



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday, 23 June 2020 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland

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1. 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) and Council Support Coordinator (Ms Kylie Walford).

2. OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

3. ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

4. RECEIPT OF APOLOGIES:

Nil.

5. CONFIRMATION OF MINUTES:

Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 26 May 2020 and Special Council Meeting held on Friday 12 June 2020, as circulated, be confirmed.

MOTION

MOVED Stephens

That the minutes of the Ordinary Council Meeting held on Tuesday 26 May 2020 and Special Council Meeting held on Friday 12 June 2020, as circulated, be confirmed.

SECONDED Halliday

CARRIED

6. DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

7. QUESTION TIME:

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

Nil.

9. QUESTIONS FROM THE GALLERY:

See page 9.

10. PRESENTATIONS:

Nil.

11. NOTICES OF MOTION:

Nil.

12. DEPUTATIONS:

Nil.

13. PETITIONS:

Nil.

14. COMMITTEE REPORTS:**14.1 HERITAGE GRANT RECOMMENDATIONS FROM THE HERITAGE ADVISORY COMMITTEE**

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

Heritage grants and loans are available on a year-round basis. Four heritage grant applications requesting approximately a total of \$26,000 have been received for the period 1 March to 18 May 2020. Of the four applications, two require further documentation prior to a recommendation.

The Heritage Advisory Committee was unable to meet as scheduled on 18 May 2020 due to coronavirus restrictions. Two applications were emailed to members for comment and to make a recommendation.

Recommendation

1. That Council approve the grant application of \$2,155.75 from the heritage grants and loans restoration fund for the conservation and reconstruction work of 8 High Street, Merino in accordance with the details provided and relevant permits;
2. That Council approve the grant application of \$5,000.00 from the heritage grants and loans restoration fund for the restumping of 3 Gawler Street, Portland in accordance with details provided and relevant permits.

MOTION**MOVED Cr Wilson**

1. That Council approve the grant application of \$2,155.75 from the heritage grants and loans restoration fund for the conservation and reconstruction work of 8 High Street, Merino in accordance with the details provided and relevant permits;
2. That Council approve the grant application of \$5,000.00 from the heritage grants and loans restoration fund for the restumping of 3 Gawler Street, Portland in accordance with details provided and relevant permits.

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

On 24 March 2020 Council adopted a revised Heritage Loans & Grant Scheme Policy.

14.1 HERITAGE GRANT RECOMMENDATIONS FROM THE HERITAGE ADVISORY COMMITTEE

(continued)

A heritage grant application was lodged on 20 March 2020 for \$2,155.75 for replacement of aluminium windows, weatherboards and spouting of the Former Post Office, 8 High St, Merino, with an estimated cost of works at \$4,311.49 (materials only).

The significant place is within Heritage Overlay HO164– Merino Township Precinct. A planning and building permit is required. Council's appointed heritage advisor inspected the site on 23 September 2019 and recommended support of a grant.

The grant application is the first stage of works that will make a positive contribution to the restoration of this significant building. The application meets all the eligibility requirements of the Heritage Loan and Grant Scheme policy.

A heritage grant application was lodged on 27 April 2020 for \$9,900 for restumping of 3 Gawler Street, Portland, with an estimated cost of works at \$19,800.

The contributory building is within Heritage Overlay HO271 – Gawler Street Early Development. A planning and building permit is required.

Council's appointed heritage advisor inspected the site on 24 February 2020, 5 September 2019 and 21 May 2019 and recommended support of a grant.

The grant application is the first stage of works that will make a positive contribution to the restoration of this contributory building. The application meets all the eligibility requirements of the Heritage Loan and Grant Scheme policy.

One Heritage Advisory Committee member was in support of the full amount of \$9,900, with another member suggesting \$2,000. The Heritage Advisor recommended approval at least in part to ensure the survival of the Contributory Place.

It is the officer's recommendation that \$5,000 be granted based on the above and the recent increase in grant applications received. There are also further works that will be eligible for future grants.

As an alternative, Council may wish to grant the full amount of \$9,900.

a. Council Plan Linkage and Policy Context

Liveable Glenelg – Livability & quality of life.

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative, legal or risk management considerations.

c. Consultation and/or communication processes implemented or proposed

The applications were referred to the Heritage Advisory Committee via email in lieu of the 18 May 2020 HAC meeting.

14.1 HERITAGE GRANT RECOMMENDATIONS FROM THE HERITAGE ADVISORY COMMITTEE

(continued)

Three responses were received in support for 8 High St, Merino. Two responses were received for 3 Gawler Street, Portland. One was in support and the other was conditional.

The applicants will be advised of the outcome.

d. Financial and Resource Implications and Opportunities

The Heritage Loan and Grant scheme has a current balance of \$116,000 with one grant approved for \$10,000 this financial year. The remainder of \$106,000 is available.

Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Heritage Loan & Grant Scheme Application and Heritage Advisor Report – 8 High Street, Merino	2703610
2.	Heritage Loan & Grant Scheme Application and Heritage Advisor Report – 3 Gawler Street, Portland	2703590

SUSPENSION OF STANDING ORDERS**MOTION**

MOVED Cr Stephens

That Council suspend Standing Orders at 7.07pm to allow questions from the gallery.

SECONDED Cr Wilson

CARRIED

QUESTIONS FROM THE GALLERY:

1. Shire's stance on colonial monuments

Mr Shea Rotumah of Heywood asked the following question:

What is the Shire's stance on monuments that celebrate or memorialise colonial figures/history, especially in regards to the affect these figures have had on our people? Are there any plans to be proactive in this space?

Mayor Cr Anita Rank advised that this question would be taken on notice.

RESUMPTION OF STANDING ORDERS

MOVED Cr Wilson

That Standing Orders be resumed.

SECONDED Cr Stephens

CARRIED

15. ASSEMBLY OF COUNCILLOR RECORDS:**15.1 ASSEMBLY OF COUNCILLORS RECORDS 14 MAY 2020 – 11 JUNE 2020 (INCLUSIVE)**

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

In accordance with the *Local Government Act 1989* Section 80A (Section 80A is to be revoked in the *Local Government Act 2020* on the 24 October 2020), Assembly of Councillors records (including records of those titled as committees) must be reported to the next 'practical' Ordinary Council meeting and incorporated 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 14 May 2020 – Thursday 11 June 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 14 May 2020 – Thursday 11 June 2020 (inclusive).

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

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

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

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

15.1 ASSEMBLY OF COUNCILLORS RECORDS 14 MAY 2020 – 11 JUNE 2020 (INCLUSIVE)

(continued)

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

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

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 14 May 2020 – Thursday 11 June 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 – CEO and Councillors meeting record 19 May 2020 (DocSetID: 2699905);
- Combined Glenelg Municipal Emergency Management Planning Committee and Glenelg Municipal Fire Management Planning Committee Meeting Record 21 May 2020 (DocSetID: 2703671);
- Assembly of Councillors – CEO and Councillors meeting record 26 May 2020 (DocSetID: 2704215);
- Tourism Advisory Committee Meeting Record 26 May 2020 (DocSetID:2703916); and
- Assembly of Councillors – Councillors Workshop meeting record 9 June 2020 (DocSetID: 2704269).

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*. All three sections are to be revoked under the new *Local Government Act 2020* as at 24 October 2020). References include:

- Section 3(1) – Definition of “Assembly of Councillors”;

15.1 ASSEMBLY OF COUNCILLORS RECORDS 14 MAY 2020 – 11 JUNE 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 (where applicable)</i>	<i>ECM</i>
1.	Assembly of Councillors – CEO and Councillors meeting record 19 May 2020	2691052
2.	Combined Glenelg Municipal Emergency Management Planning Committee and Glenelg Municipal Fire Management Planning Committee Meeting Record 21 May 2020	2703671
3.	Assembly of Councillors – CEO and Councillors meeting record 26 May 2020	2704215
4.	Tourism Advisory Committee Meeting Record 26 May 2020	2703916
5.	Assembly of Councillors – Councillors Workshop meeting record 9 June 2020	2704269

16. MANAGEMENT REPORTS:**16.1 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.

16.1 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.

d. Financial and Resource Implications and Opportunities

Nil.

16.1 COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

Separate Circulation – Confidential

The separate circulation listed in the table below is Confidential in accordance with Local Government Act 2020:

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 3(1) (a-l) of the Act</i>	<i>ECM</i>
1.	Councillor and Chief Executive Officer Leave of Absence Register	Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;	2704555

16.2 GLENELG SHIRE COUNCIL FINANCIAL REPORT AS AT 31 MAY 2020

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The Financial Report is a key document in assuring responsible and responsive governance and decision making. This high-level report is provided to give Council the ability to monitor Glenelg Shire's financial performance.

Recommendation

That Council receives the Financial Report for the period ending 31 May 2020.

MOTION**MOVED Cr Stephens**

That Council receives the Financial Report for the period ending 31 May 2020.

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

The 2019/2020 Annual Budget was adopted by Council on 25 June 2019.

This report provides information on the current status of Council's financial position and performance and includes:

- Comprehensive Income Statement;
- Balance Sheet;
- Statement of Cash Flows; and
- Statement of Capital Works.

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**

This report is presented in accordance with Section 138 of the *Local Government Act 1989*.

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

The quarterly finance report is submitted to the Audit Committee.

16.2 GLENELG SHIRE COUNCIL FINANCIAL REPORT AS AT 31 MAY 2020d. Financial and Resource Implications and Opportunities

The resourcing of the preparation of the financial report and year-end audit of the financial statements is provided for in the adopted 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 Financial Report as at 31 May 2020	27040 94

16.3 PROPOSED COUNCIL BUDGET 2020/2021 AND PROPOSED STRATEGIC RESOURCE PLAN 2021/22-2023/24: ADOPTION

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this Report is to recommend that Council adopt the Proposed Council Budget 2021/22 and adopt the Proposed Strategic Resource Plan 2021/22-2023/24.

Recommendation

1. That it be noted that there were no submissions received on the Proposed Council Budget 2021/22 prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 4.1 of the Proposed Council Budget 2021/22.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Proposed Council Budget 2021/22 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Proposed Strategic Resource Plan 2021/22-2023/24 (Attachment 2).
5. That Council gives public notice that the Council Budget 2021/22 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2021/22 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

16.3 PROPOSED COUNCIL BUDGET 2020/2021 AND PROPOSED STRATEGIC RESOURCE PLAN 2021/22-2023/24: ADOPTION

(continued)

MOTION**MOVED Cr Stephens**

1. That it be noted that there were no submissions received on the Proposed Council Budget 2021/22 prior to considering the motion to adopt the Council Budget and the Strategic Resource Plan.
2. That Council pursuant to section 158 of the *Local Government Act 1989*, declare rates and charges as per Section 4.1 of the Proposed Council Budget 2021/22.
3. That Council, pursuant to Sections 127, 130 and 223 of the *Local Government Act 1989* adopts the Proposed Council Budget 2021/22 (Attachment 1).
4. That Council, pursuant to Sections 126 and 223 of the *Local Government Act 1989* adopts the Proposed Strategic Resource Plan 2021/22-2023/24 (Attachment 2).
5. That Council gives public notice that the Council Budget 2021/22 has been adopted in accordance with Section 130 of the *Local Government Act 1989*.
6. That the adopted Council Budget 2021/22 be submitted to the Minister in accordance with Section 130 of the *Local Government Act 1989*.

SECONDED Cr Halliday**CARRIED****Background**

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

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

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

16.3 PROPOSED COUNCIL BUDGET 2020/2021 AND PROPOSED STRATEGIC RESOURCE PLAN 2021/22-2023/24: ADOPTION

(continued)

Report

The Proposed Council Budget and Proposed Strategic Resource Plan have been prepared in accordance with section 126, 127, 129 and 223 of the *Local Government Act 1989* and publicly notified for 28 days from 29 April until 29 May 2020.

As part of the statutory process to adopt the Budget and Strategic Resource Plan, the Council is required to consider submissions received in accordance with section 223 of the *Local Government Act 1989*. During this time, there were no submissions received. The Special Committee that was appointed therefore has recommended that the Proposed Council Budget 2019/20 and Proposed Strategic Resource Plan 2019/20-2022/23 be adopted as exhibited.

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

The Fair Go Rates System (FGRS) legislates the maximum amount a council may increase their general rate revenue per annum. For the 202/21 year there is a zero percent rate increase. Council apply a rate rebate to Primary Production land (30%) and Recreation land (50%) which results in an overall decrease of 0.08% for rates in 2021/22, which includes revenue raised from rating agreements.

The following table illustrates valuation changes between 2019 and 2020 general valuations by class of land with the changes to net revenue. The table does not include classes of land exempt to rate capping (Cultural and Recreational Land and rating agreements). Net rate revenue means gross rate revenue less rebates.

Type or class of land	Valuation Change (Decrease)	Rating Change (Decrease)
General Land	7.2%	(0.7%)
Commercial/Industrial Land	4.9%	(2.9%)
Primary Production Land	9.08%	1.06%
Recreational Land	1.2%	(14.3%)

Overall rate revenue is influenced by individual movements in the Capital Improved Value (CIV) of properties based upon independent valuations as at 1 January 2020. The CIV is also influenced by the number of rateable properties, which can fluctuate from year to year.

16.3 PROPOSED COUNCIL BUDGET 2020/2021 AND PROPOSED STRATEGIC RESOURCE PLAN 2021/22-2023/24: ADOPTION

(continued)

The proposed annual kerbside collection charge for garbage for 2021/22 is \$282.50 per service, which is zero increase on the 2019/20 charge of \$282.50. The council do not levy any additional municipal charges on ratepayers.

a. Council Plan Linkage and Policy Context

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

b. Legislative, Legal and Risk Management Considerations

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

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

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

c. Consultation and/or communication processes implemented or proposed

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

d. Financial and Resource Implications and Opportunities

The adoption of the Proposed Council Budget 2021/22 provides Council's financial intentions for the period 1 July 2020 to 30 June 2021.

The Rating declaration of Rates and Charges can be found in Section 4.1 of the Proposed Council Budget 2021/22 and Proposed Strategic Resource Plan 2021/22-2023/24 and is in line with the rating strategy for 2021/22.

16.3 PROPOSED COUNCIL BUDGET 2020/2021 AND PROPOSED STRATEGIC RESOURCE PLAN 2021/22-2023/24: ADOPTION

(continued)

Conclusion

The Proposed Council Budget 2021/22 and Proposed Strategic Resource Plan 2021/22-2023/24 have been prepared in accordance with the relevant provisions of the *Local Government Act 1989* and Regulations. One submission was received during the formal exhibition period and there are no changes proposed in response to this submission.

The Proposed Council Budget 2021/22 and Proposed Strategic Resource Plan 2021/22-2023/24 is therefore presented to Council for adoption.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Adopted Budget 2020-2021 OCM 23 June 2020	2704549

16.4 COUNCIL POLICY REVIEW – PROCUREMENT POLICY

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to consider the review undertaken and adopt the Procurement Policy in accordance with sections 186A of the *Local Government Act 1989* & sections 108 the *Local Government Act 2020* (Vic).

Recommendation

1. That Council adopt the reviewed Procurement Policy CPO-CORPS-CP-001 as separately circulated.
2. That the Procurement Policy be effective from the 23 June 2020.

MOTION**MOVED Wilson**

1. **That Council adopt the reviewed Procurement Policy CPO-CORPS-CP-001 as separately circulated.**
2. **That the Procurement Policy be effective from the 23 June 2020.**

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

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

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

Key aspects of the legislation are that:

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

A Council is required to comply with its procurement policy.

16.4 COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

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

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

Outcomes

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

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

The external review found the draft policy to be compliant with the *Local Government Act 1989* and reflects the key principles as per the Victorian Local Government Best Practice Guidelines 2013. The review recommendations have been implemented or noted for procedural development as shown in the table below

Item	Recommendation	Action
1	Procurement Policy is updated to reference the <i>Gender Equality Act 2020 (Vic)</i>	Included
2	Council could include a reference to the Expression of Interest Process	Included
3	Council could include a reference to Request for Information	Included
4	Council could include a reference to the tender evaluation process	Included
5	Council could include a reference to Probity Process	Included
6	Council could include a reference to Internal Audit	Included

a. Council Plan Linkage and Policy Context

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

This policy also dictates the delegation limits set for the organisation

b. Legislative, Legal and Risk Management Considerations

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

16.4 COUNCIL POLICY REVIEW – PROCUREMENT POLICY

(continued)

c. Consultation and/or communication processes implemented or proposed

Following adoption of the policy by Council, it will be communicated to stakeholders and made available for via the Council's web site as required by section 186A (8) of the *Local Government Act 1989*.

d. Financial and Resource Implications and Opportunities

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

Separate Circulation – Non-Confidential

<i>No.</i>	<i>Separate Circulations</i>	<i>ECM</i>
1.	Current CPO-CORPORATE-F1-001 Procurement Policy 2019-20	2290676

16.5 SUPPORT FOR COVID-19 AFFECTED BUSINESSES - 'RETURN TO BUSINESS' VOUCHER

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this report is for Council to give public notice of its intention to show its support of businesses in the Glenelg Shire by offering all eligible businesses the opportunity to apply for a voucher worth \$250 (excl GST) to subsidise the cost of seeking professional advice from an accountant/professional advisor.

Council recognises that businesses have been adversely affected by COVID-19, and it will significantly change the business landscape going forward.

The voucher will subsidise consultancy services aimed at assisting businesses to make the best possible decisions in a difficult environment by accessing and understanding the most up-to-date information on the financial position and financial health of their business.

Recommendation

That Council adopt the Council Policy 'Return to Business Voucher – COVID-19' and associated Guideline.

MOTION**MOVED Stephens**

That Council adopt the Council Policy 'Return to Business Voucher – COVID-19' and associated Guideline.

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

Eligible businesses are invited to apply via Media & Communications Manager (Eco Dev) on the Glenelg Shire Council website for the \$250 Return to Business Voucher by Friday 30 October 2020.

Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application within 14 days.

Applications will be assessed by Glenelg Shire Council staff and approved by the CEO. Glenelg Shire Council reserves the right to request further information in considering any application.

Applications will be kept confidential and the application details will not be disclosed to any person outside the application and assessment process, however a short summary of the application activity will be utilised in briefings to Council and the total number of successful applicants will be published on the Glenelg Shire Council's website.

16.5 SUPPORT FOR COVID-19 AFFECTED BUSINESSES - 'RETURN TO BUSINESS' VOUCHER

(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.

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

Eligible businesses are invited to apply via [Platform to be decided] for the \$250 Return to Business Voucher by Friday 30 October 2020.

Applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application within 14 days.

d. Financial and Resource Implications and Opportunities

Council has considered the impact of COVID-19 in the Proposed Budget 2020/2021 and has initiated a range of measures to financially support residents, the community and local businesses.

Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation</i>	<i>ECM</i>
1.	Council Policy CPO-CORPS-FI-006 - Return to Business Voucher (COVID-19)	2704788
2.	Organisational Guideline OGU-CORPS-FI-002 - Support for COVID-19 affected businesses – 'Return to Business' Voucher	2704789

16.6 STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2020-2021

Director: Joan Lewis, Acting Director of Corporate Services

Executive Summary

The purpose of this report is for Council to give public notice of its intention to propose a Special Charge for the Strathdownie Drainage Area for the 2020/2021 financial year.

Recommendation

1. That Council, in accordance with Sections 163(1A) and 223 of the *Local Government Act 1989*, give public notice of its intention to consider the following motion:
 - a. That a special charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2020/2021 financial year.
 - b. That a special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.
 - c. That the total estimated revenue in 2020/2021 financial year from the Special Charge be \$16,000.
 - d. That the Special Charge be due and payable by the 30 September 2020.
 - e. That the rate of ten per cent (10.0%) be specified as the rate of interest set by Council for the purposes of Section 172(2) of the *Local Government Act 1989* and further, that this rate be effective and so set until a new rate of interest is set in accordance with Section 172(2) of the *Local Government Act 1989*.
2. Appoint a special committee of Council to hear submissions required under section 223 of the *Local Government Act 1989* on the proposed special charge;
3. Fix the meeting for the special committee to hear submissions, as appointed in part 2 of this resolution, at 6.30 pm on Tuesday 25 August 2020 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer;

**16.6 STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE
2020-2021**

(continued)

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

MOTION**MOVED Cr Stephens**

1. That Council, in accordance with Sections 163(1A) and 223 of the *Local Government Act 1989*, give public notice of its intention to consider the following motion:
 - a. That a special charge be declared for the properties located in the constituted Strathdownie Drainage Area for the 2020/2021 financial year.
 - b. That a special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.
 - c. That the total estimated revenue in 2020/2021 financial year from the Special Charge be \$16,000.
 - d. That the Special Charge be due and payable by the 30 September 2020.
 - e. That the rate of ten per cent (10.0%) be specified as the rate of interest set by Council for the purposes of Section 172(2) of the *Local Government Act 1989* and further, that this rate be effective and so set until a new rate of interest is set in accordance with Section 172(2) of the *Local Government Act 1989*.
2. Appoint a special committee of Council to hear submissions required under section 223 of the *Local Government Act 1989* on the proposed special charge;
3. Fix the meeting for the special committee to hear submissions, as appointed in part 2 of this resolution, at 6.30 pm on Tuesday 25 August 2020 at the Glenelg Shire Council Portland Office, or if required at another day and time to be determined by the Chief Executive Officer;

16.6 STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2020-2021

(continued)

4. **Appoint the following Councillors to the special committee as described in part 2 of this resolution –**
 - a. **Cr. Wilson;**
 - b. **Cr. Halliday; and**
 - c. **Cr. Stephens.**
5. **Receive a report from the special committee as described in part 2 of this resolution on its proceedings.**
6. **The Council appoint Ian Hargraves to the Strathdownie Drainage Advisory Committee.**

SECONDED Cr Halliday

CARRIED

Background/Key Information:

The Strathdownie Drainage Area Advisory Committee was established by the Council on 22 November 2016. The Strathdownie Drainage Area Advisory Committee is responsible for providing advice to Council on the setting of annual drainage charges and the operation, maintenance and development of the Strathdownie drainage area.

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

The Strathdownie Drainage Advisory Committee Terms of Reference document sets out the rules and requirements of the Advisory Committee. The term of the Advisory Committee commences on the date of appointment by Council and concludes at the end of the term of the current Council.

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

Report

A meeting of the Strathdownie Drainage Area Advisory Committee was held on Tuesday, 16 June 2020 to consider a recommendation to Council to raise a special charge for the 2020/2021 financial year, and to discuss drainage maintenance requirements.

16.6 STRATHDOWNIE DRAINAGE AREA – PROPOSED SPECIAL CHARGE 2020-2021

(continued)

The Advisory Committee has recommended to Council that a special charge be set for the 2020/2021 financial year to cover maintenance, emergency works and operational costs, as requested.

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

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

Where the invoice amount is less than \$5, an invoice requesting payment will not be issued to debtors. For debtors whose current invoice amount is less than \$5, a manual invoice will be created showing \$0 balance payable and the statement advising that payment won't be required until the balance owing is greater than \$5.

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

a. Council Plan Linkage and Policy Context

Liveable Glenelg – environmental and sustainability issues for farming.

b. Legislative, Legal and Risk Management Considerations

Sections 163(1A) and 223 of the *Local Government Act 1989*

Section 172(2) of the *Local Government Act 1989*

Separate Circulation – Non-Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Strathdownie Drainage Advisory Committee Minutes 16 June 2020	Late attachment to be distributed prior to the Ordinary Council Meeting

16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME RAIL TRAIL FEASIBILITY STUDY

Director: Ann Kirkham, Acting Director Community Services

Executive Summary

The Glenelg Shire Council engaged Tourism Recreation Conservation (TRC) to develop the Glenelg Shire draft Tracks and Trails Strategy (the Strategy) and the draft Casterton to Branxholme Rail Trail Feasibility Study (the Study).

The Strategy will guide the development, construction, maintenance and management of tracks and trails for Glenelg Shire for the next ten years. The implementation of this Strategy, in collaboration with stakeholders and community, will see the Glenelg region develop its outstanding natural and cultural assets into a significant tracks and trails destination.

The Study provides advice regarding the development of a shared use trail for the entire 54 km length of the disused rail corridor and for sections within the corridor between the townships of Casterton and Sandford (4 km) and between Casterton, Sandford and Merino (24 km).

Both the draft Glenelg Shire Tracks and Trails Strategy and the draft Casterton to Branxholme Rail Trail Feasibility Study have been completed and public consultation period has occurred. This report seeks Council's endorsement of the Strategy and the acknowledgement of the Study.

FOR INFORMATION ONLY

Background/Key Information:

The development of the Glenelg Shire Tracks and Trails Strategy was an identified priority in the Shaping our Future Glenelg Shire Council Plan 2017-2021. The Strategy is seen as a key strategic document that compliments the existing Glenelg Open Space Strategy and the Active Your Way Recreation Plan.

The draft Glenelg Shire Open Space Tracks and Trails Strategy provides guidance for the development, maintenance and management of the tracks and trails network for the whole of Glenelg Shire.

The Strategy makes recommendations for the development and improvements to our existing tracks and trails network to support improved health and wellbeing outcomes, connectivity and increase tourism opportunities.

16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME RAIL TRAIL FEASIBILITY STUDY

(continued)

This Strategy provides an assessment of our existing trails performance against industry standards, benefits of tracks and trails, gaps and issues with current trails, trail

markets and trends and recommendations regarding future development and improvements to our tracks and trails network.

The Strategy provides advice for the prioritisation of trail actions which are broken into Significant, Regional and Local trail priorities. These actions will support the vision of the Strategy:

“Glenelg Shire’s tracks and trails will connect our people with each other and special places through diverse experiences designed to show off and protect remarkable natural and cultural landscapes, encourage community health and wellbeing and contribute to a vibrant regional economy.”

The draft Casterton to Branxholme Rail Trail Feasibility Study has long been a local priority of the Casterton and district community. Funding was received through Victorian Government, Department of Transportation to complete the feasibility study.

The Study compliments the draft Glenelg Shire Tracks and Trails Strategy and provides further detailed information about the development of a shared use rail trail along the 54 km length of the disused rail corridor and for sections within the corridor between the townships of Casterton to Sandford (4 km) and between Casterton, Sandford and Merino (24 km).

The Casterton to Branxholme rail line was closed in 1977 and much of the infrastructures including the rail lines, sleepers and bridges have been removed. Some of the more significant features remain such as the timber bridge over the Wannon Floodplain and River. Rail Trails have been extensively developed through Victoria and Australia and are particularly popular due to relative level gradients, separation from vehicles and often travel through beautiful countryside and have historic or cultural significance.

This Study draws together the results of consultation, analysis of socio-economic benefits and the development of shared trail concepts, including recommendations and preliminary cost estimates.

a. Council Plan Linkage and Policy Context

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

- Growing Glenelg – sustaining and growing a diverse economy and social prosperity;
- Connecting Glenelg – connecting people, places and spaces; and
- Liveable Glenelg – embracing inclusive, health, sustainable and diverse cultures.

16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME RAIL TRAIL FEASIBILITY STUDY

(continued)

b. Legislative and Legal Considerations

The draft Glenelg Tracks and Trails Strategy identifies the need to consider local planning schemes around removal of vegetation, cultural heritage management plans and the application of design standards in the planning, construction or improvements of any track or trail.

c. Consultation and/or communication processes implemented or proposed

Extensive community stakeholder consultation has been undertaken to inform the development of the Strategy and Study at various stages of its development. Community consultation was undertaken in various ways including telephone interviews, online surveys and drop in sessions in Casterton, Merino, Heywood and Portland.

Most recently the draft Strategy and Study were out for public comment from 29 January until 26 February 2020 on Your Say Glenelg. Hard copies of both the Strategy and the Study were available at all customer service centres.

Over a hundred surveys were completed on Your Say that supported the development of the draft Glenelg Shire Tracks and Trails Strategy and over 700 visits to the site during the development of the Strategy. The draft Casterton to Branxholme Rail Trails Feasibility Study also saw a good level of engagement with over 40 downloads of the documents. Four drop-in sessions were held to receive feedback on both draft documents; seven people attended the Portland session, three in Heywood and twenty three attended the sessions held in Casterton.

Draft Glenelg Tracks and Trails Strategy Feedback Summary:

- 23 Written submissions were received;
- Feedback was positive and supportive; and
- Several questions raised are outside of strategy scope and will be addressed and resolved during detailed design phase.

16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME RAIL TRAIL FEASIBILITY STUDY

(continued)

Amendments to the draft Strategy post community consultation:

Feedback / Issue	Amendments	Page Number
Access from King George Parade into Portland	Include future Clifftop extension to King George Parade	53
Connections to Narrawong town trails	Add connections to Narrawong town trails in the Portland Foreshore and Clifftop Trail off road extension to Bolwarra and Narrawong	54
Portland BMX Club request that pump track be located at Alexandra Park & better access from Alexandra Park to the lagoon and town.	Amended 8. Smelter in the Park and BMX Club Connections	58
	Addition of the BMX Club to the Regional Trails Classification	52
DEWLP consultation	Amend map to resolve confusion with Coastal Reserve naming changes	55
	Amend Responsibility and Partners to include Point Danger Committee of Management Lead GSC Partners – Point Danger Committee of Management, land managers, and the community	55
	Remove Narrawong Coastal Reserve and add Nelson Bay Coastal Reserve on the map	63
	Amend Table 5. Regional Trails – Potential Classification Regional 1 Shared use path Portland Foreshore to Point Danger, Crayfish Bay and Nelson Bay Coastal Reserve	49
Concerns around road safety	Inserted: <i>Quality Trail Information Road safety is an important consideration for all trail users particularly at road crossings. Safety signs and barriers should be considered at major crossings.</i>	37

16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME RAIL TRAIL FEASIBILITY STUDY

(continued)

Feedback / Issue	Amendments	Page Number
Desire for additional support services for Three Bays Walk	Amended Signature Trail 2. Three Bays Walk - Portland to Cape Bridgewater: additional inclusion: <i>including pick up and drop off services</i>	53
Appropriate recognition of the GSWW	Supporting Trail Use and Community Involvement amended wording: <i>The GSWW is one of Australia's leading community led trail networks, they are recognised for the work they undertake in supporting the GSWW. GSWW management will need to be further supported in the new trail initiatives.</i>	36
Suggestion of a trail from Nobles Rocks to Battersby's Camp	Regional Trail 4. Great South West Walk Short Walks and Review, amended to include: <i>Nobles Rocks to Battersby's Camp</i>	55
Desire for stronger focus on ecotourism & cultural heritage	The Main Benefits of Trails amended to include: <i>Actions within this Strategy follow Ecotourism aims to preserve the integrity of the destination. The Strategy provides for enjoyable trail experiences whilst retaining a focus on conserving the local environment and historical heritage whilst supporting culture and encouraging people to look after the natural resources that attracts them to the region.</i>	13
	Amended lead for Three Bays Walk Portland to Cape & Great South West Walk Short Walks and Review, Parks Victoria joint lead with GSC.	53 & 55

16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME RAIL TRAIL FEASIBILITY STUDY

(continued)

Draft Casterton to Branxholme Rail Trail Feasibility Study Feedback Summary:

- 18 written submissions were received;
- Community feedback was mixed, adjoining property owners had most concerns; and
- Main concerns raised around lease arrangements, fencing costs, ongoing maintenance and biosecurity

Amendments to the draft Strategy post community consultation:

Feedback / Issue	Amendments	Page Number
Concerns regarding access to the old school site in Henty	Addressed access via Church Road	21
Desire to include more focus on artistic, heritage and event opportunity through the development of the rail trail	Added comments regarding artistic, heritage and event opportunity	19 & 22
	Addition of Stock Route reference in Merino section	23
Importance of Henty Bridge	Henty Bridge included in Henty section	2

For more detailed information on how community feedback was considered and included in both the Draft Tracks and Trails Strategy and the Draft Casterton to Branxholme Rail Trail Feasibility Study please see attachment Your Say Glenelg Summary of Community Feedback.

d. Budget Implication

The development of the draft Strategy is provided within the current financial year's budget and the draft Study was externally funded by the Victorian State Government.

Council will continue to seek funding to support the recommendations and all budget allocations will be referred to the Council budget process for consideration.

**16.7 TRACKS AND TRAILS STRATEGY AND CASTERTON TO BRANXHOLME
RAIL TRAIL FEASIBILITY STUDY**

(continued)

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Draft Glenelg Shire Tracks and Trails Strategy Report April 2020	2582227
2.	Draft Casterton to Branxholme Rail Trail Feasibility Study Report April 2020	2686751
3.	Summary of Draft Tracks and Trails Strategy and Draft Rail Trail Community Feedback	2686746

16.8 REQUEST FOR SEALING OF BENBOWS ROAD GORAE

Director: Edith Farrell, Director Assets

Executive Summary

This report is to brief Council on the outcome of the assessment undertaken on Benbows Road in Gorae in response to the petition received by Council on 26 May 2020 requesting sealing of Benbows Road.

Recommendation

That Council advise the petition organiser of the assessment process recently undertaken and the outcome of the assessment which identified that Benbows Road in Gorae does not currently qualify for road sealing.

MOTION

MOVED Cr Wilson

That Council undertake a further assessment of Benbows Road Gorae by:

- 1. Conducting additional traffic counts during the period October 2020 to December 2020.**
- 2. Review and consider the safety aspects of Benbows Road including the proximity of trees to the road.**
- 3. Explore funding opportunities, including a budget submission, for the sealing of Benbows Road in the 2021 – 2022 budget process.**

SECONDED Cr Halliday

CARRIED

Background/Key Information:

Council receives numerous requests for the construction of roads through various means such as letters, emails, service requests and phone calls, as well as through petitions.

A petition dated 14 March 2020 was received by Council from the Road Users of Benbows Road, Gorae requesting that Council consider sealing Benbows Road, Gorae from Pennys Road to the end of Benbows Road.

This petition was received by Council at its Ordinary Council Meeting held on Tuesday 26 May 2020, at which time Council endorsed the following:

That Council receive the petition in accordance with clause 4.14 of Council's Meeting Procedure and the petition organiser be advised that the petition will be dealt with at the Ordinary Council Meeting to be held on Tuesday 23 June 2020.

16.8 REQUEST FOR SEALING OF BENBOWS ROAD GORAE

(continued)

The process to manage requests for construction of roads is to assess each case using a procedure that focusses on the following criteria:

- Traffic volume;
- Road geometry;
- Strategic significance;
- Cultural heritage;
- Vegetation impact; and
- Road side drainage.

Traffic counters were set up on Benbows Road for the period 13 March 2020 through to 31 March 2020. As well as the traffic data recorded, the above factors were considered in the assessment process which was undertaken on 2 April 2020. The outcome of the assessment was that this road does not meet the minimum criteria required to justify sealing.

a. Council Plan Linkage and Policy Context

Connecting Glenelg – Connecting people, places and spaces.

b. Legislative, Legal and Risk Management Considerations

Council adopted a Road Management Plan 23 January 2018. This Plan applies to all roads identified in Councils adopted Road Hierarchy and listed in Council's Register of Public Roads

It establishes a management framework for all works and services that are undertaken and provided on Councils road network. This plan demonstrates the steps to be taken by Glenelg Shire to inspect and maintain the condition of its road related assets within the resource capacity of the municipality.

The assessment process recently undertaken considered various risks prior to determining outcomes.

c. Consultation and/or communication processes implemented or proposed

The petition organiser will be notified once Council has made a resolution regarding this matter.

d. Financial and Resource Implications and Opportunities

There are no budget implications as Benbows Road, Gorae, does not qualify for road sealing.

16.8 REQUEST FOR SEALING OF BENBOWS ROAD GORAE

(continued)

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Petition presented by Terry Baker 14 March 2020 request for sealing of Benbows Road Gorae	2697759

16.9 B-DOUBLE PERMIT APPLICATION FOR SCOTT STREET HEYWOOD

Director: Edith Farrell, Director Assets

Executive Summary

This report presents Council with a B-Double truck permit request received through the National Heavy Vehicle Regulator. The request relates to a transport business contracted to deliver lime from a quarry on Kentbruck Road, Heywood.

Recommendation

That Council approve the National Heavy Vehicle Regulator permit application, subject to the following conditions:

1. That speed will be restricted to 40 km per hour; and
2. Only two truck movements will be permitted per day.

MOTION**MOVED Cr Hawker**

That Council approve the National Heavy Vehicle Regulator permit application, subject to the following conditions:

- 1. That speed will be restricted to 40 km per hour; and**
- 2. Only two truck movements will be permitted per day.**

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

The National Heavy Vehicle Regulator (NHVR) permit request (Case: 117759r28v1) has been received seeking permission for B-Double trucks to access a quarry on Kentbruck Road in Heywood from the Henty Highway along Scott Street. The business owner requires two truck movements per day over a three-month period when farmers in the north of the State require lime to be delivered.

Currently, an existing Council resolution forbids B-Double truck access to urban streets without specific approval from Council. It should be noted that Council has received complaints about trucks in this area as there are childcare facilities along the route.

An alternative route via Catons Flat Road was assessed, however was rejected as these roads are narrow and have blind corners when turning which are considered a higher risk for other traffic.

Currently standard trucks are utilised along this road and allowing the use of B-Double vehicles will reduce the total number of heavy vehicles in this area.

16.9 B-DOUBLE PERMIT APPLICATION FOR SCOTT STREET HEYWOOD

(continued)

It is considered appropriate to give permission for travel along Scott Street in Heywood subject to speed restrictions to 40 km/h and limiting truck movements to two per day.

The existing quarry has been at this location for many years, and it is considered appropriate to allow larger vehicles access to the site via Scott Street, Heywood.

a. Council Plan Linkage and Policy Context

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

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

b. Legislative, Legal and Risk Management Considerations

Council is the Responsible Road Authority under the *Heavy Vehicle National Law Application Act 2013*, which is administered by the NHVR. There are two risks to be considered for this application:

1. Community dissatisfaction with the large vehicles using local roads; and
2. Economic loss to the community if the business is unable to operate.

c. Consultation and/or communication processes implemented or proposed

As this is an existing business that has utilised Scott Street for transportation of lime, no consultation with the local community is considered necessary.

A press release for the local paper will be issued.

d. Financial and Resource Implications and Opportunities

There are no financial implications for Council.

16.10 ASSET MANAGEMENT COUNCIL POLICY REVIEW

Director: Edith Farrell, Director Assets

Executive Summary

Council is required to review its policies and procedures on a regular basis, and as such a review of Council's Asset Management Policy has recently been undertaken. The Asset Management policy is a key document in the Asset Management system and provides direction to staff for ensuring the proper long-term management of Council's assets.

Recommendation

That Council adopts the Asset Management Policy.

MOTION

MOVED Cr Stephens

That Council adopts the Asset Management Policy.

SECONDED Cr White

CARRIED

Background/Key Information:

A rigorous asset management process is required to ensure that our organisations limited funds are appropriately spent. The Asset Management Policy CPO-ASSETS-AM-001 is a key document that guides the decision-making process related to all Council infrastructure assets.

This revision is based on the latest document template from the Institute of Public Works Engineers Australia (IPWEA). IPWEA is considered an International leader in the area of best practice asset management and their asset management templates are widely used internationally.

The purpose of this policy is to set a broad framework for undertaking the management of infrastructure assets in a proactive, structured, coordinated, cost effective and financially sustainable manner across the whole organisation and to assess continued "ownership" and the management of risk, both financially and operationally.

The Asset Management policy also provides for a flexible approach to ensure the importance of "best practice" asset management for the Council's infrastructure assets to meet the demands of the present and future generations.

A further review of Council's Asset Management policy will be undertaken in 12 months' time to determine its' compliance with the recently introduced *Local Government Act 2020*.

16.10 ASSET MANAGEMENT COUNCIL POLICY REVIEW

(continued)

a. Council Plan Linkage and Policy Context

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

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

b. Legislative, Legal and Risk Management Considerations

It is a requirement that Councils complete financial valuations of their non-current assets. This requirement is governed by the Victorian Legislative Framework. This current policy review has been prepared considering the *Local Government Act 1989*, Section 131.

Council can face financial risks and a negative report from the Victorian Auditor General's Office if it doesn't comply with the overarching Victorian Legislative Framework.

c. Consultation and/or communication processes implemented or proposed

Extensive consultation was carried out when the original policy was issued. As this is a review of an existing Council operational policy, no consultation is considered necessary.

d. Financial and Resource Implications and Opportunities

The policy has financial implications in the requirements for accurately assessing Council's financial health in relation to its assets.

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.	CPO-ASSETS-AM-001 Asset Management Policy draft reviewed May 2020	1273164

16.11 ASSET REVALUATION ORGANISATIONAL POLICY REVIEW

Director: Edith Farrell, Director Assets

Executive Summary

Council is required to assess its policies and procedures on a regular basis and as such a review of Council's Asset Revaluation Policy has recently been undertaken. The revaluation policy is a key document in the Asset Management system and provides direction to staff for ensuring the proper financial management of Council's assets.

Recommendation

That Council notes the Asset Revaluation Organisational Policy.

MOTION

MOVED Cr Stephens

That Council notes the Asset Revaluation Organisational Policy.

SECONDED Cr McDonald

CARRIED

Background/Key Information:

As part of its asset management obligations, Council is required to regularly check the value of all assets under its control and in accordance with its financial requirements.

The purpose of this organisational policy is to provide a framework for the revaluation of Council's non-current assets. This framework is to ensure that revaluations are made with sufficient regularity to ensure that the carrying amount of an asset does not differ materially from that which would be determined using fair value of that asset as at Council's financial reporting date. Detailed direction for asset revaluation will be further outlined within a separate asset revaluation organisational procedure.

A further review of the Asset Revaluation Organisational Policy will be undertaken in 12 months' time to determine its' compliance with the recently introduced *Local Government Act 2020*.

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

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

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

16.11 ASSET REVALUATION ORGANISATIONAL POLICY REVIEW

(continued)

b. Legislative, Legal and Risk Management Considerations

It is a requirement that Councils complete financial valuations of their non-current assets. This requirement is governed by the Victorian legislative framework. This document has been prepared considering the *Local Government Act 1989*, Section 131.

Council can face financial risks and a negative report from the Victorian Auditor General's Office if it doesn't comply with the policy.

c. Consultation and/or communication processes implemented or proposed

Extensive consultation was carried out when the original policy was issued. As this is a review of an existing Council operational policy, no consultation is considered necessary.

d. Financial and Resource Implications and Opportunities

The policy has financial implications in the requirements for accurately assessing Council's financial health in relation to its assets.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	OPO-ASSETS-AM-001 Asset Revaluation Policy reviewed May 2020	2115563

17. ANY OTHER PROCEDURAL MATTER:

Nil.

18. URGENT BUSINESS:

Nil.

19. RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:

Separate Circulation to Councillors, CEO, Director and available to the Public

- 14.1 (1) Heritage Loan & Grant Scheme Application and Heritage Advisor Report – 8 High Street, Merino
- 14.1 (2) Heritage Loan & Grant Scheme Application and Heritage Advisor Report – 3 Gawler Street, Portland
- 15.1 (1) Assembly of Councillors – CEO and Councillors meeting record 19 May 2020
- 15.1 (2) Combined Glenelg Municipal Emergency Management Planning Committee and Glenelg Municipal Fire Management Planning Committee Meeting Record 21 May 2020
- 15.1 (3) Assembly of Councillors – CEO and Councillors meeting record 26 May 2020
- 15.1 (4) Tourism Advisory Committee Meeting Record 26 May 2020
- 15.1 (5) Assembly of Councillors – Councillors Workshop meeting record 9 June 2020
- 16.2 (1) Glenelg Shire Council Financial Report as at 31 May 2020
- 16.3 (1) Adopted Budget 2020-2021 OCM 23 June 2020
- 16.4 (1) Current CPO-CORPORATE-F1-001 Procurement Policy 2019-20
- 16.5 (1) Council Policy CPO-CORPS-FI-006 - Return to Business Voucher (COVID-19)
- 16.5 (2) Organisational Guideline OGU-CORPS-FI-002 - Support for COVID-19 affected businesses – ‘Return to Business’ Voucher
- 16.7 (1) Draft Glenelg Shire Tracks and Trails Strategy Report April 2020
- 16.7 (2) Draft Casterton to Branxholme Rail Trail Feasibility Study Report April 2020
- 16.7 (3) Summary of Draft Tracks and Trails Strategy and Draft Rail Trail Community Feedback

- 16.8 (1) Petition presented by Terry Baker 14 March 2020 request for sealing of Benbows Road Gorae
- 16.10 (1) CPO-ASSETS-AM-001 Asset Management Policy draft reviewed May 2020
- 16.11 (1) OPO-ASSETS-AM-001 Asset Revaluation Policy reviewed May 2020

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

20. CONFIDENTIAL REPORTS

Nil.

21. CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.52pm.

I HEREBY CERTIFY THAT PAGES 1-49 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

28 JULY 2020

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