 (2) (h) of the <i>Local Government Act 1989</i>	2577601

**F2. PROPOSED SALE OF COUNCIL OWNED LAND - PART OF 598 HENTY HIGHWAY, PORTLAND**

Director: Joan Lewis, Director Corporate Services

**Executive Summary**

The purpose of this briefing paper is to seek Council's approval to sell a small parcel of land located as part of 598 Henty Highway, Portland. 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 lot 1 of TP948421A in the Parish of Portland, being part of 598 Henty Highway Portland, to Tygadis Pty Ltd.
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 lot 1 of TP948421A in the Parish of Portland to Tygadis Pty Ltd.
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 10 September 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, if held, including a summary of hearings on the proposed sale of lot 1 of TP948421A in the Parish of Portland to Tygadis Pty Ltd.
6. Where no objections are received to the proposed sale, resolve to sell lot 1 of TP948421A in the Parish of Portland to Tygadis Pty Ltd for \$1.00 plus full recovery of all legal and associated costs relating to the sale and transfer of land.
7. Delegate authority to the Director Corporate Services to sign all required documentation relating to the sale as described in part 6 of this resolution.

**F2. PROPOSED SALE OF COUNCIL OWNED LAND - PART OF 598 HENTY HIGHWAY, PORTLAND**

(continued)

**MOTION**

**MOVED Cr McDonald**

**That Council:**

- 1. Give public notice of its intention to sell lot 1 of TP948421A in the Parish of Portland, being part of 598 Henty Highway Portland, to Tygadis Pty Ltd.**
- 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 lot 1 of TP948421A in the Parish of Portland to Tygadis Pty Ltd.**
- 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 10 September 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. White;**
  - b. Cr. Halliday; and**
  - c. Cr. McDonald.**
- 5. Receive a report from the special committee as described in part 2 of this resolution on its proceedings, if held, including a summary of hearings on the proposed sale of lot 1 of TP948421A in the Parish of Portland to Tygadis Pty Ltd.**
- 6. Where no objections are received to the proposed sale, resolve to sell lot 1 of TP948421A in the Parish of Portland to Tygadis Pty Ltd for \$1.00 plus full recovery of all legal and associated costs relating to the sale and transfer of land.**
- 7. Delegate authority to the Director Corporate Services to sign all required documentation relating to the sale as described in part 6 of this resolution.**

**SECONDED Cr Halliday**

**CARRIED**

**F2. PROPOSED SALE OF COUNCIL OWNED LAND - PART OF 598 HENTY HIGHWAY, PORTLAND**

(continued)

**Background/Key Information:**

A request has been received from a representative of Tygadis Pty Ltd to transfer a parcel of land that is owned by Council but essentially forms part of the land formerly used by Claymac Ford and more recently Journey Management Group.

The parcel of land, being lot 1 of Title Plan TP948421A identified by the red shading in the aerial photograph below.



The aerial shows that part of the building is located on the lot owned by Council. Tygadis Pty Ltd is the property owner of all lots surrounding the lot owned Council.

The size of the lot is 369 m<sup>2</sup>.

Lot 1 of TP948421A is the residual land of former lot 119 of LP12042 previously owned by Land Investment Company Ltd that was deregistered on 22 April 1965. It is believed that part of the former lot 119 was acquired by the Country Roads Board for the purposes of the new highway realignment that occurred in the 1970's. A new title plan TP948421A was created with the ownership of lot 1 being retained in the name of the deregistered company.



**F2. PROPOSED SALE OF COUNCIL OWNED LAND - PART OF 598 HENTY HIGHWAY, PORTLAND**

(continued)

Essentially all of the assets that the company held on trust at the date of deregistration vested in the Commonwealth pursuant to section 601AD(1A) of the *Corporations Act 2001*. Under section 8(6) of the *Australian Securities and Investments Commission Act 2001*, ASIC was delegated all of the powers to the Commonwealth to deal with vested trust property.

In March 2011 the land in question was transferred by ASIC to the Glenelg Shire Council.

It has only recently been known that Council was the owner of this lot and in fact for rating and valuation purposes this lot has been included with the surrounding parcels of land since the development of the former Claymac Ford site.

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.

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 (if held) on its proceedings including a summary of hearings and to consider all submissions objecting to the proposal.

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

Following contact by Tygadis Pty Ltd, further investigation into the circumstances of the transfer of land from ASIC to Council has determined that it is appropriate that the land be transferred to Tygadis Pty Ltd at minimal cost.

To ensure that Council and its ratepayers do not incur any additional expense, all legal and associated costs relating to the sale and transfer of land will be paid by Tygadis Pty Ltd.

*Mayor Cr Rank and Cr Stephens re-declared an Indirect Conflict of Interest in item F3. Community Grants (Round 1) 2019 2020 Program Allocations and left the meeting at 7.20pm.*

## **MOTION**

**MOVED Cr Stephens**

**That Cr Halliday be appointed as temporary chairperson.**

**SECONDED Cr McDonald**

**CARRIED**

## **F3. COMMUNITY GRANTS (ROUND 1) 2019/20 PROGRAM ALLOCATIONS**

Director: Edith Farrell, Director Community Services

### **Executive Summary**

The first round of the Community Grants Program for 2019/20 was advertised over a three week period from 10 June 2019 until 1 July 2019. A total of 50 applications were received seeking an overall funding allocation of \$112,190.29 for projects valued at \$344,418.77.

The Community Grants Advisory Committee met on Thursday 4 July 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 1 2019/20, as per the recommendations in the attachment Community Grant Round 1 2019/20 Advisory Committee Recommendations.
2. That officers amend the Community Grants Policy and Guidelines to state that religious / political bodies and their subsidiaries are not eligible for community grants.
3. That all successful applicants for Round 1 2019/20 be contacted and invited to a Presentation Night on Wednesday 31 July 2019 be held at the Heywood Council Offices.

**F3. COMMUNITY GRANTS (ROUND 1) 2019 2020 PROGRAM ALLOCATIONS**

(continued)

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

1. That Council approves the allocation of funds for the Community Grants Program Round 1 2019/20, as per the recommendations in the attachment Community Grant Round 1 2019/20 Advisory Committee Recommendations.
2. That officers amend the Community Grants Policy and Guidelines to state that religious / political bodies and their subsidiaries are not eligible for community grants.
3. That all successful applicants for Round 1 2019/20 be contacted and invited to a Presentation Night on Wednesday 31 July 2019 be held at the Heywood Council Offices.

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

Glenelg Shire Council allocated \$162,000 in the 2019/20 budget for the purpose of the Community Grants Program. These grants are offered to the community in two rounds which are usually conducted around July and February each year, with half the total budget (\$81,000) notionally available for distribution in each round.

Round 1 of the Community Grants for the 2019/20 financial year opened on 10 June 2019 with the closing date for the submission of applications on Monday 1 July 2019. A total of 50 applications were received for Round 1 of the Community Grants Program, with a total amount of \$112,190.29 requested. The funding allocation for this round is \$81,000.00.

**F3. COMMUNITY GRANTS (ROUND 1) 2019 2020 PROGRAM ALLOCATIONS**

(continued)

Two Councillors declared a Conflict of Interests in relation to 3 applications and took no part in the deliberations.

Grant Category	No of applications received in Round 1	Nominal Allocation	Total value of applications received
Recreation	17	\$27,500.00	\$39,353.29
Public Halls	9	\$15,000.00	\$25,309.00
Community Events	10	\$18,500.00	\$23,650.00
Arts, Culture and Heritage	2	\$5,000.00	\$1,796.00
Community Strengthening	12	\$15,000.00	\$22,082.00
<b>TOTAL</b>	<b>50</b>		<b>\$112,190.29</b>
<b>ROUND 1 ALLOCATION</b>			<b>\$81,000.00</b>
<b>ROUND 1 OVERSUBSCRIBED</b>			<b>- \$31,190.29</b>

At the meeting of the Community Grants Advisory Committee, held Thursday 4 July 2019, the Advisory Committee allocated the funds in a fair and equitable distribution to ensure an even geographic and equitable spread to applicants.

The Community Grants Advisory Committee recommends that the Community Grants policy and guidelines are amended to clarify that churches / political bodies and their subsidiaries are not eligible for a community grant as they are not deemed to be a small to medium non-profit organisation or "grass roots" volunteer based community group or organisation as the policy states.

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.

**F3. COMMUNITY GRANTS (ROUND 1) 2019 2020 PROGRAM ALLOCATIONS**

(continued)

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 July 2013.

b. Legislative, Legal and Risk Management Considerations

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

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 31 July 2019 at the Heywood Council office.

d. Financial and Resource Implications and Opportunities

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000 in the 2019/20 budget for the purpose of the Community Grants Program.

\$81,000 was nominally allocated for Round 1 2019/20 Community Grants Program, with the remainder of the nominal \$81,000 to be held in reserve for minor out of time grants.

**F3. COMMUNITY GRANTS (ROUND 1) 2019 2020 PROGRAM ALLOCATIONS**

(continued)

Separate Circulations – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Advisory Committee Spreadsheet Community Grant Round 1 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>	2575689
2.	Community Grants Advisory Committee Meeting CGAC 4 July 2019 Meeting Notes	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>	2575691
3.	Community Grant Round 1 2019 2020 Advisory Committee Recommendations	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>	2575690

Mayor Cr Rank and Cr Stephens returned to the meeting reassumed the position of the chairperson at 7.24 pm.

**F4. GLENELG SHIRE COUNCIL PLAN – FULL YEAR PERFORMANCE REPORT 2018/19**

Director: Edith Farrell, Director Community Services

**Executive Summary**

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

**Recommendation**

1. That Council endorse the Glenelg Shire Council Plan Full Year Performance Report 2018/19.
2. That the Glenelg Shire Plan Full Year Performance Report 2018/19 be released to the public on Council's website and made available at each of the Customer Service points.

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

1. That Council endorse the Glenelg Shire Council Plan Full Year Performance Report 2018/19.
2. That the Glenelg Shire Plan Full Year Performance Report 2018/19 be released to the public on Council's website and made available at each of the Customer Service points.

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

During the development stage of the Council Plan 2017-21 residents and general community highlighted the desire to be better informed of the Glenelg Shires performance and strategic alignment against the Council Plan.

From this public consultation, it was determined that Council would release a performance report each quarter outlining the progress or status on each of the measures, projects and plans identified within the four year Council Plan.

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

This report links to each of the themes identified in the Council Plan 2017-2021.

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

#### **F4. GLENELG SHIRE COUNCIL PLAN – FULL YEAR PERFORMANCE REPORT 2018/19**

(continued)

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

Nil.

c. Consultation and/or communication processes implemented or proposed

The priority of the release of this report was identified as a result of community consultation.

d. Financial and Resource Implications and Opportunities

There are no budget implications as a result of quarterly performance reporting. All resources implications, such as staffing, are delivered within budget.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Glenelg Shire Council Plan Full Year Performance Report 2018/19	2576765



*Cr Stephens re-declared an Indirect Conflict of Interest in item F6. Triennial Funding – Iconic Events and left the meeting at 7.28pm.*

## **F5. TRIENNIAL FUNDING – ICONIC EVENTS**

Director: Edith Farrell Director Community Services

### Executive Summary

This paper seeks endorsement from Council on future funding arrangements for the three iconic events as 2018/2019 financial year is the final year of Council's commitment for the three-year funding agreements.

### Recommendation

1. That triennial funding is approved for the Portland Upwelling Festival, Heywood Wood Wine and Roses Festival and the Casterton Kelpie Festival (as per attachment 1). And that this funding is approved on the condition that event organisers provide Council with:
  - a. A completed Schedule 14 – Application for an Event – General Local Law 2018 Clause 2.13, 4.28 & Part 6 and any required applications, as a result thereof, no less than 28 days prior to the event;
  - b. Inclusion in a post event debrief and provide details requested to enable completion of an economic impact analysis; and
  - c. Provide requested acquittal forms as per Community Grants process.
2. That Council undertake an annual rolling review process following each stage of the funding cycle, to assess the ongoing term of commitment, any change required to the level of funding, and level of in-kind support to the three individual events based on the economic impact and benefit to the community of each individual iconic event.

**F5. TRIENNIAL FUNDING – ICONIC EVENTS**

(continued)

**MOTION**

**MOVED Cr Hawker**

1. That triennial funding is approved for the Portland Upwelling Festival, Heywood Wood Wine and Roses Festival and the Casterton Kelpie Festival (as per attachment 1). And that this funding is approved on the condition that event organisers provide Council with:
  - a. A completed Schedule 14 – Application for an Event – General Local Law 2018 Clause 2.13, 4.28 & Part 6 and any required applications, as a result thereof, no less than 28 days prior to the event;
  - b. Inclusion in a post event debrief and provide details requested to enable completion of an economic impact analysis; and
  - c. Provide requested acquittal forms as per Community Grants process.
2. That Council undertake an annual rolling review process following each stage of the funding cycle, to assess the ongoing term of commitment, any change required to the level of funding, and level of in-kind support to the three individual events based on the economic impact and benefit to the community of each individual iconic event.

**SECONDED Cr Halliday**

**CARRIED**

**Background/Key Information:**

Council agreed to provide progressive annual funding for three financial years commencing 2016/2017 to the Upwelling Festival, Heywood Wood Wine and Roses Festival and the Casterton Kelpie Festival through a triennial funding arrangement.

The Upwelling Festival is held in October/November. The Wood Wine and Roses festival is held in February annually with its expanded focus the Truck and Ute show component of the event. The Casterton Kelpie Festival is held in June annually.

Our iconic events are organised by the local community and celebrate a theme that has developed from within the community itself. These festivals create positive social impact by providing members of the community with opportunities to engage in socialisation and entertainment while also providing social cohesion and the building of stronger communities.

**F5. TRIENNIAL FUNDING – ICONIC EVENTS**

(continued)

In addition, they create direct economic benefit to the region and provide tourism benefits such as increased visitation and promotion of our shire as a key destination in line with our Tourism Strategy. Refer to event impact summary in attachment 2.

As there is no current arrangement for continued funding for these iconic events it is timely that future funding arrangements be considered to provide some certainty to the organisers and staff.

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

- Risk Management plans are a requirement of Schedule 14 Application for Event;
- Occupancy Permit requirements under Building Act 1993 – Part 5 and Building Regulations 2006 – Part 11;
- A Traffic Management Plan is a requirement of Permit Application for Road/Lane Closure General Local Law Clause 4.29; and
- Adherence to Hostile Vehicle Guidelines - Special condition listed on issue of Schedule 14 permit are a requirement for event organisers.

Risk management requirements mean that each of the iconic events rely heavily on council funding and in-kind support to ensure compliance with regulatory requirements. Council will continue to assist in educating committees of changes as they present and assist to ensure all relevant legislative and legal requirements are met.

**F5. TRIENNIAL FUNDING – ICONIC EVENTS**

(continued)

c. Consultation and/or communication processes implemented or proposed

Officers will communicate the outcome of Councils decision with each of the Committee's for the three Iconic events following endorsement.

To capture required information post event Council will schedule a debrief with event committees to enable creation of a report, including economic impact analysis to be presented to Council through the Tourism Advisory Committee.

d. Financial and Resource Implications and Opportunities

Each of the three events relies on Council's in-kind support in addition to the grant funding from Council. In-kind support to the 2018 / 2019 events is noted in attachment 3 of this report.

Funding allocations for these events will be met within operational budgets. Future budgets will also reflect Council's commitment of financial support as determined.

Separate Circulations – Confidential

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

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Triennial funding Iconic Events annual grant commitment	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>	2561962
2.	Iconic Events Economic Impact Analysis	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>	2572495
3.	Triennial funding Iconic Events previous council in kind support	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>	2561970

*Cr Stephens returned to the meeting at 7.33pm.*

**F6. PORTLAND CEMA INC SCHEDULE OF ACCESS FOR PORTLAND ARTS CENTRE**

Director: Edith Farrell, Director Community Services

**Executive Summary**

At Ordinary Council Meeting on 26 June 2018 Council endorsed a report that sought to enter into a new Licence Agreement with Portland CEMA Inc for the non-exclusive use of the Portland Art Centre (PAC). The Licence was not formally executed as officers were unable to reach an agreement on the schedule of access.

This report outlines the proposed way forward which aims to take account of the equity of use for all PAC users, in consideration of the current day demands on the facility. The proposed schedule of use attached reflects a slight reduction in access for CEMA offset by a substantial subsidy for use of the centre.

**Recommendations**

1. That Council provides in-principle support for the proposed schedule of access as separately circulated to this report; and
2. That the Arts and Culture Manager be authorised to finalise and amend the proposed schedule of access with the Portland CEMA Inc for inclusion in the new Licence Agreement.

**MOTION**

**MOVED Cr McDonald**

1. **That Council provides in-principle support for the proposed schedule of access as separately circulated to this report; and**
2. **That the Arts and Culture Manager be authorised to finalise and amend the proposed schedule of access with the Portland CEMA Inc for inclusion in the new Licence Agreement.**

**SECONDED Cr Halliday**

**CARRIED**

**F6. PORTLAND CEMA INC SCHEDULE OF ACCESS FOR PORTLAND ARTS CENTRE**

(continued)

**Background/Key Information:**

The following resolution, which remains valid and does not require ratification, was passed at the Ordinary Council Meeting on 26 June 2018:

1. That Council enter into a new licence agreement with Portland CEMA Inc for the non-exclusive use of the Portland Arts Centre for an initial term expiring on 30 June 2022, with one (1) further tenant exercised extension of four (4) years;
2. That the annual licence fee be set at \$2550 (inc GST) per annum for the first year of the licence and adjusted annually thereafter in accordance with the March quarter All Groups CPI figure for Melbourne;
3. That subject to Portland CEMA Inc exercising their option to renew the licence for the further term of four (4) years a market rental review of the annual licence fee be carried out; and
4. That the Director Corporate Services be authorised to finalise and execute the new licence agreement.

The last three years has seen substantial increases in the use of the Portland Arts Centre.

While this is exciting it also has put pressure on administering the building to ensure bookings are organised, communicated and that community groups have equitable access to the facility.

Up until the commercial cinema was introduced in July 2016, two main programs accessed the facility:

1. Glenelg Shire Council arts programming; and
2. Community arts organisation, Portland CEMA Inc (CEMA), via a lease arrangement.

On rare occasions community groups would hire the building for presentations.

Under the previous lease agreement CEMA enjoyed undefined access and venue bookings nearly a year in advance.

The commercial cinema arrangement coupled with new performance programming and audience development opportunities has brought new and increased event patronage.

The PAC has also become a sought-after venue for casual community and corporate hire.

**F6. PORTLAND CEMA INC SCHEDULE OF ACCESS FOR PORTLAND ARTS CENTRE**

(continued)

We now need to find a balance between four main program pressure points:

- Glenelg Shire arts programming;
- Twilight cinema;
- CEMA access; and
- Community / corporate hire.

CEMA's access is heavily subsidised by Council. No other community group is afforded the usage privileges that CEMA currently experience.

While CEMA's Portland Film Society has been in recess since the introduction of the cinema, the CEMA Theatre Group has grown their program from one to two theatre seasons per year.

This has meant an increase in both a) CEMA's total hours of use over the past two years, and b) in the percentage of time the building is used by CEMA which prevents broader access.

A theatre season is a week of dress rehearsals and performances. In the past the Theatre Group were charged venue hire for the ticketed performance times, but the cost they could afford never matched the fees and charges schedule and therefore last year it was waived.

In addition, the Theatre Group has many weeks of rehearsals at the PAC which they book well in advance which are also fully subsidised by Council.

It is proposed that the schedule of access will require CEMA Theatre Group to relinquish rehearsal hours at the PAC. All other CEMA groups will be able to maintain their regular venue booking, as per their current arrangement.

The CEMA Theatre Group will be able to book their 'theatre season production week' in advance after agreement with the cinema. They will not be charged for this ticketed performance hire. However, this will be non-exclusive to allow for cinema screenings when performances are not in session.

The group will be offered access to an alternate Council venue for rehearsals at no charge.

This will allow for programming and booking agility for Council and better flexibility for community and corporate hire.

If, two weeks before the rehearsal, there is no booking for the PAC, the Theatre Group will be offered the PAC to rehearse.

## **F6. PORTLAND CEMA INC SCHEDULE OF ACCESS FOR PORTLAND ARTS CENTRE**

(continued)

### a. Council Plan Linkage and Policy Context

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.

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

Nil.

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

Meetings were held with CEMA Inc in 2018 to discuss the new Licence. There was limited acknowledgement on the increased pressures on the building and that changes in access needed to be made. An agreement on terms was unable to be reached at that time for the schedule of access.

### d. Financial and Resource Implications and Opportunities

The terms of the proposed schedule of access aims to address equity across all community users.

The proposed access arrangements are aimed to enhance administrative efficiencies with less staff time spent on administration of CEMA bookings and greater equity for all users.

The proposed schedule of access will also result in increased flexibility and response time to all community users wanting access to the facility. Clearer boundaries around CEMA access and use of the facility will result in increased ability for programming to be agile and responsive to community need.

### Separate Circulation – Non-Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Portland Arts Centre Schedule of Access Portland CEMA Inc 9 July 2019	2574724



**F7. CONTRACT 2018-19-29 HIRE OF PLANT AND EQUIPMENT TO THE GLENELG SHIRE**

Director: Robert Alexander, Director Assets

**Executive Summary**

This report is to brief Council on the tender evaluation process for the Hire of Plant and Equipment to the Glenelg Shire under Contract 2018-19-29 and provides recommendations regarding the awarding of this contract.

**Recommendation**

1. That Council award Contract 2018-19-29 Hire of Plant and Equipment to the Glenelg Shire to the following tenderers:
  - Barco Treelopping and Traffic Management Pty Ltd TA Barco Treelopping;
  - Barlett's Waste Management Pty Ltd TA Barlett's Environmental;
  - Cleanaway Operations Pty Ltd;
  - Coates Hire Operations Pty Limited TA Coates Hire;
  - Farmers Field Service Pty Ltd;
  - Geoffrey Peter Grigg TA GPG Fencing;
  - Mibus Bros (Aust) Pty Ltd;
  - PGAB Pty Ltd;
  - Ontrak Excavations Pty Ltd;
  - Porter Excavations Pty Ltd TA Porter Plant;
  - Gavlex Ptd Ltd TA RSP Environmental Services;
  - TM & LM Doherty Plumbing Pty Ltd;
  - Total Drain Cleaning Services Pty Ltd TA Total Drain Cleaning;
  - Tutt Bryant Hire Pty Ltd;
  - Tyrendarra Lime Pty Ltd;
  - Westvic Earthmoving Pty Ltd;
  - Woodrowe Tree Technicians Pty Ltd TA Woodrowe Traffic Management;
  - The Trustee for Thermaguard Trust TA Civihire;
  - JP & DM Cleary Pty Ltd ATF Cleary 1988 Family Trust;
  - Portland Earthmovers Pty Ltd;
  - Hollyrock Hire Pty Ltd;
  - The Trustee for King Family Trust;
  - Matthew Francis Mullane TA Matthew Mullane; and
  - Porthaul Civil 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 contact in accordance with the contract documentation.

**F7. CONTRACT 2018-19-29 HIRE OF PLANT AND EQUIPMENT TO THE GLENELG SHIRE**

(continued)

**MOTION**

**MOVED Cr Hawker**

1. That Council award Contract 2018-19-29 Hire of Plant and Equipment to the Glenelg Shire to the following tenderers:
  - Barco Treelopping and Traffic Management Pty Ltd TA Barco Treelopping;
  - Barlett's Waste Management Pty Ltd TA Barlett's Environmental;
  - Cleanaway Operations Pty Ltd;
  - Coates Hire Operations Pty Limited TA Coates Hire;
  - Farmers Field Service Pty Ltd;
  - Geoffrey Peter Grigg TA GPG Fencing;
  - Mibus Bros (Aust) Pty Ltd;
  - PGAB Pty Ltd;
  - Ontrak Excavations Pty Ltd;
  - Porter Excavations Pty Ltd TA Porter Plant;
  - Gavlex Ptd Ltd TA RSP Environmental Services;
  - TM & LM Doherty Plumbing Pty Ltd;
  - Total Drain Cleaning Services Pty Ltd TA Total Drain Cleaning;
  - Tutt Bryant Hire Pty Ltd;
  - Tyrendarra Lime Pty Ltd;
  - Westvic Earthmoving Pty Ltd;
  - Woodrowe Tree Technicians Pty Ltd TA Woodrowe Traffic Management;
  - The Trustee for Thermaguard Trust TA Civihire;
  - JP & DM Cleary Pty Ltd ATF Cleary 1988 Family Trust;
  - Portland Earthmovers Pty Ltd;
  - Hollyrock Hire Pty Ltd;
  - The Trustee for King Family Trust;
  - Matthew Francis Mullane TA Matthew Mullane; and
  - Porthaul Civil 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 contact in accordance with the contract documentation.

**SECONDED Cr Stephens**

**CARRIED**

**F7. CONTRACT 2018-19-29 HIRE OF PLANT AND EQUIPMENT TO THE GLENELG SHIRE**

(continued)

**Background/Key Information:**

To ensure our maintenance and capital works programs are delivered within budget and timelines, Council engages contractors with specialist skills and equipment.

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

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 two (2) by one (1) year Council-exercised extension options.

Public Tenders were called on Thursday 23 May 2019 and closed at 3pm on Thursday 13 June 2019.

At the closure of the tender submission period a total of twenty seven (27) submissions were received. Tender submissions were received via Tenderlink from:

- Barco Treelopping and Traffic Management Pty Ltd TA Barco Treelopping;
- Barlett's Waste Management Pty Ltd TA Barlett's Environmental;
- Brooks Hire Service Pty Ltd;
- Cleanaway Operations Pty Ltd;
- Coates Hire Operations Pty Limited TA Coates Hire;
- Conplant Pty Ltd;
- Delta Rent Pty Ltd;
- Farmers Field Service Pty Ltd;
- Geoffrey Peter Grigg TA GPG Fencing;
- Mibus Bros (Aust) Pty Ltd;
- PGAB Pty Ltd;
- Ontrak Excavations Pty Ltd;
- Porter Excavations Pty Ltd TA Porter Plant;
- Gavlex Ptd Ltd TA RSP Environmental Services;
- TM & LM Doherty Plumbing Pty Ltd;
- Total Drain Cleaning Services Pty Ltd TA Total Drain Cleaning;
- Tutt Bryant Hire Pty Ltd;
- Tyrendarra Lime Pty Ltd ;
- Westvic Earthmoving Pty Ltd;
- Woodrowe Tree Technicians Pty Ltd TA Woodrowe Traffic Management;
- The Trustee for Thermaguard Trust TA Civihire;
- JP & DM Cleary Pty Ltd ATF Cleary 1988 Family Trust;
- Portland Earthmovers Pty Ltd;
- Hollyrock Hire Pty Ltd;
- The Trustee for King Family Trust;
- Matthew Francis Mullane TA Matthew Mullane, and
- Porthaul Civil Pty Ltd.

## **F7. CONTRACT 2018-19-29 HIRE OF PLANT AND EQUIPMENT TO THE GLENELG SHIRE**

(continued)

The Tender Evaluation Panel considered the tender submissions taking into account the selection criteria and weighting which covers OHS, Capacity and Resources, Price, economic contribution to the Glenelg Shire Council region and the level of commitment demonstrated to maximise environmental sustainability.

### 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.

### 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 Tender link website to ensure a fair and transparent platform for tendering.

Notification to the preferred tenderers will also be provided following Council's resolution to relating to this contract.

### d. Financial and Resource Implications and Opportunities

Cost for the provision of the services for this contract will be incorporated within the adopted Council budget.

### 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 2018-19-29 Hire of Plant and Equipment to the Glenelg Shire Tender Evaluation Matrix	Contains contractual matters - section 89 (2) (d) of the Local Government Act 1989	2574284

**F8. URBAN TREE POLICY REVIEW**

Director: Robert Alexander, Director Assets

**Executive Summary**

The purpose of this report is to present the revised Urban Tree Policy to Council for consideration. Following a recent review of this policy, the policy has been updated and associated documentation is under development, with this policy aimed at demonstrating Council's commitment to improving urban tree management.

**Recommendation**

That Council adopt the revised CPO-ASSETS-WRKS-002 Urban Tree Policy, as separately circulated, for use throughout the Shire and urban tree management be undertaken in accordance with this policy.

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

**That Council adopt the revised CPO-ASSETS-WRKS-002 Urban Tree Policy, as separately circulated, for use throughout the Shire and urban tree management be undertaken in accordance with this policy.**

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

Council adopted an Urban Tree Policy at its Ordinary Council Meeting on 26 September 2006. As the Urban Tree Policy ("the Policy") was out dated and required further development, a review has been undertaken and a new draft policy developed as separately circulated to this report.

The purpose of the Policy is to provide guidance on the management of urban trees across the Shire. This Policy does not apply to rural roadside trees, including native vegetation and remnant planting that may fall under the responsibility of the Department of Environment, Land, Water and Planning.

As part of the review of the Policy the following key factors were considered:

- Requirement to provide a consistent approach to urban tree management;
- Improvement in risk management and reduction of reactive requests; and
- Ensuring relevance by reviewing species lists and developing works programs.

**F8. URBAN TREE POLICY REVIEW**

(continued)

A Vegetation Management Guideline (VMG) is under development which will support this Policy. The draft VMG will cover all aspects of tree management from planting through to removal including maintenance and service levels. Following Councils consideration of this Policy, the draft VMG will be made available for public comment prior to its finalisation and implementation.

It is therefore recommended that this Policy is endorsed by Council.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

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

b. Legislative, Legal and Risk Management Considerations

This Policy meets the legislative requirement of the Electricity Safety (Electric Line Clearance) Regulations 2015 and also considers the Road Management Act 2004. The Policy also recognises the controls applicable to any trees affected by the Planning and Environment Act 1987 and Victorian Heritage Act 1987.

The VMG developed from this policy will identify and mitigate council's exposure to risk with regards to tree maintenance.

c. Consultation and/or communication processes implemented or proposed

As part of the review, consultation has been undertaken with Council officers currently responsible for urban tree management and planning, along with researching tree policy guidelines from other councils.

It is also proposed that the draft VMG that supports the Policy will be available for public review and feedback for a 30 day period following Council's decision on the Policy. This consultation period will allow for any further community feedback to be considered as part of the finalisation of the VMG. Consultation will be undertaken utilising Council's Your Say Glenelg website and notifications will also be provided via newspaper advertisements.

d. Financial and Resource Implications and Opportunities

The review and implementation of this Policy has no impact on current Council resources.

**F8. URBAN TREE POLICY REVIEW**

(continued)

*Separate Circulation – Non-Confidential*

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Draft Council Policy CPO-ASSETS-WRKS-002 Urban Tree Policy July 2019	2575569

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

- E1. (1) Meeting Record of the Heritage Advisory Committee held on Monday 3 June 2019
- E1. (2) Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 25 June 2019
- E1. (3) Assembly of Councillors – Councillors briefing session meeting held on Tuesday 25 June 2019
- E1. (4) Meeting Record of the Tourism Advisory Committee held on Thursday 4 July 2019
- E1. (5) Meeting Record of the Community Grants Advisory Committee held on Thursday 4 July 2019
- E1. (6) Assembly of Councillors – Councillors Workshop meeting record held on Tuesday 9 July 2019
- E1. (7) Assembly of Councillors – Councillors and CEO meeting held on Tuesday 9 July 2019
- F4. (1) Glenelg Shire Council Plan Full Year Performance Report 2018/19
- F6. (1) Portland Arts Centre Schedule of Access Portland CEMA Inc 9 July 2019
- F7. (1) Draft Council Policy CPO-ASSETS-WRKS-002 Urban Tree Policy July 2019

*Separate Circulation to Councillors, CEO and Directors*

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F3. (1). Advisory Committee Spreadsheet Community Grant Round 1 2019 2020
- F3. (2) Community Grants Advisory Committee Meeting CGAC 4 July 2019 Meeting Notes
- F3. (3) Community Grant Round 1 2019 2020 Advisory Committee Recommendations
- F5. (1) Triennial funding Iconic Events annual grant commitment



Separate Circulation to Councillors, CEO and Directors

(continued)

- F5. (2) Iconic Events Economic Impact Analysis
- F5. (3) Triennial funding Iconic Events previous council in kind support
- F7. (1) Contract 2018-19-29 Hire of Plant and Equipment to the Glenelg Shire 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 Halliday**

**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, Director Corporate Services, Director Community Services, Director Assets and Executive Assistant Corporate Services to consider the following reports:

- G1. Heywood Early Learning Centre

**MOTION**

**MOVED Cr Stephens**

**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, Director Corporate Services, Director Community Services, Director Assets and Executive Assistant Corporate Services to consider the following reports:**

- G1. Heywood Early Learning Centre**

**SECONDED Cr Halliday**

**CARRIED**

**OPENING OF COUNCIL MEETING TO MEMBERS OF THE PUBLIC:****CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.40pm.

**I HEREBY CERTIFY THAT PAGES 1 TO 41 INCLUDING PAGES 42 TO 51 PAGES IN CAMERA ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.**

CR ANITA RANK  
MAYOR

**27 AUGUST 2019**

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