



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday 24 March 2020 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland

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TIME:

7.00pm

PRESENT:

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

Also, in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Acting Director Community Services (Ms Ann Kirkham), Senior Administration Officer Corporate Services (Ms Rachael Fellows) and Media and Communications Officer (Ms Courtney Hoggan).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Director Assets (Ms Edith Farrell)
Acting Director Corporate Services (Ms Joan Lewis)

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 25 February 2020, as circulated, be confirmed.

MOTION**MOVED Cr Stephens**

That the minutes of the Ordinary Council Meeting held on Tuesday 25 February 2020, as circulated, be confirmed.

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

Cr Stephens declared an Indirect Conflict of Interest in item F5.Community Grants (Round 2) 2019/20 Program Allocations.

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.

DECLARATIONS OF CONFLICT OF INTEREST:

(continued)

Cr Rank declared an Indirect Conflict of Interest in item F5.Community Grants (Round 2) 2019/20 Program Allocations.

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.

QUESTION TIME:

Nil.

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:

Nil.

D. COMMITTEE REPORTS:**D1. RECOMMENDATIONS FROM THE HERITAGE ADVISORY COMMITTEE MEETING HELD ON 24 FEBRUARY 2020**

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to consider three recommendations made by the Heritage Advisory Committee at a meeting held on 24 February 2020.

Recommendations

That Council:

1. Approve the grant application of \$10,000 from the heritage grants and loans restoration fund for restumping of 42 Hurd Street, Portland in accordance with details provided and relevant permits;
2. Adopts the Heritage Loan and Grant Scheme Policy with a review date of 24 February 2024; and
3. Approve that a sub-committee be formed to inform the content of three interpretive sign panels with input from a graphic designer.

MOTION

MOVED Cr Wilson

That Council:

1. **Approve the grant application of \$10,000 from the heritage grants and loans restoration fund for restumping of 42 Hurd Street, Portland in accordance with details provided and relevant permits;**
2. **Adopts the Heritage Loan and Grant Scheme Policy with a review date of 24 February 2024; and**
3. **Approve that a sub-committee be formed to inform the content of three interpretive sign panels with input from a graphic designer.**

SECONDED Cr McDonald

CARRIED

D1. RECOMMENDATIONS FROM THE HERITAGE ADVISORY COMMITTEE MEETING HELD ON 24 FEBRUARY 2020

(continued)

Background/Key Information:

The meeting record notes are attached in the separate circulation with the Ordinary Council Meeting report.

Recommendation 1

A heritage grant application was lodged on 19 February 2020 for \$10,000 for restumping of 42 Hurd Street, Portland, with an estimated cost of works at \$86,589.

The house was constructed in 1899 and is contributory to the Portland Heritage Precinct as Heritage Overlay HO165. A building permit is required for restumping and is accordingly required in the recommendation.

It is recommended that the full amount of \$10,000 be granted.

Recommendation 2

The Heritage Loan and Grant Scheme policy was reviewed at the November 2019 Heritage Advisory Committee Meeting. A recommendation to increase grant applications to \$10,000 was approved at the 17 December 2019 OCM. A number of other suggestions were made, and the updated draft policy was presented at the 24 February 2020 meeting.

The key changes to the policy include:

- removing the procedural content and creating a new department procedure;
- increasing the term loan to a maximum of 10 years;
- clearer eligibility guidelines;
- inclusion of assessment criteria; and
- lodgement of grants electronically via Smartygrants to be consistent with other Council grant applications.

The updated policy is attached in the separate circulation.

Recommendation 3

Previously a new initiative was approved in 2016 as part of the Portland Integrated Growth Plan advisory committee for the installation of three interpretive panels. The committee discontinued on 27 June 2017.

The Heritage Advisory Committee now seek to implement this project as the funds are still allocated. At the meeting it was recommended to form a sub-committee to inform the content (photos and wording) and location of the panels.

D1. RECOMMENDATIONS FROM THE HERITAGE ADVISORY COMMITTEE MEETING HELD ON 24 FEBRUARY 2020

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Nil.

d. Financial and Resource Implications and Opportunities

There is \$128,000 available as a co-contribution for heritage loans and grant applications. This is the first application received this financial year. Each year an additional \$10000 is provided for grants under this fund.

There has been \$21,000 allocated for the interpretation panels which includes ongoing maintenance. The project will require administrative support of officers to complete the project.

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.	Meeting Record of the Heritage Advisory Committee held on 24 February 2020	2656798
2.	Heritage Loan and Grant application for 42 Hurd St Portland including Heritage Advisor Report	2651284
3.	CPO-CORPS-PL-003 Council Policy Heritage Loan and Grant Scheme	448432

E. ASSEMBLY OF COUNCILLOR RECORDS:E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2020 – 11 MARCH 2020 (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 Thursday 15 February 2020 – Thursday 11 March 2020 (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 Thursday 15 February 2020 – Thursday 11 March 2020 (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.*

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

E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2020 – 11 MARCH 2020 (INCLUSIVE)

(continued)

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

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 15 February 2020 – Thursday 11 March 2020 (inclusive). All Assembly of Councillors records (including records of those titled as committees) held during this period must be included.

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

Assembly of Councillors – Heritage Advisory Committee meeting record held on Monday 24 February 2020 (DocSetID: 2656798);

Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 25 February 2020 (DocSetID: 2655318);

Assembly of Councillors – Councillors Briefing meeting record_held on Tuesday 25 February 2020 (DocSetID: 2655355);

Assembly of Councillors – Community Grants Advisory Committee meeting held Monday 2 March 2020 (DocSetID: 2655510);

Assembly of Councillors – Volunteering and Wellbeing Advisory Committee meeting held on Wednesday 4 March 2020 (DocSetID: 2658655);

Assembly of Councillors – Councillors Workshop meeting held on Tuesday 10 March 2020 (DocSetID: 2658080); and

Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 10 March 2020 (DocSetID: 2658181).

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”;

E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2020 – 11 MARCH 2020 (INCLUSIVE)

(continued)

- 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</i>	<i>ECM</i>
1.	Assembly of Councillors – Heritage Advisory Committee meeting record held on Monday 24 February 2020	2656798
2.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 25 February 2020	2655318
3.	Assembly of Councillors – Councillors Briefing meeting record held on Tuesday 25 February 2020	2655355
4.	Assembly of Councillors – Community Grants Advisory Committee meeting held Monday 2 March 2020	2655510
5.	Assembly of Councillors – Volunteering and Wellbeing Advisory Committee meeting held on Wednesday 4 March 2020	2658655
6.	Assembly of Councillors – Councillors Workshop meeting held on Tuesday 10 March 2020	2658080
7.	Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 10 March 2020	2658181

**E1. ASSEMBLY OF COUNCILLORS RECORDS 15 FEBRUARY 2020 –
11 MARCH 2020 (INCLUSIVE)**

(continued)

MOTION

MOVED Cr Stephens

In accordance with clause 4.5.3 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013 that item F11. Food and Garden Organics Kerbside Collection Service Postponement and F12. Delegation for Leases and Licences on Council Owned and Managed Land and F13. Parking Machine and Signage to be included in the Ordinary Council Meeting Agenda, under section F. Management Reports for Council consideration.

SECONDED Cr Wilson

CARRIED

F. MANAGEMENT REPORTS:**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

The purpose of this report is to enable Council to consider the Councillor and Chief Executive Officer Leave of Absence Register.

Recommendation

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

MOTION**MOVED Cr McDonald**

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

SECONDED Cr 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:

66B Leave of Absence of a Councillor

- (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.

Section 69(1)(g) of the *Local Government Act 1989* states:

S69 Extraordinary vacancies

- (1) An extraordinary vacancy is created if the office of a Councillor becomes vacant because the Councillor:

(g) is absent from 4 consecutive ordinary meetings of the Council without leave obtained from the Council.

- (2) The Council must not unreasonably refuse to grant leave.

- (3) A Councillor is not to be taken to be absent from an ordinary meeting of the Council –

(a) unless a meeting of the Council at which a quorum is present is actually held; or

(b) while any proceeding for ouster from office of the Councillor is pending.

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 66 of the *Local Government Act 1989*

Section 69 *Local Government Act 1989*

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.

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

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)	2657718

F2. 2020/2021 FEES AND CHARGES SCHEDULE

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this report is to provide the Draft 2020/2021 Fees and Charges Schedule for adoption.

Recommendation

That Council amend adopt the 2020/2021 Fees and Charges Schedule.

MOTION

MOVED Cr Stephens

That Council adopt the 2020/2021 Fees and Charges Schedule.

SECONDED Cr Wilson

CARRIED

Background/Key Information:

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

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

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

User fees and charges are a significant source of income for Glenelg Shire Council and in accordance with Section 127 of the Act, Glenelg Shire Council is required to prepare a budget for each financial year. And part of this process is the setting of the fees and charges for the coming financial year 2020/2021.

Budget responsible officers and Finance unit staff have reviewed the current fees and charges proposed in this document, and utilising as a guiding principle the Essential Services Commission rate increase of 2%, a report highlighting the variance of each fees or charge has been included with this document, outlining the fee or charge that is greater than 2% with a reasonable explanation for your consideration.

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

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

F2. 2020/2021 FEES AND CHARGES SCHEDULE

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

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

b. Legislative, Legal and Risk Management Considerations

Local Government Act 1989 – Section 127.

c. Consultation and/or communication processes implemented or proposed

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

d. Financial and Resource Implications and Opportunities

As per attached report.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	2020 2021 Fees and charges	2658829

F3. DARTMOOR CHILDREN'S CENTRE

Director: Ann Kirkham, Acting Director Community Services

Executive Summary

This paper is to provide Councillors with an update on the progress to date regarding the Dartmoor Children's Centre 2017-2019 and Beyond Business Plan, which is focused on ultimately operating the education and care service for Dartmoor co-located at the school.

Recommendation

That Council receive the update report for information.

MOTION

MOVED Cr McDonald

That Council receive the update report for information.

SECONDED Cr Stephens

CARRIED

Background/Key Information:

Dartmoor Children's Centre is owned and managed by Council, forming part of the Early Years Management model.

The implementation of the Dartmoor Children's Centre 2017 - 2019 and Beyond Business Plan continues to be progressed.

Based on the substantial work to date, including survey results, consultation, research and discussion, the primary school location is deemed to be the best option in the longer term for the Dartmoor community and education and care sustainability. Importantly, it is acknowledged that model options must be financially viable and able to be staffed appropriately.

Council has been working through its business planning process for a number of years, which has included developing and implementing relevant service delivery/staffing models, community meetings, regular community updates, engagement with community partners and the development of a model option report for consideration for the future.

Recent progress includes:

- A service delivery model for 2020 that ensures fees are affordable for families, cost is not a barrier to access, the service can be staffed by quality, qualified staff and it is financially viable and sustainable for Council;

F3. DARTMOOR CHILDREN'S CENTRE

(continued)

- Increasing childcare hours for Thursdays 9am – 6pm and after kindergarten care 2pm-6pm to better meet the needs of working families in line with recommendations from the Options Report. The extended hours will be carefully monitored to assess demand, utilisation and staffing capacity, as part of our planning process;
- Development of a "[Welcome to Dartmoor Children's Centre Video](#)" to enable families to see the centre in action, understand the value of small group settings and help the Children's Centre attract enrolments;
- A common referral form and process for agencies working with Aboriginal children, children linked with Child Protection and other vulnerable groups. This will provide a streamlined, simple way for these children to be referred directly into the Children's Service, and ultimately to the school; and
- Regular community updates.

At the Working Group meeting held on 25 June 2019 the draft detailed model report was workshopped, including rationale, location, space requirements, staffing, service delivery model and high level transition plan.

Council officers attended the September Dartmoor Primary School Council meeting to provide an overview of the report and also provided a Business Plan progress update. At this meeting the School Council members expressed concern at the prospect of the long term option - ultimately operating the centre, co-located at the school. However, this is a potential long term sustainability solution and Council officers will continue to work with the community and School Council and keep Council informed of the progress and service and facility delivery models for the future.

Although it is possible for Council to continue to deliver the service at the school location, it would require complex legal arrangements such as a Joint Use Agreement which would need extensive development, evaluation, reviews with ongoing monitoring and adjustments.

A co-located service would promote community ownership, partnership and consolidated community effort in fundraising and voluntary support through a one stop shop model for early year's services in the township.

To continue consultation Council officers were to attend the December 2019 School Council Meeting. The December meeting was cancelled and officers will now attend the March 2020 School Council Meeting to continue to work in partnership with the School Council to support the viability and sustainability of quality kindergarten and childcare options for Dartmoor children and their families. It is also proposed to discuss the potential for partnering with the School Council to trial the inclusion of a small group of school aged children in the after-kindergarten care program on a Thursday. This proposal is in the very initial stage of consideration but clearly needs a team approach to plan, implement, monitor and evaluate its progress.

F3. DARTMOOR CHILDREN'S CENTRE

(continued)

Council officers are looking to continue work with the Dartmoor Primary School Council to maintain a partnership approach to shaping the long-term future for the Children's Centre and school.

In addition to the above, Council will report to the local community on progress of Business Plan in July 2020. The Options Report is being worked on in consultation with the School. The Short term option of extending hours one day a week is already in place for 2020 and joint planning for elements of the mid-term option (e.g. inclusion of some school age children) will commence in 2020.

a. Council Plan Linkage and Policy Context

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

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

b. Legislative, Legal and Risk Management Considerations

Provision of care and education requires compliance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

Introduction of Change process to be undertaken in accordance with Council's Enterprise Agreement and Early Education Employees Agreement provisions.

c. Consultation and/or communication processes implemented or proposed

Consultation with the Dartmoor Primary School Council will re-commence in March 2020.

d. Financial and Resource Implications and Opportunities

The ongoing consultation and facilitation of this work will be sourced from existing Children's Services budgets.

F4. AGED AND DISABILITY SERVICE COST REPORT

Director: Ann Kirkham, Acting Director Community Services

Executive Summary

The Aged Care reforms are fundamentally changing the operating and funding environment for the aged and disability sector. Service providers are grappling with how to best respond to this new competitive environment. For Council this is further impacted by the demographic shifts, cost growth and increasing community expectations.

This report provides an updated breakdown of associated costs for services provided by the Aged & Disability Services unit to enable Council to consider its future role in this service area and strategically plan for a sustainable service system that supports our aging community.

Recommendation

1. That Council notes the information contained within this report;
2. That Officers continue to report to Council on transitional arrangements (July 2022); and
3. That Council is provided with further service costing reports and competitive arrangements as further information comes to hand.

MOTION**MOVED Cr Stephens**

1. **That Council notes the information contained within this report;**
2. **That Officers continue to report to Council on transitional arrangements (July 2022); and**
3. **That Council is provided with further service costing reports and competitive arrangements as further information comes to hand.**

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

In 2016 the Commonwealth Home Support Program (CHSP) was launched with the Commonwealth Government assuming full funding, policy and operational responsibility for community care for people aged 65 years and over in Victoria. The Victorian Government continues to fund Home and Community Care for Younger People (HACC-PYP) services for people aged under 65 years (under 50 years for Aboriginal and Torres Strait Islander people), with eligible clients transitioning to the National Disability Insurance Scheme.

F4. AGED AND DISABILITY SERVICE COST REPORT

(continued)

Special transition provisions for CHSP apply in Victoria until 1 July 2022. This includes continuity of funding levels and 'block funding'. The specific details of funding arrangements for the full operation of CHSP in Victoria post July 2022 have not been disclosed. It is unlikely that the Commonwealth will make a decision on funding arrangements until the Royal Commission into Aged Care Quality and Safety final report is released in November 2020.

The Australian Bureau of Statistics (ABS) indicates that there are 4,424 or 22.5% people over the age of 65 in the Glenelg Shire region, much higher than the regional Victorian average. Of these people, 6.8% require assistance with core activities and 826 people currently receive aged care services from Council.

In 2016, the age group with the highest net migration to Glenelg Shire was persons aged 55 to 64 years. Between 2016 and 2026, the age structure forecast for Glenelg Shire indicates a 28.1% increase in population of retirement age, and a 6.7% decrease in population of working age. While a large number of older residents are well, living independently and actively within the community, a larger proportion of older residents will require support and services as they age which will put increased demand on community and health services.

The aim of the Aged Care reforms has been to move towards a Consumer Directed Care model, providing people with greater choice, care that is based on needs, and ultimately assisting older people to stay in their homes for longer.

The new policy environment will deliver a service system based on an open and competitive market. It is highly likely, based on trends, policy statements and program guidelines that funding arrangements post July 2022 will shift away from block funded grants to a competitive operating environment. Council is unlikely to be the sole service provider available to deliver CHSP services. The competition on price is likely to be high with council likely to be less competitive due to its higher operational costs.

Under current funding arrangements Council receives 'Block funding' to provide both HACC PYP and CHSP services. 'Block' funding provides upfront funding payments to deliver aged care services and programs. Funding is linked to client numbers and services delivered.

A shift away from 'Block funding' to a fee for service model would result in Council getting paid per hour of service after each service has been delivered. There are significant cost implications to consider under this model. Traditionally this type of model has not included provision for associated travel costs and time which has considerable impact for council given the large geographic area.

Council's base funding for HACC PYP and CHSP services as at 1 July 2019 was \$198,558 and \$1,139,225 respectively. The HACC funding is substantially lower than previous years of \$343,117 due to the introduction of NDIS. The CHSP funding has remained consistent at \$1,139,225.

Approximately \$700,000 of direct income is received from service users. Over the past 5 years Councils has contributed \$1,883,826 (an average of \$376,765 per year) to the operation of the Aged & Disability unit.

F4. AGED AND DISABILITY SERVICE COST REPORT

(continued)

A breakdown of individual service unit costs per hour have been provided below. Competitive neutrality costs have not been applied to the costing figures. Further detailed analysis of corporate overheads such as HR, IT and Finance services would need to be undertaken. Administration activities and the associated relative labour effort also needs to be apportioned against each service type.

Further analysis of the utilisation of the Fawthrop Community Centre will be required to be undertaken to accurately apportion the building maintenance overhead.

COST TO COUNCIL (FOR EACH SERVICE HOUR PROVIDED)

Income listed includes funding and client contribution amounts calculated at a per hour income rate.

Service	2016/17 Income	Cost to Council	2017/18 Income	Cost to Council	2018/19 Income	Cost to Council
Domestic Assistance	51.32	50.86 (-0.46)	52.01	54.68 (2.67)	60.23	58.32 (-1.91)
Personal Care	61.44	58.19 (-3.25)	65.04	59.68 (-5.36)	78.57	80.26 (1.69)
Respite Care	66.06	56.37 (-9.68)	61.83	56.96 (-4.87)	64.03	48.00 (-16.03)
Property Maintenance	59.52	49.03 (-10.49)	59.32	48.76 (-10.57)	60.59	52.16 (-8.43)
Social Support	23.20	27.29 (4.09)	25.46	25.68 (0.23)	25.44	34.36 (8.92)
Meals	13.39	14.01 (0.61)	13.55	11.55 (-2.04)	14.91	13.83 (-1.07)
Assessment	107.76	151.72 (43.96)	77.98	136.81 (58.83)	118.42	154.46 (36.04)
Administration Support	18.09	55.97 (37.87)	17.52	42.67 (25.15)	16.36	37.59 (21.22)

The cost to deliver each service has fluctuated since 2016/17, due largely to the variance in hours delivered for each individual service type and retention of unexpended funding. The Aged & Disability team are providing increasingly more full cost recovery services to those clients on NDIS packages and Home Care Packages. These services are currently delivered at no additional cost to Council.

The specific details of funding arrangements for the full operation of CHSP in Victoria post July 2022 have not been disclosed. Current advice indicates that CHSP funding will continue unchanged until June 2022 with future service delivery models now unknown.

F4. AGED AND DISABILITY SERVICE COST REPORT

(continued)

Any significant advice from Government concerning the future of aged care funding and service delivery will be reported to Council.

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

From 1 July 2016 until June 2022 the Commonwealth Government has assumed full funding, policy and operational responsibility for services for older people over 65 years. The Victorian Government will continue funding HACC PYP services for the under 65 year olds. To date no decisions have been made about the future of the CHSP program and funding allocation beyond June 2022 by the federal government.

The service costing review is a demonstration of proactive and prudent financial management aimed to mitigate financial risk.

c. Consultation and/or communication processes implemented or proposed

Based on Council's decision officers will undertake a community engagement process on the future aged care service provision.

d. Financial and Resource Implications and Opportunities

Further detailed analysis of unit costings will provide a clear determination on costs including transparency of indirect cost allocation methods in consideration of 'competitive neutrality'.

Cr Stephens re-declared an Indirect Conflict of Interest in item F5. Community Grants (Round 2) 2019/20 Program Allocations and left the meeting at 7.19pm.

Cr Rank re-declared an Indirect Conflict of Interest in item F5. Community Grants (Round 2) 2019/20 Program Allocations and left the meeting at 7.19pm.

Cr Hawker Deputy Mayor assumed the position of Temporary Chairperson.

F5. COMMUNITY GRANTS (ROUND 2) 2019/20 PROGRAM ALLOCATIONS

Director: Ann Kirkham, Acting Director Community Services

Executive Summary

The second round of the Community Grants Program for 2019/20 was advertised over a three week period from 3 February 2020 until 24 February 2020. A total of 47 applications were received seeking an overall funding allocation of \$106,176.41 for projects valued at \$255,452.76.

The Community Grants Advisory Committee met on Monday 2 March 2020 to evaluate the applications according to the criteria adopted by Council. This report presents the recommendations made by the Advisory Committee.

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

Recommendation

1. That Council approves the allocation of funds for the Community Grants Program Round 2 2019/20, as per the recommendations in the attachment Community Grant Round 2 2019/20 Advisory Committee Recommendations; and
2. That all successful applicants for Round 2 2019/20 be contacted and invited to a Presentation Night on Wednesday 1 April 2020 be held at the Heywood Council Offices.

MOTION

MOVED Cr Wilson

1. That Council approves the allocation of funds for the Community Grants Program Round 2 2019/20, as per the recommendations in the attachment Community Grant Round 2 2019/20 Advisory Committee Recommendations; and
2. That all successful applicants for Round 2 2019/20 be contacted and advised of the outcome.

SECONDED Cr White

CARRIED

F5. COMMUNITY GRANTS (ROUND 2) 2019/20 PROGRAM ALLOCATIONS

(continued)

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 2 of the Community Grants for the 2019/20 financial year opened on 3 February 2020 with the closing date for the submission of applications on Monday 24 February 2020. A total of 47 applications were received for Round 2 of the Community Grants Program, with a total amount of \$106,176.41 requested.

The funding allocation for this round is \$88,571.00. See the following table for the breakdown.

Annual Budget	\$162,000	
Allocated Round 1	\$80,779	
Funds Available Round 2		Subtotal \$81,221
Less Minor Community Grants	-\$1,500	Subtotal \$79,721
Plus Returned Grants	+\$8,850	Subtotal \$88,571
TOTAL Available Funds Round 2		\$88,571

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 2	Total value of applications received
Recreation	19	\$38,674.31
Public Halls	9	\$22,465.00
Community Events	3	\$9,000.00
Arts, Culture and Heritage	3	\$6,995.00
Community Strengthening	13	\$29,042.10
TOTAL	47	\$106,176.41
ROUND ALLOCATION		\$88,571.00
ROUND 2 OVERSUBSCRIBED		- \$17,605.41

F5. COMMUNITY GRANTS (ROUND 2) 2019/20 PROGRAM ALLOCATIONS

(continued)

At the meeting of the Community Grants Advisory Committee, held Monday 2 March 2020, 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's recommended allocations to Council are in the table provided as a separate attachment to this report. A total of \$85,111 was allocated to clubs/groups with the remaining funds to be reserved for Minor Community Grant Applications.

a. Council Plan Linkage and Policy Context

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

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

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

Management of the Community Grants Program is conducted in accordance with the Community Grants Policy adopted by Council in 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 1 April 2020 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.

F5. COMMUNITY GRANTS (ROUND 2) 2019/20 PROGRAM ALLOCATIONS

(continued)

\$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. 3 community grants were returned and 3 groups received Minor Community Grants.

Separate Circulation

1.	Community Grants Advisory Committee Meeting CGAC 2 March 2020 Meeting Notes	2655510
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Separate Circulations – Confidential

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

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Community Grant (Round 2) 2019 2020 Advisory Committee Report Spreadsheet	Any other matter which committee considers would prejudice the council or any person - section 89 (2) (h) of the <i>Local Government Act 1989</i>	2655508
2.	Community Grant Round 2 2019 2020 Advisory Committee Recommendations	Any other matter which committee considers would prejudice the council or any person - section 89 (2) (h) of the <i>Local Government Act 1989</i>	2655509

Cr Rank and Cr Stephens returned to the meeting at 7.22pm.

Cr Rank assumed the position of Chairperson.

F6. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2020-2021

Director: Edith Farrell, Director Assets

Executive Summary

The Department of Transport requires the Local Port of Portland Bay to submit a Business Plan and proposed budget for funding in 2020-2021.

Recommendation

That the proposed Local Port of Portland Bay Business Plan and Trawler Wharf Budget 2020-2021, as separately circulated be forwarded to the Department of Transport.

MOTION**MOVED Cr White**

That the proposed Local Port of Portland Bay Business Plan and Trawler Wharf Budget 2020-2021, as separately circulated be forwarded to the Department of Transport.

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

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

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

Annual funding is provided by DoT, in addition to Council retaining income from the collection of user fees. On an annual basis DoT require a proposed Business Plan and Trawler Wharf budget for the upcoming financial year as a requirement of its five year agreement. The proposed budget covers all aspects of operation and staffing.

a. Council Plan Linkage and Policy Context

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

F6. LOCAL PORT OF PORTLAND BAY BUSINESS PLAN AND TRAWLER WHARF BUDGET 2020-2021

(continued)

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

Consultation has been undertaken with Council's Finance Unit along with DoT regarding the Business Plan format, content and financials.

d. Financial and Resource Implications and Opportunities

There are no budget implications for Council as the Local Port including the Trawler Wharf operations are funded by DoT and user fees.

Separate Circulation – Non-Confidential

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Local Port of Portland Bay Proposed Business Plan and Trawler Wharf Budget 2020-2021 dated March 2020 prepared by Glenelg Shire Council	2655374

F7. SPECIAL CHARGE SCHEME POLICY REVIEW

Director: Edith Farrell, Director Assets

Executive Summary

The purpose of this report is to enable Council to consider the review undertaken and adopt the Special Charge Scheme Policy in accordance with *Local Government Act 1989* (Sections 163 to 166 and Section 221).

Recommendation

1. That Council adopt the reviewed Special Charge Scheme Policy CPO-ASSETS-OP-001, as separately circulated.
2. That the Special Charge Scheme Policy CPO-ASSETS-OP-001 be effective from 24 March 2020.

MOTION**MOVED Cr Wilson**

1. That Council adopt the reviewed Special Charge Scheme Policy CPO-ASSETS-OP-001, as separately circulated.
2. That the Special Charge Scheme Policy CPO-ASSETS-OP-001 be effective from 24 March 2020.

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

Glenelg Shire Council is responsible for managing provision of a range of new infrastructure as well as maintaining and renewing existing infrastructure.

The objective of this policy is to provide a framework for the provision of additional infrastructure through a process which enables costs to be recovered from benefiting parties in a fair and equitable manner.

Where it can be demonstrated that properties will receive special benefits from constructing infrastructure works and where other arrangements are not practicable, Council will pursue contributory schemes through the implementation of a Special Rates or Special Charge Scheme processes.

Under the provisions of Section 163 of the *Local Government Act 1989*, Council has the power to raise funds for works that are of special benefit to properties.

The Special Charge Scheme Policy CPO-ASINFR-AM-002 was previously endorsed by Council at its Ordinary Council meeting held of 17 December 2013. This policy has been reviewed and no content changes have been required, however some administrative changes have been made, including updating the policy number to CPO-ASSETS-OP-001, in accordance with current organisational procedures.

F7. SPECIAL CHARGE SCHEME POLICY REVIEW

(continued)

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

The review of this policy has been undertaken in accordance with Sections 163 to 166 and Section 221 of the *Local Government Act 1989*. In addition to this, the policy has been reviewed to ensure compliance with the Special Rates and Charges Ministerial Guideline (September 2004).

c. Consultation and/or communication processes implemented or proposed

As part of any Special Charge Scheme Development a consultation plan is implemented.

d. Financial and Resource Implications and Opportunities

Not applicable.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Council Policy CPO-ASSETS-OP-001 Special Charge Scheme reviewed March 2020	1543939

F8. SURFACE TREATMENT OF ROAD FOOTWAY AREAS ADJOINING PRIVATE PROPERTIES POLICY REVIEW AND RIGHT-OF-WAY DISCONTINUANCE POLICY REVIEW

Director: Edith Farrell, Director Assets

Executive Summary

The purpose of this report is to propose that the Council policies CPO-ASINFR-LR-001 Surface Treatment of Road Footway Areas Adjoining Private Properties, and CPO-CORPS-GE-002 Right-of-Way Discontinuance, previously adopted by Council become obsolete.

Recommendation

1. That Council acknowledge that Council Policy CPO-ASINFR-LR-001 Surface Treatment of Road Footway Areas Adjoining Private Properties is obsolete as of 24 March 2020; and
2. That Council acknowledge that Council Policy CPO-CORPS-GE-002 Right-of-Way Discontinuance Policy is obsolete as of 24 March 2020.

MOTION**MOVED Cr Stephens**

1. That Council acknowledge that Council Policy CPO-ASINFR-LR-001 Surface Treatment of Road Footway Areas Adjoining Private Properties is obsolete as of 24 March 2020; and
2. That Council acknowledge that Council Policy CPO-CORPS-GE-002 Right-of-Way Discontinuance Policy is obsolete as of 24 March 2020.

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

Council Policy CPO-ASINFR-LR-001 for the Surface Treatment of Road Footway Areas Adjoining Private Properties was adopted by Council at its Ordinary Council Meeting held on 26 May 2009. The policy stated the requirements for the area between the property boundary and the edge of road.

The review of Policy CPO-ASINFR-LR-001 has been undertaken to determine whether the Policy is still required by Council, and it has been identified that the policy is no longer required. This is due to the Infrastructure Design Manual ("the IDM") having been developed by the Local Government Infrastructure Design Association to address surface treatment of road footway areas between property boundaries and the road edge.

F8. SURFACE TREATMENT OF ROAD FOOTWAY AREAS ADJOINING PRIVATE PROPERTIES POLICY REVIEW AND RIGHT-OF-WAY DISCONTINUANCE POLICY REVIEW

(continued)

The Right-of-Way Discontinuance Policy CPO-CORPS-GE-002 was adopted by Council at its Ordinary Council Meeting held on 27 January 2009. This policy described in detail how a “Right of Way” is to be discontinued and the tasks required in processing the transaction.

The management of roads is governed through various Acts, including the *Road Management Act 2004* and the *Local Government Act 1989*. Council is bound to comply with these Acts. It is therefore proposed that this policy become obsolete and that an organisational procedure be developed to address the administrative processes required for “Right of Way” discontinuance that is in accordance with all relevant legislation.

It is therefore recommended that both Policy CPO-ASINFR-LR-001 Surface Treatment of Road Footway Areas Adjoining Private Properties and CPO-CORPS-GE-002 Right-of-Way Discontinuance Policy are now recognised by Council as obsolete.

a. Council Plan Linkage and Policy Context

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

Connecting Glenelg – Connecting people, places and spaces.

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

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

b. Legislative, Legal and Risk Management Considerations

The IDM considers ongoing legislative requirements for surface treatment of road footway areas. The *Road Management Act 2004* and the *Local Government Act 1989* outline the legislative requirements associated with “Right of Way” discontinuance.

c. Consultation and/or communication processes implemented or proposed

Not Applicable.

d. Financial and Resource Implications and Opportunities

This review has no impact on current Council resources.

F8. SURFACE TREATMENT OF ROAD FOOTWAY AREAS ADJOINING PRIVATE PROPERTIES POLICY REVIEW AND RIGHT-OF-WAY DISCONTINUANCE POLICY REVIEW

(continued)

Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Council Policy CPO-ASINFR-LR-001 Surface Treatment of Road Footway Areas adjoining private properties approved 26 May 2009	732977
2.	Council Policy CPO-CORPS-GE-002 Right-of-Way Discontinuance Policy approved 27 January 2009	712294

F9. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK

Director: Edith Farrell, Director Assets

Executive Summary

This report provides the outcome of the Local Port of Portland Bay Business Case Trawler Wharf amenities block dated 11 March 2020 as approved by the Department of Transport and recommends that Council endorse the installation of an amenities block on the Trawler Wharf to cater for both restricted use and public access provision.

Recommendation

1. That Council endorse the implementation of option 2 within the Business Case Trawler Wharf amenities block, as separately circulated, for an amenities block on the Trawler Wharf within the Local Port of Portland Bay that caters for both restricted use and public access facilities.
2. That Local Port Management provide a letter to the Department of Transport acknowledging their support for the amenities block on the Trawler Wharf.
3. That Council approves for Local Port Management to proceed with required approvals as contained within this report and a procurement process for the installation of the amenities block be undertaken.

MOTION**MOVED Cr White**

1. **That Council endorse the implementation of option 2 within the Business Case Trawler Wharf amenities block, as separately circulated, for an amenities block on the Trawler Wharf within the Local Port of Portland Bay that caters for both restricted use and public access facilities.**
2. **That Local Port Management provide a letter to the Department of Transport acknowledging their support for the amenities block on the Trawler Wharf.**
3. **That Council approves for Local Port Management to proceed with required approvals as contained within this report and a procurement process for the installation of the amenities block be undertaken.**

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

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

F9. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK

(continued)

At the Ordinary Council Meeting held on 26 March 2019, Council made the following resolution:

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

Council made this resolution following receipt of a recommendation from the Local Port of Portland Bay Advisory Committee meeting held on 13 February 2019, recommending that Council consider the implementation of an amenities block sited on the Trawler Wharf with provision of public use.

Consultation with local port users outlined infrastructure deficiencies for the growing demand of commercial fishing vessels operators. Vessels are operating with several crews to ensure greater economic viability of their businesses. The vessels crews have limited facilities available prior to travelling back to their residences.

As vessels do not have holding tanks for their onboard ablutions, there are concerns of potential sewage discharge from vessels directly into the ocean. Although this activity is banned within the local port boundary, it is difficult to enforce and poses both human and environmental health risks within the local port boundary.

This issue has been identified as a significant risk in the Local Ports Safety and Environmental Management Plan Risk Assessment with the proposed amenities block being a key mitigation measure to ensure ongoing environmental protection.

Although the Trawler Wharf is a commercial operating facility, there is also obligations around the public access to the facility. The Trawler Wharf is popular for recreational anglers, promenading and a general site seeing point for the activities that occur within the Portland harbour.

The Trawler Wharf is demarcated as a public access site and therefore requires ongoing management to balance the public use of space with commercial activity. Local Port management constantly monitors the movement of the public and commercial interface that occurs daily and if required, cordons off areas when needed to manage the interface of commercial and public activity.

The Trawler Wharf Amenities Block Business Case ('business case') has been amended to include an additional option that would allow for public access amenities, which is in accordance with Council's resolution made in relation to this matter at the Ordinary Council Meeting held on 25 February 2020. The public access would cater for recreational fishers, other commercial operators (including contractors, Local Port officers and fuel providers) in addition to catering for speciality events such as the Blessing of the Fleet (which attracts a crowd in excess of 200 people) and the annual standard hard hat diving event (which attracts approximately 60 participants and spectators).

F9. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK

(continued)

The business case provides two options for the introduction of amenities on the Trawler Wharf:

- Option one - a restricted access facility to cater for permitted commercial fishing vessels only; and
- Option two - a restricted access amenities facility for commercial fishing vessels (inclusive of toilet and shower facilities), in addition to a public access amenity (toilet facility) only.

The business case for the Trawler Wharf amenities block sought permission from the DoT to utilise previous financial years' unspent operational budget on the proposed Trawler Wharf amenities block. Approval has now been granted by the DoT to proceed with option two as contained in the business case.

All future maintenance and cleaning costs will be covered by the annual operating budget which is also supplied by the DoT.

Further approvals required for the proposed project to proceed are Coastal Management Act Consent, Native Title Notification and Public Land Manager Consent. Waste abluitions will be directly fed in Wannan Waters sewer system with no Environmental Protection Agency approvals required.

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

This proposed project will have no impact on existing infrastructure i.e. fuel pipeline, normal operations, or utilities or services within the Trawler Wharf.

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

c. Consultation and/or communication processes implemented or proposed

Council officers will undertake a communication strategy to inform the community of the DoT funded project.

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

F9. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK

(continued)

d. Financial and Resource Implications and Opportunities

DoT and Council have a funding agreement to operate and manage the Local Port and Trawler Wharf with funds supplied of \$182,088 for the 2019-2020 financial year. DoT has accepted the proposed allocation of prior years' unspent operational funding (which is supplied by the DoT) be utilised to develop the proposed Trawler Wharf amenities block in line with option 2 within the business case. The approved funding allocation also allows for adequate residual funds to be retained for any future emergency works required.

There will be no cost to Council regarding the construction, maintenance or conservation of this proposed project with supplied annual DoT funding to cover all associated maintenance and cleaning costs for this facility.

Project estimates were gathered in July 2019 and Council officers have estimated that a further 15% on overall project costs may be required as a contingency. This extra 15% still leaves adequate funds within existing budgets and are also in accordance with the DoT recommendations.

Separate Circulation – Confidential

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

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Business Case - Trawler Wharf amenities block 11 March 2020	Due to containing contractual matter – <i>Local Government Act 1989</i> section 89 (2) (d)	2612924
2.	Letter from Department of Transport - Local Port of Portland Bay 2019-2020 Funding 13 March 2020	As requested by Department of Transport as contains contractual matter - section 89 (2) (d)	2659682

F10. DELEGATIONS REVIEW

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

In accordance with the principles of good governance, continuous improvement and statutory compliance, the review of the Delegations and Authorisations review has been undertaken in accordance with Section 98(6) of *Local Government Act 1989*.

This review included the following Council Instruments of Delegation have been reviewed including:

- Instrument of Delegation from Council to Members of staff (S6);
- Instrument of Sub-Delegation from the Chief Executive Officer to Council Staff (S7); and
- Instrument of Delegation of CEO powers, duties and functions (S13);

Officer Recommendation

1. That Council adopt the following:
 - The Instrument of Delegation from Council to Members of Staff dated Tuesday 24 March (S6);
 - a. That the Instruments referred to above come into force immediately the common seal of Council is affixed, and previous Instruments are revoked.
 - b. The duties and functions set out in the Instrument referred to must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. That Council note that the following Instruments have been amended and will come into force when it is signed by the Chief Executive Officer on Wednesday 25 March 2020.
 - Instrument of Sub-Delegation from the Chief Executive Officer to Council (S7);
 - Instrument of Delegation of CEO powers, duties and functions (S13); and
 - a. The duties and functions set out in the Instruments referred to in must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

F10. DELEGATIONS REVIEW

(continued)

MOTION

MOVED Cr Hawker

That Council adopt the following:

- 1. The Instrument of Delegation from Council to Members of Staff dated Tuesday 24 March (S6);**
 - a. That the Instruments referred to above come into force immediately the common seal of Council is affixed, and previous Instruments are revoked.**
 - b. The duties and functions set out in the Instrument referred to must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- 2. That Council note that the following Instruments have been amended and will come into force when it is signed by the Chief Executive Officer on Wednesday 25 March 2020.**
 - Instrument of Sub-Delegation from the Chief Executive Officer to Council (S7);**
 - Instrument of Delegation of CEO powers, duties and functions (S13); and**
 - a. The duties and functions set out in the Instruments referred to in must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

SECONDED Cr Stephens

CARRIED

Background/Key Information:

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

The Glenelg Shire Council, together with a number of other Victorian municipalities, subscribes to the Maddock's Lawyers Delegations and Authorisations update service. This review is based on the Maddock's proforma documents with appropriate alterations identified by each Director and their staff. Attached this report is the information provided by Maddocks Lawyers. This letter provides information on each section of updates to each Act required under the Delegations.

F10. DELEGATIONS REVIEW

(continued)

The objectives of delegation and authorisation reviews are to:

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

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

Council staff listed in the schedule contained in the various Instruments of Delegation were provided with a copy of the draft delegations and authorisations and invited to provide comment prior to finalisation.

Documents are available for staff and Councillors can view the Delegations prior to being adopted at the Ordinary Council Meeting.

d. Financial and Resource Implications and Opportunities

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

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Letter dated 5 February 2020 from Maddocks Lawyers Delegations and Authorisations Update for 2020	2656772

F11. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE POSTPONEMENT

Director: Edith Farrell, Director Assets

Executive Summary

At the 25 February Ordinary 2020 Council endorsed a proposal to introduce a food organics and garden organics (FOGO) waste service. However, in light of the current public health and economic impacts of the Coronavirus, this report seeks Council's support to delay the introduction of the compulsory FOGO kerbside collection service until the 2021-2022 financial year.

Recommendation

1. That Council endorse the proposal to postpone the introduction of a compulsory food organics and garden organics kerbside collection service within the Glenelg Shire until the 2021-2022 financial year.
2. That the additional fee of \$64.00 associated with the introduction of the service is omitted from the Glenelg Shire Council's Fees and Charges Schedule for the 2020-2021 financial year.
3. That a further report is provided to Council prior to the development of the 2021-2022 Fees and Charges Schedule, outlining the proposed fees and charges associated with the introduction of a compulsory food organics and garden organics kerbside collection service and that this further report take account of any subsequent changes that impact the proposed annual levy.

MOTION**MOVED Cr Halliday**

1. That Council endorse the proposal to postpone the introduction of a compulsory food organics and garden organics kerbside collection service within the Glenelg Shire until the 2021-2022 financial year.
2. That the additional fee of \$64.00 associated with the introduction of the service is omitted from the Glenelg Shire Council's Fees and Charges Schedule for the 2020-2021 financial year.
3. That a further report is provided to Council prior to the development of the 2021-2022 Fees and Charges Schedule, outlining the proposed fees and charges associated with the introduction of a compulsory food organics and garden organics kerbside collection service and that this further report take account of any subsequent changes that impact the proposed annual levy.

SECONDED Cr McDonald**CARRIED**

F11. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE POSTPONEMENT

(continued)

Background/Key Information:

The Victorian State Government's 'Know Your Council' website states that Glenelg Shire Council's waste diversion rate is at 33.63%, which is well below the average of similar Victorian councils at 44.69%. This data is supported by Sustainability Victoria reporting that 53 of the 79 Victorian councils having introduced an organics collection service.

In December 2018, Council staff undertook a survey to measure public support for the introduction of a FOGO kerbside collection service. Of the 912 votes received, over 90% were in favour of this service being introduced. The service remains the most suggested waste service from community members and has been noted as a community priority within other community consultation forums including Listening Posts and the extensive consultation undertaken in the development of the current Council Plan.

At the Ordinary Council Meeting held on 25 February 2020, Council made the following resolutions in relation to a FOGO service:

1. That Council endorse the proposal to introduce a compulsory food organics and garden organics kerbside collection service within the Glenelg Shire.
2. That the additional fees of \$64.04 associated with the introduction of the service be incorporated into the Glenelg Shire Council's Fees and Charges schedule for the 2020-2021 financial year.

The introduction of a FOGO kerbside collection service forms the first stage of a two-stage plan to further reduce waste collection costs and environmental impacts. A future plan to introduce composting infrastructure for in-house management of organics waste will provide a further cost saving to Council in relation to waste transport and disposal costs.

On 16 March 2020 the Victorian Government declared a State of Emergency across Victoria due to the Coronavirus (COVID-19). In the days that have followed state and territory health authorities have reported numbers of confirmed cases of COVID-19 in Australia. Positive cases are increasing exponentially on a daily basis and it is envisaged that many residents will be burdened by the health and financial impacts associated with the rapid spread of COVID-19. The additional waste levy fees associated with the introduction of the FOGO service could pose additional financial strain on Glenelg Shire residents at this time, and therefore it is recommended that Council postpone the introduction of the FOGO service until the 2021-2022 financial year.

a. Council Plan Linkage and Policy Context

The introduction of a FOGO kerbside collection has the following links to the Council Plan:

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

F11. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE POSTPONEMENT

(continued)

- Creative Glenelg – Creative, inspired, forward thinking and action orientated.
- Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

FOGO is also one of the key priorities within the Glenelg Shire Resource Recovery, Waste Minimisation and Management (GSRRWMM) Strategy 2019-2024.

b. Legislative, Legal and Risk Management Considerations

All legislative, legal and risk management requirements have been considered during the planning and investigative stages of the introduction of the service, and during the considerations to postpone the introduction of the service.

c. Consultation and/or communication processes implemented or proposed

Following Council's endorsement for FOGO kerbside collection service introduction within the Glenelg Shire, a communication plan for the FOGO service was developed and had commenced, however this plan will now be put on hold pending Council's future decision on the introduction of the service in the 2021-2022 financial year.

Officers will undertake broader communication to inform the community of the delay in the introduction of the FOGO service following Council's decision.

d. Financial and Resource Implications and Opportunities

A delayed introduction of the FOGO service will result in no additional financial or resource implications for Council in the 2020-2021 financial year.

F12. DELEGATION FOR LEASES AND LICENCES ON COUNCIL OWNED AND MANAGED LAND

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The Glenelg Shire Council manages a number of leases and licences for Council owned land and Crown Land as Committee of Management. In the current economic climate caused by COVID-19 there is a need to make decisions quickly relating to obligations under these agreements. This report proposes that Council delegate to the Chief Executive Officer powers in relation to the ongoing management of these leases and licences.

Recommendation

1. That Council delegate to the Chief Executive Officer the power to negotiate, approve and sign all things necessary for the ongoing management of Leases and Licences for Council owned or managed land.
2. This delegation remains in force for twelve months following the cessation of the State of Emergency that has been declared in Victoria to combat COVID-19.

MOTION**MOVED Cr Stephens**

1. That Council delegate to the Chief Executive Officer the power to negotiate, approve and sign all things necessary for the ongoing management of Leases and Licences for Council owned or managed land; and
2. This delegation remains in force for twelve months following the cessation of the State of Emergency that has been declared in Victoria to combat COVID-19.

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

As a result of the COVID-19 epidemic, Tenants and Licensees of Council owned and managed land may face significant threats to their ongoing viability. These threats will inevitably require decisions relating to the obligations under the leases and licences for Council as Landlord, or for the Tenants and Licensees.

It is proposed that Council provide the Chief Executive Officer a temporary delegation to allow these decisions to be made quickly without the need to delay for a decision by the Council.

The delegation will allow the Chief Executive Officer to do all things necessary for the ongoing management of Leases and Licences on Council owned or managed land.

F12. DELEGATION FOR LEASES AND LICENCES ON COUNCIL OWNED AND MANAGED LAND

(continued)

a. Council Plan Linkage and Policy Context

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

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

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

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Financial and Resource Implications and Opportunities

The financial impact of decisions arising from this delegation are unable to be quantified at this stage.

F13. PARKING MACHINES AND SIGNAGE

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

This paper is for Council to consider upgrading or removing the parking meter machines across the Portland Central Business District (CBD).

Recommendation

That Council;

1. Abolish parking fees within the Portland CBD effective immediately;
2. That the CBD Parking Fees of \$1.00 per hour proposed in the Draft Fees and Charges Schedule 2020/2021 be omitted;
3. That existing parking ticket machines be removed and disposed of in accordance with terms set by the Chief Executive Officer; and
4. That relevant parking signage be updated throughout the CBD and that 'No Standing', 'Disabled Parking' and time limits on parking spaces continue to be monitored and infringements served.

MOTION

MOVED Cr McDonald

That Council;

1. **Abolish parking fees within the Portland CBD effective immediately;**
2. **That the CBD Parking Fees of \$1.00 per hour proposed in the Draft Fees and Charges Schedule 2020/2021 be omitted;**
3. **That existing parking ticket machines be removed and disposed of in accordance with terms set by the Chief Executive Officer; and**
4. **That relevant parking signage be updated throughout the CBD and that 'No Standing', 'Disabled Parking' and time limits on parking spaces continue to be monitored and infringements served.**

SECONED Cr Wilson

CARRIED

F13. PARKING MACHINES AND SIGNAGE

(continued)

Background/Key Information:

A review of Council's ticket parking machines has recently been undertaken. For them to be effectively utilised the following items need action:

1. signage to be updated;
2. the relocation of the four (4) foreshore meters to the CBD area;
3. upgrade the 4 foreshore machines to enable an additional payment option (details below);
4. replace all out-of-date motherboards; and
5. remove all Park-O-Meters (POM's).

These items are set out below in more detail.

Item 1 – Parking signage

A full audit of parking signage has been undertaken. In order to maximise benefit from the recommended changes all signage is to be replaced and new signage installed.

With a decision on the location of the foreshore ticket machines these can be ordered and installed at the same time. Without them it is expected that income from metered parking would continue to diminish.

Item 2 and 3 - Foreshore ticket machines

As per a report provided in September 2019, State Government abolished parking fees for boat trailers. Council now has four parking ticket machines that are redundant in their current location. These machines would need to be relocated to the CBD for ongoing use.

These four meters can be upgraded to use a mobile App at a cost of \$5000. If the meters are upgraded with the App it enables users to pay by number plate. This can be utilised for any metered parking in the CBD and not just near the meters. This will enable regular users in the CBD to pay for parking via the App.

The meters still allow for a ticket to be purchased via card or coin payment and displayed if preferred. The recommended changes would provide an improved user experience for customers who are able to keep up with technology.

Item 4 – Replace motherboards

Currently there are 18 active parking machines in the CBD with V1 motherboards. These motherboards are nearing end of life due to age and the 3G network. On 25 March 2019, Telstra began phasing out its 3G network restricting it to 850 MHz spectrum with full phase out expected in two years.

F13. PARKING MACHINES AND SIGNAGE

(continued)

This means they will cease to operate when this occurs. Already the change with restricting the spectrum has led to a rise in faults experienced by current parking machines which are difficult to service and maintain due to their age.

To resolve this issue, upgrading the machines to a V3 motherboard would enable them to operate 4G network (and be 5G compatible) allowing the option to be cashless. The foreshore machines already have the V3 motherboards which is why they can be upgraded as per recommendation above.

A quote of \$55,800 has been provided to update all ticket machines. This will provide at least another 8 years operational life for the machines if technology continues as expected.

Item 5 – Remove all POMs

The CBD has 15 old POMs that are now redundant. These used to apply for metered bays which are now no longer marked. To avoid confusion with current ticket machines it is proposed that all POM's are removed.

In summary relocating the machines as suggested above would provide additional payment options throughout the CBD (App, credit card or cash) and increase revenue.

Removal of parking ticket machines Option

After considering the above, the removal of all parking machines was then reviewed as an option. This option would remove the need for ongoing investment costs into parking machines and continual maintenance expenses.

An analysis of nearby regional town and cities was done comparing parking machine systems. Portland has a population size of 10,900.

The following centres have paid parking:

- Warrnambool (population 35,000)
- Hamilton (population 10,000)
- Horsham (population 16,500)
- Ararat (population 11,600)

The following centres do not have paid parking:

- Mount Gambier (population 27,600)
- Colac (population 12,500)
- Stawell (population 6,000)

Officers would still undertake patrols in busy areas of the CBD and disabled car parking spaces to ensure overall parking compliance. The redundant parking machines from the foreshore would be sold and the machines from the CBD area scrapped.

F13. PARKING MACHINES AND SIGNAGE

(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

Updated signage is required for Council officers to enforce parking in the CBD irrespective of whether parking fees are abolished or not.

c. Consultation and/or communication processes implemented or proposed

That where parking fees and machines are removed that public be informed of this decision.

d. Financial and Resource Implications and Opportunities

Historically between 2010 and 2016 Council earned \$80,000-\$110,000 per annum income from parking fees in Portland. However, since then it has markedly dwindled to \$40,000 in 2018/19 and estimated \$25,000 for the current financial year. Outdated and faulty machines and loss of foreshore parking income has contributed to this reduction.

If the parking ticket machines are to be retained, foreshore meters relocated, signage upgraded, app for metering and other CBD meters improved to an appropriate standard as per the five items listed, an investment cost of \$70,000 plus ongoing expenses is required.

To remove the ticket machines would be minimal using Council resources and updating signage would cost \$1,500. Whilst it would remove an income source, it would also remove all ongoing costs such as maintenance and necessary upgrades.

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

- D1. (1) Meeting Record of the Heritage Advisory Committee held on 24 February 2020
- D1. (2) Heritage Loan and Grant application for 42 Hurd St Portland including Heritage Advisor Report
- D1. (3) CPO-CORPS-PL-003 Council Policy Heritage Loan and Grant Scheme
- E1 (1) Assembly of Councillors – Heritage Advisory Committee meeting record held on Monday 24 February 2020
- E1. (2) Assembly of Councillors – Councillors and CEO meeting record held on Tuesday 25 February 2020
- E1. (3) Assembly of Councillors – Councillors Briefing meeting record held on Tuesday 25 February 2020
- E1. (4) Assembly of Councillors – Community Grants Advisory Committee meeting held Monday 2 March 2020
- E1. (5) Assembly of Councillors – Volunteering and Wellbeing Advisory Committee meeting held on Wednesday 4 March 2020
- E1. (6) Assembly of Councillors – Councillors Workshop meeting held on Tuesday 10 March 2020
- F2. (1) 2020 2021 Draft Fees and Charges
- F5. (1) Community Grants Advisory Committee Meeting CGAC 2 March 2020 Meeting Notes
- F6. (1) Local Port of Portland Bay Proposed Business Plan and Trawler Wharf Budget 2020-2021 dated March 2020 prepared by Glenelg Shire Council
- F7. (1) Council Policy CPO-ASSETS-OP-001 Special Charge Scheme reviewed March 2020
- F8. (1) Council Policy CPO-ASINFR-LR-001 Surface Treatment of Road Footway Areas adjoining private properties approved 26 May 2009
- F8. (2) Council Policy CPO-CORPS-GE-002 Right-of-Way Discontinuance Policy approved 27 January 2009

INDEX – SEPARATE CIRCULATIONS TO REPORTS

(continued)

- F10. (1) Letter dated 5 February 2020 from Maddocks Lawyers Delegations and Authorisations Update for 2020

Separate Circulation to Councillors, CEO and Directors

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F5. (1) Community Grant (Round 2) 2019 2020 Advisory Committee Report Spreadsheet
- F5. (2) Community Grant Round 2 2019 2020 Advisory Committee Recommendations
- F9. (1) Business Case - Trawler Wharf amenities block 11 March 2020
- F9. (2) Letter from Department of Transport - Local Port of Portland Bay 2019-2020 Funding 13 March 2020

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:Recommendation

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

MOTION**MOVED Cr Wilson**

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

SECONDED Cr Stephens**CARRIED**

CLOSURE OF COUNCIL MEETING

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

I HEREBY CERTIFY THAT PAGES 1 TO PAGE 54 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

28 April 2020

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