



Glenelg Shire Council
Minutes of the Council Meeting held on
Tuesday 22 February 2022 at 7:00 pm via
Microsoft Teams Meeting

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1. PRESENT

Cr Anita Rank (Mayor), Cr Scott Martin (Deputy Mayor), Cr Michael Carr, Cr Chrissy Hawker, Cr Karen Stephens and Cr Gilbert Wilson.

Also in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Director Community Services (Mr Paul Phelan), Director Corporate Services (Mr David Hol), Acting Director Assets (Mr Chris Saunders), Chief Information Officer (Ms Ann Kirkham), Executive Assistant Community Services (Ms Kirby Weber) and Executive Assistant Corporate Services (Ms Rachael Fellows).

2. OPENING PRAYER

The Mayor opened the meeting with the Council Prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Mayor read the Acknowledgement to Country.

4. RECORDING OF MEETINGS

The Chief Executive Officer will enable an audio recording of the meeting conducted and the recording of that meeting may be made available to the public.

5. RECEIPT OF APOLOGIES

Councillor Jayden Smith.

6. QUESTION TIME**6.1. QUESTIONS FROM THE GALLERY****1. Update on Council Building**

Mr Chalpat Sonti, of the Portland Observer asked the following question:

1. Can a status update of the damaged Council Buildings from the January storm and a timeline on the return to the offices be provided?

Mr Greg Burgoyne, Chief Executive Officer advised that he would like to give Mr Sonti a guided tour to view the damage and provide a further details on a timeline of return.

6.2. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

Nil.

7. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

8. CONFIRMATION OF MINUTES**Recommendation**

That the minutes of the Council Meeting held on 25 January 2022, as circulated, be confirmed.

MOTION

MOVED Cr Stephens

That the minutes of the Council Meeting held on 25 January 2022, as circulated, be confirmed.

SECONDED Deputy Mayor Cr Martin

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

9. PRESENTATIONS

Nil.

10. DEPUTATIONS

Nil.

11. NOTICES OF MOTION

Nil.

12. PETITIONS

Nil.

13. COMMITTEE REPORTS

Nil.

14. MANAGEMENT REPORTS**14.1. REVIEW OF INVESTMENT POLICY**

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to adopt the reviewed Investment Policy, which has been endorsed by the Audit and Risk Committee.

Recommendation

That Council adopt the revised Investment Policy OPO-CORPS-FI-003.

MOTION

MOVED Cr Hawker

That Council adopt the revised Investment Policy OPO-CORPS-FI-003.

SECONDED Cr Stephens

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

Background/Key Information:

Council's adopted Investment Policy states that "where practical, funds in excess of those required for the day to day operations of the Glenelg Shire must be invested for a short-term period (less than one year) with an Australian Prudential Regulatory Authority (APRA) Authorised Deposit Taking Institution (ADI)".

The Policy allows for investments within acceptable risk parameters that balance the generation of interest income with the protection of invested funds. Investments are only permitted with ADI's that have a net worth in excess of \$100 million.

Investment officers must endeavour to ensure that no more than 25% of the total investment portfolio is invested with one financial institution. Investments with the four major banks in Australia, CBA, ANZ, NAB and Westpac are exempt from this clause. The total investment portfolio with any of these four institutions can be up to 100%.

Council's Investment Policy was last reviewed by Council's Audit and Risk Committee in June 2016. The Investment Policy is reviewed every four years and is reflective of Council's needs while continuing to adhere to legislative requirements.

Council's Investment Policy reflects a prudent conservative approach to the management and investment of Council's surplus cash funds.

a. Council Plan and Policy Linkage

Our Voice and Action - A highly engaged and capable local government, leading Glenelg to ensure the needs and aspirations of our community are realised.

b. Legislative, Legal and Risk Management Considerations

The review of the Investment Policy is scheduled every four years, is required to be endorsed by the Audit and Risk Committee and must comply with Section 103 of the *Local Government Act 2020*:

A Council may invest any money:

- a) in Government securities of the Commonwealth;
- b) in securities guaranteed by the Government of Victoria;
- c) with an authorised deposit-taking institution;
- d) with any financial institution guaranteed by the Government of Victoria;
- e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; or
- f) in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.

There is no risk to Council with the policy amendment.

Further, in accordance with Division 4, Section 101 of the *Local Government Act 2020*, Council is required to consider the following Financial Management Principles:

1. Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
2. Financial risks must be monitored and managed prudently having regard to economic circumstances.

c. Consultation and/or communication processes implemented or proposed

The Audit and Risk Committee has endorsed this review of the Investment Policy at the meeting held on Thursday 9 December 2021.

d. Financial Implications and Collaboration

The adoption of the Investment policy has no direct budget implications.

e. Governance Principles

The ongoing financial viability of the Council is to be ensured.

Attachment List

1. COUNCIL POLICY Investment Policy OPO-CORPS-FI-003 [14.1.1 - 7 pages]

14.2. GLENELG SHIRE COUNCIL FINANCIAL REPORT JANUARY 2022

Director: David Hol, 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 January 2022.

MOTION**MOVED Cr Carr**

That Council receives the financial report for the period ending January 2022.

SECONDED Cr Stephens**CARRIED**

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

Background/Key Information:

The 2021/2022 Annual Budget was adopted by Council on 22 June 2021. 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 and Policy Linkage

Our Voice and Action - A highly engaged and capable local government, leading Glenelg to ensure the needs and aspirations of our community are realised.

b. Legislative, Legal and Risk Management Considerations

This report is prepared monthly and is in addition to the requirements set out in the *Local Government Act 2020* Division 2, Section 97 where Council is required to prepare a quarterly budget report to be submitted to Council.

In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required. A statement is noted in the attachment.

Also, in accordance with Division 4, Section 101 Council is required to consider the following Financial Management Principles:

- (a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- (b) Financial risks must be monitored and managed prudently having regard to economic circumstances.

c. Consultation and/or communication processes implemented or proposed

The finance report is prepared monthly for Council and submitted to the Audit and Risk Committee quarterly.

d. Financial Implications and Collaboration

The resourcing of the preparation of the financial report and year-end audit of the financial statements is provided for in the adopted budget.

The financial report is a key document that is required to monitor Council's budget and financial result.

The information in this report contributes to various strategic planning documents under Council's strategic planning framework, including the Annual Budget, Financial Plan and Revenue and Rating Plan.

e. Governance Principles

The ongoing financial viability of the Council is to be ensured.

Attachment List

1. Financial Statements 2021 2022 to 31 January 2022 - February Council Meeting [14.2.1 - 7 pages]

14.3. DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2021-2025

Director: David Hol, Director Corporate Services

Executive Summary

This report outlines the requirement for the Council to produce a Domestic Animal Management Plan (DAMP) in accordance with the *The Domestic Animals Act 1994* (the Act), outlines the consultation undertaken to date, and seeks approval to commence the public exhibition process for the Draft Domestic Animal Management Plan 2021-2025.

Recommendation

That Council:

1. Give public notice and advertise the Draft Domestic Animal Management Plan 2021-2025; and
2. Commence the community engagement process in accordance with Council's Community Engagement Policy from 25 February 2022 to Friday 11 March 2022.

MOTION

MOVED Cr Hawker

That Council:

1. **Give public notice and advertise the Draft Domestic Animal Management Plan 2021-2025; and**
2. **Commence the community engagement process in accordance with Council's Community Engagement Policy from 25 February 2022 to Friday 11 March 2022.**

SECONDED Deputy Mayor Cr Martin

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

Background/Key Information:

This DAMP has been prepared to provide a strategic framework for Glenelg Shire Council for policy direction and action plans related to animal management during the four-year period between 2021-2025.

In developing this Plan, a robust community consultation process was undertaken which resulted in 306 YourSay survey responses being received, 298 via online and

eight (8) hardcopy submissions. The results highlighted the following insights and major concerns:

- Concern regarding dogs not under effective control in off and on leash areas;
- Calls for more education around dog faeces due to sightings of uncollected dog waste on a regular basis in public places;
- The main areas of concern for uncollected dog waste were Fawthrop Lagoon, Nuns Beach, Portland Botanic Gardens, Ploughed Field, Portland foreshore cliff tops, Casterton Main Street;
- More signage for dog zones and dog prohibited areas;
- Support for the reduction of puppy and kitten breeding in the Shire;
- A stand-alone Facebook page for animals
These considerations, and others, have been included in the draft DAMP where applicable.

The Draft Plan has now been prepared for Council consideration and is recommended to be released for further public consultation prior to final adoption with consideration of any further feedback.

a. Council Plan and Policy Linkage

Our Lifestyle, Neighbourhood and Culture - Creating enriched and vibrant lives through experiences, safe and well-planned neighbourhoods.

b. Legislative, Legal and Risk Management Considerations

The *Domestic Animals Act 1994* (the Act) requires Council to prepare a Domestic Animal Management plan every four years.

c. Consultation and/or communication processes implemented or proposed

An online survey through YourSay Glenelg was conducted in July 2021. A total of 306 YourSay survey responses were received, 298 online and eight (8) hardcopy submissions.

A public exhibition period is proposed for the community to review the Draft Plan from 25 February 2022 to Friday 11 March 2022.

d. Financial Implications and Collaboration

The majority of the actions outlined in the plan are included in the existing Local Laws operational budget. Further additions to any related infrastructure, such as additional dog waste stations or bins, and further allocation to a low-cost desexing scheme may require additional budget allocation.

e. Governance Principles

The municipal community is to be engaged in strategic planning and strategic decision making.

Attachment List

1. Draft Glenelg Shire Domestic Animal Management Plan 2021 2025 [**14.3.1** - 39 pages]

14.4. FINAL GLENELG LIBRARIES STRATEGIC PLAN 2021-2026

Director: Paul Phelan, Director Community Services

Executive Summary

The purpose of this report is to seek Council adoption of the final Glenelg Libraries Strategic Plan 2021-2026.

Recommendation

That Council adopts the final Glenelg Libraries Strategic Plan 2021-2026.

MOTION

MOVED Cr Wilson

That Council adopts the final Glenelg Libraries Strategic Plan 2021-2026.

SECONDED Cr Stephens

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

Background/Key Information:

The development of a 5-year strategic plan for Council's Library Service has been undertaken to formulate a longer-term vision for its service and provide direction for future funding proposals, multi-year objectives and community needs.

Glenelg Libraries currently develop and implement an annual action plan each year detailing program and service delivery initiatives across the Shire's three public library branches and outreach service. While the plan allows the Library service to be agile and responsive in meeting community needs, the 12-month plan limits the ability to advocate, plan and implement multi-year projects. Funding bodies support projects that are recognised within Council's key strategic documents and the Library's annual action plan cannot support long-term, staged investment or development.

The draft Glenelg Libraries Strategic Plan 2021-2026 centres around the vision of "Connecting our Community" and has identified four strategic priorities for the next five years:

1. Welcoming and vibrant places and spaces;
2. Literacy and lifelong learning;

3. Facilitating access to technology and online services; and
4. Engagement with our network of community partners.

Key actions against each of these priorities are outlined in the strategy. More detailed action plans, timelines and performance measures will be developed as part of the library's annual planning process.

The draft Glenelg Libraries Strategic Plan 2021-2026 was endorsed by Council for public exhibition at the Ordinary Council Meeting held on 23 November 2021.

No feedback on the Draft Strategic Plan was received from community members during the public exhibition process however, some small changes have been made to improve the relevance and focus of the plan including:

- Commentary added under the *A Unique Place, A Unique Community* section regarding the use of library services by secondary school students and young adults;
- Additional paragraph added under the *A Unique Place, A Unique Community* section referencing the library service's relevance and the importance of the reach across the Shire to the entire community;
- The addition of priority projects for Glenelg Libraries under the *Our Vision for the Future* section, to complement the key actions already included in the draft plan;
- The addition of the words culturally inclusive in key action 1.1 under *Welcoming and Vibrant Places and Spaces*; and
- Formatting changes and pictures added to improve the aesthetics and readability of the plan.

a. Council Plan and Policy Linkage

Our Lifestyle, Neighbourhood and Culture - Creating enriched and vibrant lives through experiences, safe and well planned neighbourhoods.

Our Health and Wellbeing - Supporting the Glenelg community to thrive by being healthy, inclusive and well.

Our Voice and Action - A highly engaged and capable local government, leading Glenelg to ensure the needs and aspirations of our community are realised.

b. Legislative, Legal and Risk Management Considerations

Glenelg Libraries' Strategic Plan 2021-2026 has been developed within the context of the *Glenelg Shire 2040 Community Plan and Vision*, *Glenelg Shire's Council Plan 2021-2025*, and the *Glenelg Shire Municipal Public Health and Wellbeing Plan 2021-2025*.

The development of the Glenelg Libraries' Strategic Plan has also been informed by:

- Current research on best practice in public library services and emerging trends in society;
- Benchmarking library collections and use against similar libraries and state/national standards;
- Demographic statistics and population forecasts for Glenelg Shire; and
- Library user and stakeholder views on current library services and future service opportunities.

c. Consultation and/or communication processes implemented or proposed

An extensive consultation process was undertaken in developing the plan including:

- An online survey of library users and non-users, with hard copies available for those without online access;
- Open community consultation sessions held at the Portland and Heywood Libraries and online and phone consultation (due to COVID-19 restrictions) held with Casterton Library users;
- Surveys and interviews with current and potential library partners among community, education, human services and cultural organisations;
- Consultation with Councillors and library partners within Council business units; and
- Workshops with Glenelg Libraries staff.

The draft Glenelg Libraries Strategic Plan 2021-2026 was endorsed by Council for public exhibition at the Ordinary Council Meeting held on 23 November 2021 and placed on public exhibition until 23 December 2021.

d. Financial Implications and Collaboration

The cost for the development of the Glenelg Libraries Strategic Plan is included within the current Council Budget 2021-2022.

e. Governance Principles

Local, Regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

The municipal community is to be engaged in strategic planning and strategic decision making.

Attachment List

1. Final Glenelg Libraries Strategic Plan 2021-2026 [**14.4.1** - 17 pages]

14.5. PLANNING PERMIT P21220 ALEXANDRA PARK SPORTS AND RECREATION FACILITY

Director: David Hol, Director Corporate Services

Executive Summary

This report is to brief Councilors on planning permit application P21220, which seeks planning approval for buildings and works to construct a sports and recreation facility at Alexandra Park, Portland.

The application has been referred to Council for determination in line with Council's Planning Delegation and Decision Guidelines Policy.

This report recommends that a planning permit be approved subject to conditions.

Recommendation

That Council grant a planning permit for buildings and works to construct a sports and recreation facility, in accordance with plans contained in separate circulations marked Attachment 1 and permit description and conditions in the Planning Permit marked Attachment 4.

MOTION

MOVED Cr Carr

That Council grant a planning permit for buildings and works to construct a sports and recreation facility, in accordance with plans contained in separate circulations marked Attachment 1 and permit description and conditions in the Planning Permit marked Attachment 4.

SECONDED Deputy Mayor Cr Martin

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

Background/Key Information:

The Alexandra Park Master Plan (2019) sets out vision and strategic framework for the revitalization of the Alexandra Park recreation precinct.

A key component of this plan is the construction of a new 'inclusive' sports pavilion designed to support increased participation in recreation activities for people of all abilities.

The proposal includes the demolition of the existing Alexandra Park sports facility and construction of a new pavilion comprising the following:

- clubrooms and accessible changerooms;
- function area, kitchen and kiosk; and
- spectator viewing area.

Landscaping and ground works include two paved new car parking areas (including accessible car parking spaces), accessible pathways, plantings, upgraded sports lighting and new scoreboard. Plans are in Attachment 1.

The estimated cost of works is to exceed \$5.2 million dollars.

The subject land is located in the Public Park and Recreation Zone (PPRZ) and affected by the Bushfire Management Overlay (BMO) planning control of the Glenelg Planning Scheme.

A planning permit is required for the proposal under the BMO provisions. The applicant has submitted a Bushfire Management Plan and Bushfire Management Statement that identifies key bushfire protection measures relating to building siting and design, constructed standards, landscape and definable space, access and water supply.

No permit is required under the PPRZ for buildings and works carried out by or on behalf of a public land manager. Glenelg Shire Council is the public land manager for the subject land and has provided consent for the application for a permit to be made and for the proposed use and development. This consent forms Attachment 3.

The application was not required to be advertised pursuant to Section 52 of the *Planning and Environment Act 1987*.

Referral of application P21220 was required to be given under Section 55 of the Planning and Environment Act 1987 to Fire Rescue Victoria (CFA). They provided consent subject to conditions for the Bushfire Management Plan as per Attachment 5.

The Delegate Report in Attachment 2 provides an overview of the proposal and assessment against the decision guidelines of the Glenelg Planning Scheme.

It is considered that the proposal should be supported by Council and approval is recommended.

a. Council Plan and Policy Linkage

Our Health and Wellbeing - Supporting the Glenelg community to thrive by being healthy, inclusive and well.

b. Legislative, Legal and Risk Management Considerations

The *Planning and Environment Act 1987* gives a legal basis for the Glenelg Planning Scheme. The Glenelg Planning Scheme sets out policies and provisions for use, development and protection of land. Planning schemes are legal documents prepared by the Council or the Minister for Planning and approved by the Minister

c. Consultation and/or communication processes implemented or proposed

The application was referred to the CFA as per referral requirements of the *Planning and Environment Act 1987*. As the Bushfire Management Overlay was the sole trigger the application was not required to advertise to the public under section 52 the Act.

d. Financial Implications and Collaboration

The assessment of permit applications is part of normal operations of the Planning Unit of which it receives application fees

e. Governance Principles

Council decisions are to be made and actions taken in accordance with the relevant law.

Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Attachment List

1. P21220 Site and Elevation Plans [**14.5.1** - 16 pages]
2. P21220 Delegate Report [**14.5.2** - 10 pages]
3. P21220 Public Land Manager Consent [**14.5.3** - 1 page]
4. P21220 Planning Permit [**14.5.4** - 3 pages]
5. P21220 BMP [**14.5.5** - 1 page]

15. CONFIDENTIAL REPORTS

Nil.

16. SEPARATELY CIRCULATED ATTACHMENTS**Recommendation**

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

MOTION

MOVED Cr Stephens

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

SECONDED Cr Carr

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor, Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

17. URGENT BUSINESS**1. Condolence Maycie-Lee Reeves****MOTION**

MOVED Cr Wilson

That Council determine that this item be designated as urgent business, within the Council Meeting, in accordance with clause 2.5.3 of the Glenelg Shire Council Governance Rules adopted 25 August 2020.

SECONDED Cr Carr

CARRIED

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

MOTION**MOVED Cr Wilson****Vale Maycie-Lee Reeves**

- 1. That this Council acknowledges with sadness the passing of former Junior Citizen of the Year, Ms Maycie-Lee Reeves.**
- 2. That Council notes the strong advocacy role she provided within the community, as well as advice to Council from time to time on disability matters.**
- 3. That Council sends its sincere condolences to her family.**

SECONDED Cr Hawker**CARRIED**

FOR: Mayor Cr Rank, Deputy Mayor Cr Martin, Cr Hawker, Cr Stephens, Cr Carr and Cr Wilson

AGAINST: Nil

18. CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7:25pm.

I HEREBY CERTIFY THAT PAGES 1 TO 20 CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

22 MARCH 2022

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