



Glenelg Shire Council
Minutes of the Council Meeting held on
Tuesday 25 June 2024 at 5:30 pm at
Glenelg Shire Offices
71 Cliff Street, Portland

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1. PRESENT

Cr Karen Stephens (Mayor), Cr Michael Carr, Cr Scott Martin, Cr Alistair McDonald, Cr Robyn McDonald, Cr John Northcott.

Also in attendance were the Chief Executive Officer (Mr Craig Niemann), Director Corporate Services (Mr David Hol), Director Community Services (Ms Jayne Miller), Chief Information Officer (Ms Ann Kirkham), Chief Finance Officer (Ms Rebecca Campbell), Executive Assistant CEO Department (Ms Laura Van Oosten) and Executive Assistant Corporate Services (Ms Sarah Bretherton).

2. ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the Acknowledgement of Country.

3. RECORDING OF MEETINGS

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published. Council meetings may be livestreamed and the Chief Executive Officer will enable a copy of the recording to the public.

4. RECEIPT OF APOLOGIES

Cr Gilbert Wilson
Director of Infrastructure Services (Mr Stuart Husband)

MOTION

MOVED Cr Carr

That Council receives the apologies.

SECONDED Cr A McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

5. CONFIRMATION OF MINUTES**5.1. CONFIRMATION OF MINUTES****Recommendation**

That the minutes of the Council Meeting held on 28 May 2024, as circulated, be confirmed.

MOTION

MOVED Cr R McDonald

That the minutes of the Council Meeting held on Tuesday 28 May 2024, as circulated, be confirmed.

SECONDED Cr A McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald
and Cr R McDonald

AGAINST: Nil

MOTION

MOVED Cr Carr

That Council reorder Question Time to the beginning of the meeting.

SECONDED Cr Martin

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald
and Cr R McDonald

AGAINST: Nil

5.2. RECORD OF COUNCILLOR BRIEFINGS

David Hol, Director Corporate Services

Executive Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken from the period commencing the 28 May 2024.

Recommendation

That Council receives the record of the Councillor briefing held on the 28 May 2024 and the 11 June 2024.

MOTION

MOVED Cr R McDonald

That Council receives the record of the Councillor briefing held on the 28 May 2024 and the 11 June 2024.

SECONDED Cr Martin

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald
and Cr R McDonald

AGAINST: Nil

Background/Key Information:

The Glenelg Shire Council Governance Rules as adopted on the 23 January 2024 require that a record is kept of each Councillor Briefing and that the record is tabled at an open Council meeting (excluding any confidential matters).

The record is to include a list of matters presented and any Conflict-of-Interest declarations together with any actions taken to resolve declared conflicts.

The objective of submitting the record to a Council meeting is to ensure public transparency in Council decision making processes.

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

Whilst not a legislative obligation, the records are tabled at a Council meeting in accordance with Governance Rule number 68.

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Financial Implications and Collaboration

Councillor Briefings and the records keeping obligations are provided for within the adopted operational budgets.

e. Governance Principles

The transparency of Council decisions, actions and information is to be ensured.

Attachment List

1. Councillor Briefing Record 28 May 2024 [**5.2.1** - 1 page]
2. Councillor Briefing Record 11 June 2024 [**5.2.2** - 1 page]

6. QUESTION TIME

6.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

Nil.

6.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY

1. Road Maintenance

Mr Mike Lockwood of Portland asked the following question:

- a. *Why are work being done on roads like the small section near the Car Museum and the street between the Water Tower and Highway, that are not heavily used, and yet no work has been done on Bentinck Street / Hanlon Parade which is in such poor condition?*

Mayor Cr Karen Stephens advised that road works are carried out in accordance with priorities across 1,125 kilometres of sealed urban and rural local roads within the Shire. We are currently carrying out road maintenance and road renewal work while the weather conditions allow.

Two sections of Bentinck Street have already had substantial work undertaken (Bentinck St, Cliff St roundabout and in front of Bentinck St retail outlets). The section of Bentinck Street, from Otway Street to Garden Street, is a major project and is being planned for completion next financial year. Updates on major projects, including major road works, can be found on Council's website.

2. Road Maintenance, Portland Foreshore Multipurpose Facility and FOGO

Mr Matthew Jowett of Portland asks the following questions:

- a. *With the current road resurfacing works happening on Bentinck Street between Gawler and Julia Streets, I would like to know when does this council plan on resurface the section of Bentinck Street that desperately needs it? This is the section between Fern and Wade Streets. This section is particularly bad and could use some urgent attention.*

Mayor Cr Karen Stephens advised that the previous answer has answered your question as well, and if you have any further questions I am happy to provide further information if needed.

- b. *With the 2023 2024 budget period drawing to a close, could you please provide an update on the current state of the foreshore multipurpose building project?*

Mayor Cr Karen Stephens advised that Council is currently reviewing tender submissions and the result will be taken back to Council once the tender evaluation process is completed.

- c. *With virtually every council in Western Victoria having a Food Organics Garden Organics (FOGO) collection service, and this council constantly using words to the effect of: This shire doesn't legally have to implement this service until 2030*

so we're not going to. Does this council feel that they are not living up to what members of this shire expect in regards to its collection efforts in this regard?

Mayor Cr Karen Stephens advised that implementing FOGO bins also includes the costs of this waste haulage. Council has done a lot of preparatory work in this space and is working on potential ways to reduce costs impacts before anything is rolled out. Underpinning our approach is minimising environmental impacts of FOGO waste, while focusing on the long-term sustainability of FOGO waste collections.

3. ANZ Portland Branch Closure

Mr Bill Meldrum of Portland asked the following question:

- a. *My question relates to the recent announcement by ANZ that it will close its Portland Branch in October this year. Will the Council write to the Board and Chief Executive Officer at ANZ, urging the bank's senior hierarchy to reverse its decision?*

Mayor Cr Karen Stephens advised that ANZ announced in early May 2024 that they will close the Percy Street Portland branch on 9 October 2024.

Contact has been made with the ANZ, who have provided the following advice regarding the closure:

- This decision was made after careful consideration and following a decline in customer traffic to this branch, while the use of digital banking channels has increased, 76% of our Portland customers preferred to use online, mobile and telephone banking services, with only 7% using the branch for their banking needs.
- We will now commence a process to inform our customers about the branch closure, while also ensuring they are well supported during this transition. This will include assisting them with alternative banking methods such as online, telephone and mobile banking options. Customer accounts that were at the Portland branch will now be located at the ANZ Hamilton branch.
- ANZ's relationship bankers will continue to work closely with our local business customers, and our team of mobile lenders can assist with any home loan needs where and how it is most convenient for customers.
- The wellbeing of our branch employees is also paramount, and we are making every effort to secure appropriate redeployment opportunities for impacted employees within the bank. There are a number of alternative roles available in areas where we are seeing increased demand from customers, and we will be supporting employees with these transitions.

Whilst it appears that the decision is made, we are following up with the ANZ Bank opposing the closure.

7. DECLARATIONS OF CONFLICT OF INTEREST

Cr Robyn McDonald declared a general Conflict of Interest in item 9.3 Adoption of 2024/2025 Fees and Charges and advised this prior to the meeting.

Cr Michael Carr declared a general Conflict of Interest in item 12.5 Lease Agreement between Port of Portland Pty Ltd and Glenelg Shire Council and advised this prior to the meeting.

8. COUNCILLOR ACTIVITY REPORTS

8.1. COUNCILLOR ACTIVITY REPORTS 11 MAY TO 7 JUNE 2024

Recommendation

That Council notes the Councillor Activity Reports for 11 May to 7 June 2024.

MOTION

MOVED Cr A McDonald

That Council notes the Councillor Activity Reports for 11 May to 7 June 2024.

SECONDED Cr R McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Cr STEPHENS, MAYOR

Date	Meeting/Event	Location	Comments (Optional)
11.05.2024	All Saints Parish School Debutante Ball	Portland	Annual Debutante Ball – attending as their Guest of Honour
14.05.2024	Councillor Briefing	Portland	Monthly council briefing session
15.05.2024	Community Grants Presentation	Heywood	Round 2 2023-24 presentations to successful Community Groups
21.05.2024	Glenelg Shire Community Awards	Heywood	Inaugural Glenelg Shire Community Awards presentation during National Volunteer Week
22.05.2024	Live4Life Glenelg Launch 2024 Event	Portland	Annual official launch for the Glenelg Live4Life program

22.05.2024	Great South Coast Food & Fibre Meeting	Portland	Great South Coast Board bi-monthly Board Meeting in Portland, opportunity to promote food & fibre industry in Glenelg.
22.05.2024	Australian Citizenship Ceremony	Portland	Eight Glenelg Shire residents were conferred at this ceremony.
22.05.2024	Glenelg Shire Community Awards	Portland	Inaugural Glenelg Shire Community Awards presentation during National Volunteer Week
22.05.2024	SES Wear Orange Day	Portland	Attended Portland station to thank volunteers for their work in the community.
23.05.2024	Glenelg Shire Community Awards		Inaugural Glenelg Shire Community Awards presentation during National Volunteer Week
24.05.2024	MAV Emergency Management Committee meeting	Online	Statewide Emergency Management meeting
28.05.2024	Glenelg Shire Careers Expo	Portland	Annual Careers Expo in Portland Civic Hall providing opportunity for industry and businesses across Glenelg to promote career opportunities within their sector.
28.05.2024	Ordinary Council Meeting	Portland	Monthly Council meeting
29.05.2024	South West Victoria Alliance event at Parliament House	Melbourne	Parliament House event and meetings with individual Ministers – Minister Horne Minister D'Ambrosio Minister Kilkeny
30.05.2024	MAV Mayor & CEO Forum and Dinner	Melbourne	Annual MAV Mayor & CEO Forum and Dinner – release of new MAV Strategic Plan
31.05.2024	Leadership Great South Coast – Community Leadership Program	Portland	Guest Speaker for lunch with 2024 Candidates and opportunity to hear about their projects.
03.06.2024	Glenelg Audit & Risk Committee interviews	Portland	Interviews for new independent members to the Glenelg Audit & Risk Committee.

04.06.2024	United Way Storytime	Casterton	Attend local Storytime event at Australian Kelpie Centre acknowledging the importance of reading to children from an early age.
06.06.2024	Glenelg Audit & Risk Committee meeting	Portland	Quarterly Audit & Risk Committee meeting.

Cr CARR

Date	Meeting/Event	Location	Comments (Optional)
14.05.2024	Councillor briefing session	Portland	
14.05.2024	Unscheduled Council Meeting	Portland	
15.05.2024	Meeting with Monitors	Portland	
16.05.2024	Salvation Army's Red Shield Appeal	Portland	
18.05.2024	Pride Flag Raising for 2024 IDAHOBIT	Portland	
21.05.2024	Glenelg Shire Community Awards 2024 - Heywood	Heywood	
22.05.2024	Glenelg Shire Community Awards 2024 - Portland	Portland	
22.05.2024	Live4Life Glenelg Launch 2024 Event	Portland	
23.05.2024	Glenelg Shire Community Awards 2024 - Casterton	Casterton	
23.05.2024	Reconciliation Week - Prework	Portland	
30.05.2024	National Reconciliation Week Event	Heywood	

06.06.2024	Glenelg Shire Audit and Risk Committee	Portland	
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Cr MARTIN

Date	Meeting/Event	Location	Comments (Optional)
28.05.2024	OCM + Briefing	Portland Offices	Going over agenda of OCM
30.05.2024	NRW – Council event	Heywood Community Hall	NRW events and yarnning with Uncle Darryl, JB, others
05.06.2024	Community Meeting	Narrawong	Have a yarn with residents over a coffee. Bike track was talked about
07.06.2024	Zoom Meeting	Online	Councillor training

Cr A MCDONALD

No report provided.

Cr R MCDONALD

Date	Meeting/Event	Location	Comments (Optional)
14.05.2024	Photos with Volunteers Council Briefing Unscheduled Council Meeting	Portland	
15.05.2024	Meeting with Monitors Community Grants	Portland Heywood	
21.05.2024	Community Awards	Heywood	
22.05.2024	Live 4 Life Citizenship Ceremony Community Awards	Portland Portland Portland	Very lively.
27.05.2024	Meeting with CEO	Portland	
28.05.2024	Council Briefing Council Meeting	Portland	
30.05.2024	National Reconciliation Week Event	Heywood	A very positive event, with an introduction by Auntie Eileen and speeches from all attending schools, reinforcing

			the message of 'Now more than Ever'. Lots of information and stalls including free locally designed tote bags which became animations by scanning the QR code.
31.05.2024	Kellie Franklin-Saunders Exhibition Opening	Portland	

Cr NORTHCOTT

Date	Meeting/Event	Location	Comments (Optional)
14.05.2024	Councillor briefing session	Portland	
14.05.2024	Unscheduled Council Meeting	Portland	
14.05.2024	Meeting with Monitors	Portland	
21.05.2024	Glenelg Shire Community Awards 2024 - Heywood	Heywood	
23.05.2024	Glenelg Shire Community Awards 2024 - Casterton	Casterton	
28.05.2024	Council Meeting	Portland	
06.06.2024	Glenelg Shire Audit and Risk Committee	Portland	

Cr WILSON

No report provided.

9. NOTICES OF MOTION

Nil.

10. MANAGEMENT REPORTS

10.1. GLENELG SHIRE COUNCIL FINANCIAL REPORT MAY 2024

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 and approve changes to the 2023/24 forecast that have resulted from a review of operations.

Recommendation

That Council receives the financial report for the period ending May 2024.

MOTION

MOVED Cr Northcott

That Council receives the financial report for the period ending May 2024.

SECONDED Cr A McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

The 2023/24 Annual Budget was adopted by Council at the Council Meeting held on 27 June 2023.

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
- Statement of Capital Works

In the Financial Report presented for May 2024, some adjustments have been made to the 2023/24 Forecast to reflect additional capital works being carried forward and the necessity to carry forward the approved loan into 2024/25 to fund the capital works program during that financial year.

Forecast Budget changes can affect either or all of the above Statements. These changes occur when new information comes to light (not known when the Budget was adopted) and has a significant impact from a budget or cash flow perspective.

The statements in the Financial Report that have been impacted by the adjustments are the Balance Sheet and Statement of Cash Flows.

The specific details of the adjustments that have been made are:

Adjustment 1 - Increase in Carry Forward Capital Works at 30 June 2024

Due to unforeseen delays in completing some of our Capital Works projects, the timing of Capital expenditure has been impacted. As a result, the expected value of Carry Forward Capital Works is to increase from \$13.6M to \$16M (\$2.4M change).

Adjustment 2 – Draw down of \$7M of Loan funds now expected in 2024/25

Due to the timing of Capital Project expenditure, it is now expected that the drawdown of the \$7M Loan will occur in 2024/25 instead of 2023/24. Of the \$16M of Carry Forward Capital Works, Council is expected to receive the remainder of \$6.8M of Grant funding to complete these projects leaving a shortfall of \$9.2M. Capital Grants paid in advance for the Foreshore Multipurpose, Local Freight Roads and North Portland Employment Precinct have maintained a cash position throughout the year delaying the need to draw down the loan in 2023/24.

Impact of Adjustments to the 2023/24 Forecast Budget in the Balance Sheet

As a result of the Adjustments outlined above, the significant changes in the Balance Sheet are:

- The expected Cash position of Council at 30 June 2024 reduces from \$6.4M to \$1.7M (-\$7M Loan plus \$2.4M of additional incomplete Capital Works).
- Borrowings at 30 June 2024 have been reduced by \$7M due to the loan expected to be drawn down in 2024/25
- Slight adjustments to Unearned income and Asset balances at 30 June due to the additional Carried forward Capital Works.

Impact of Adjustments to the 2023/24 Forecast Budget in the Statement of Cash Flow

- The expected Cash position of Council at 30 June 2024 reduces from \$6.4M to \$1.7M (-\$7M Loan plus \$2.4M of additional incomplete Capital Works).
- Proceeds from Borrowings for 2023/24 have been reduced by \$7M to \$0 due to the expectation that the loan will now be drawn down in 2024/25.
- Payments for Property, infrastructure, plant and equipment has reduced from \$17M to \$14.6M due to the additional \$2.4M of Carry Forward Capital works.

Council's year to date financial performance for 2023/24 is currently favourable when compared to YTD Forecast budget. Expenditure is tracking lower than budget and Income is tracking above budget.

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.

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

- Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- 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 financial report provides commentary on all material variances (Greater than 10% or \$500K) to the adopted 2023/24 budget.

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 2023 2024 - May 2024 [9.1.1 - 7 pages]

**10.2. STRATHDOWNIE DRAINAGE SCHEME - RECOMMENDATION TO
DECLARE A SPECIAL CHARGE FOR 2024/2025**

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to provide the outcome of the community engagement process including any submissions received for the proposed Strathdownie Drainage area Special Charge for 2024/2025 and to recommend that the Special Charge be declared.

Recommendation

That Council:

1. Declare a Special Charge for the properties located in the constituted Strathdownie Drainage Area for the 2024/2025 Financial Year:
2. Resolve that the 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.
3. Declare that total estimated revenue in 2024/2025 Financial Year from the Special Charge be \$16,000.00
4. Advise the Special Charge be due and payable by the 30 September 2024.
5. Set 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*.

MOTION

MOVED Cr A McDonald

That Council:

1. **Declare a Special Charge for the properties located in the constituted Strathdownie Drainage Area for the 2024/2025 Financial Year:**
2. **Resolve that the 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.**
3. **Declare that total estimated revenue in 2024/2025 Financial Year from the Special Charge be \$16,000.00**

4. **Advise the Special Charge be due and payable by the 30 September 2024.**
5. **Set 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*.**

SECONDED Cr Carr

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

The Strathdownie Drainage Scheme Committee is responsible for the operation, maintenance and development of the Strathdownie drainage area scheme.

The drainage area contains 170 assessments and covers an area of approximately 51,620 hectares.

Council provides a financial management service to the Strathdownie Drainage Scheme Committee and coordinates the collection of funds through rate notices via a Special charge when recommended by the Committee. The accumulated funds of the Scheme were \$166,558 as at the 26 February 2024.

Council has been advised that a meeting of the Strathdownie Drainage Scheme Committee was held on 26 February 2024 to consider a recommendation to Council to raise a special charge for the 2024/2025 financial year, and to discuss drainage maintenance requirements.

The Strathdownie Drainage Scheme Committee has recommended to Council that a special charge be set for the 2024/2025 financial year to cover maintenance, emergency works and operational costs, as requested. The proposed special charge will raise \$16,000.00 if approved by resolution.

The Committee has advised that the additional funds are required for ongoing clearance and maintenance works whilst maintaining a minimum financial balance as a contingency.

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 percentage 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.

In accordance with the requirements of S163 of the *Local Government Act 1989*, which remains the Act in force for Special Charges, Council must provide public notice and undertake a public submission process on the proposed Special Charge prior to any declaration.

A community consultation process was undertaken from the 22 May 2024 until the 18 June 2024. Individual letters were sent to all assessments affected by the special charge. At the close of the submission period, no submissions were received.

It is recommended that Council proceed with the Special Charge for the Strathdownie Drainage Scheme.

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

Under Sections 163(1A) 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.

c. Consultation and/or communication processes implemented or proposed

The following public consultation process was undertaken in accordance with Council's Community Engagement Policy to ensure due consideration and feedback is received from relevant stakeholders.

- Proposed special charge recommended to Council by the representative group;
- Direct correspondence to assessments affected by the Special Charge.
- Community engagement through local news outlets and social media, including Your Say for a period of 28 days; and
- Proposed special charge presented to June Council meeting for adoption.

d. Financial Implications and Collaboration

The proposed special charge would raise \$16,000.00 for the 2024/25 financial year to cover maintenance, emergency works and operational costs, as requested.

e. Governance Principles

The transparency of Council decisions, actions and information is to be ensured.

Attachment List

Nil

10.3. ADOPTION OF 2024/2025 FEES AND CHARGES

Cr R McDonald re declared a Conflict in item 9.3 Adoption of 2024/2025 Fees and Charges and left the meeting at 5:56 pm.

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is for Council to receive and consider the feedback from the Community consultation and adopted the draft 2024/25 Fees and Charges Document

Recommendation

That Council:

1. Adopts the 2024/25 Fees and Charges Schedule prepared in accordance with Section 94 of the *Local Government Act 2020*
2. Delegates to the CEO and Directors the ability to waive or reduce fees and charges where specific exceptional circumstances exist.

MOTION

MOVED Cr Carr

That Council:

1. **Adopts the 2024/25 Fees and Charges Schedule prepared in accordance with Section 94 of the *Local Government Act 2020*.**
2. **Resolves to again waiver footpath trading fees and charges for 2024/25 in recognition of the financial difficulties faced by local businesses at this time.**
3. **Delegates to the CEO and Directors the ability to waive or reduce fees and charges where specific exceptional circumstances exist.**

SECONDED Cr A McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott and Cr A McDonald

AGAINST: Nil

Background/Key Information:

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

Some of these are set by state government statute and are commonly known as 'regulatory fees'. In these cases councils usually have no control over service pricing.

User fees and charges are a significant source of income for Glenelg Shire Council and in accordance with Section 94 of the *Local Government Act 2020*, Glenelg Shire Council is required to prepare and adopt a budget for each financial year and the subsequent 3 financial years by the 30 June. Included in this process is the setting of the fees and charges for the coming financial year 2024/2025.

Budget responsible officers and finance unit staff have reviewed the current fees and charges proposed in this document. The Essential Services Commission rate cap legislation does not apply to Fees and Charges.

Several fees are well below industry standard and will be increased to address this deficit. Some of these fees will be increased gradually over multiple Financial years. Overall, the total fees and charges income for 2024/25 is expected to increase by \$247k to approximately \$3.7M.

Cost increases have been proposed where it is clearly evident that fees are well below industry standard, and only a minor number of fees and charges have increased in excess of the ESC rate for 2024/2025. Over 73% fees have increased by the 2.75% or less.

Some of the more significant fee increases are:

- An increase to long day care fees to reflect current market costs and rates.
- Changes to local laws animal impounding fees to reflect actual costs incurred.
- Asset Protection reinstatement costs have increased with material costs.
- Building permit fees have increased to reflect market rates.
- A proposed reinstatement of footpath trading permit costs.
- An increase in waste charges to reflect industry rates and ongoing government charges.

The draft 2024/25 Fees and Charges document was released for Community Feedback and made available for public inspection alongside the draft 2024/25 Budget after the April Council Meeting. Feedback closed on the 17 May 2024.

23 feedback responses were received specifically relating to the proposed reintroduction of the Street trading permit fees. The common theme was that a reintroduction of the permit fee could have a detrimental effect on local businesses in the current environment.

Street Trading Permit History

In 2014, Councillors reduced footpath trading fees by 50% from the then \$110 to \$55. The minutes do not articulate the rationale for this resolution. The following year, these charges were reduced to \$0. Again, the rationale for this is not documented in the Council minutes.

in 2024/25 Council staff have recommended that footpath trading fees be reintroduced at a rate of \$260 per two years which equates to \$130 p.a., which is an annual increase of \$20 when compared to 10 years ago.

There are internal costs associated with administering Councils footpath trading obligations including:

- Initial communications with shop owners regarding requirements.
- Data input.
- Local Laws officers undertake site inspections.
- Producing permit.
- Ongoing monitoring/compliance.

Council officers have estimated that the internal costs would amount to approximately \$15,000 per annum, based on approximately 115 permits in the system, which equates to \$130 per permit on average.

The proposed fee is simply to cover the administrative costs associated with this function. To minimise the administrative burden, and therefore costs the proposal was suggested to be a two-year renewal term.

It is proposed that a full cost recovery of these costs is appropriate and would be consistent with like municipalities.

The feedback provided to the Council budget highlights some 23 responses who object to the reintroduction, predominately from local traders. It is acknowledged that concerns about rising costs for business is a major concern.

Essentially, the costs for administering the footpath trading process will still be incurred regardless of if the permit fees are reduced or waived. It is proposed that these costs should be apportioned to those that benefit from this activity rather than subsidised by other ratepayer income.

There was no community feedback received regarding any of the other fees and charges in the Draft schedule.

There have also been some minor adjustments made to the Draft that was subject to community consultation. The specific fees associated with swimming pool registration (RSB033-035) have now been included as were not available at the time of publication. The APRA Music licence Fee (FVH007) has now been included and an hourly rate fee for the hire of the Casterton Town Hall meeting rooms has been reinstated. An error in the published fee for Marina berthing rates (LP055) has also been corrected.

Finally, whilst these Fees and Charges are set by Council, specific circumstances do arise where it would be appropriate to either reduce or waive a fee for exceptional circumstances. Consequently, it is recommended that Council also delegate to the CEO and Directors the power to apply such a reduction or waiver when considered appropriate.

The Draft 2024/25 Fees and charges schedule is now presented for Council consideration and adoption.

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

Under the *Local Government Act 2020*, Part 4 Division 2 - Budget Process and specifically section 94, Council is required to prepare and adopt an annual budget. This includes the process of adopting the Fees and Charges for 2024/25.

c. Consultation and/or communication processes implemented or proposed

Unit managers and budget responsible officers undertook a review of each fee and charge including comparison with neighbouring councils where applicable.

This process also involved applying a range of “Best Value” principles including service cost, quality standards, value for money, community expectations and values, as well as balance the affordability and accessibility of the service.

The draft fees and charges document was released for community consultation and made available for public inspection alongside the draft Budget following the April Council Meeting.

d. Financial Implications and Collaboration

In the Draft 2024/25 Budget, Fees and charges (excluding annual waste charges) accounts for approximately 6.5% or \$3.7M of Council’s Total Revenue. Waste charges make up 4.8% of Total Revenue, or \$2.8M.

The fees and charges schedule is a key document that forms part of Council’s budget for 2024/25.

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.

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

Attachment List

1. 2024-25 Fees and Charges Schedule 19 June 2024 [**10.3.1** - 54 pages]

Cr R McDonald returned to the meeting at 6:11 pm.

10.4. GLENELG SHIRE COUNCIL DECLARATION OF RATES AND SERVICE CHARGE FOR 2024-2025

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to recommend Council declare the Rates and Annual Waste Management charges proposed for 2024/25 Financial year.

This declaration of Rates and Annual Waste Management charges is in accordance with the requirements of the *Local Government Act 1989* Section 158 and aligns with the information required to be reported in the 2024/25 Budget Document in accordance with requirements of the *Local Government Act 2020* Section 94.

Recommendation

That Council:

1. Declares to raise an amount of \$33,378,855 for Total Rates and Charges including Annual Waste Management Service charges for the period 1 July 2024 to 30 June 2025; and
2. Declares that the General Rate amounts will be raised by applying a differential rate of 100% to General land, 100% to Commercial and Industrial land and 70% for Primary Production land, and 50% for Cultural and Recreational Land in accordance with the definitions and objectives as outlined in this report.
3. Continues to grant a 100% concession for the nominated parcels of land at Dutton Way that remain undeveloped.

MOTION

MOVED Cr A McDonald

That Council:

1. **Declares to raise an amount of \$33,378,855 for Total Rates and Charges including Annual Waste Management Service charges for the period 1 July 2024 to 30 June 2025; and**
2. **Declares that the General Rate amounts will be raised by applying a differential rate of 100% to General land, 100% to Commercial and Industrial land and 70% for Primary Production land, and 50% for Cultural and Recreational Land in accordance with the definitions and objectives as outlined in this report.**
3. **Continues to grant a 100% concession for the nominated parcels of land at Dutton Way that remain undeveloped.**

SECONDED Cr Martin

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr A McDonald and
Cr R McDonald

AGAINST: Cr Northcott

Background/Key Information:

Under the Act, Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year.

As part of the budget process, Council must declare in respect of the upcoming Financial Year:

- The amount which Council intends to raise by General Rates, Municipal Charges, Service Rates and Service Charges and the time period that the General Rate applies; and
- Whether the General Rates will increase by application of a Uniform Rate; Differential Rate; or a Urban Farm Rates, Farm Rates or a Residential use rates (if the Council is permitted to raise such rates under section 161A).

Rates and Annual Waste Management Service Charges

As part of the budget process Council's draft budget recommends a 2.75% increase on the rate base of Council, in line with the Essential Services Commission (ESC) rate cap.

The decision on the rate cap for the 2024/25 year was guided by independent advice from the Essential Services Commission recommending that rate increases be capped at the forecast Consumer Price Index to reduce pressures on household budgets.

The 2.75% increase will provide an increase in general rate revenue of approximately \$688,000. Rate agreements, Cultural and Recreational Land assessments and the Annual Kerbside Collection charge are not calculated within the rate cap.

The declaration of rates has been calculated as follows:

Category	No of Assessments	Rate Income Proposed
General Land	10,204	13,765,944
Commercial Land	1,011	1,770,347
Primary Production Land	2,757	10,214,377
Cultural and Recreational land	30	28,473
Rate agreements	6	4,701,428
Annual Kerbside Collection		2,748,285
Supplementary Rates & Interest		150,000
Total	14,008	33,378,855

Additional supplementary valuations are undertaken for a range of reasons, including new and renovated buildings, subdivisions, demolitions, land use changes and other

types of property improvements. It is estimated that an additional \$150,000 of Supplementary Rate income will be raised during 2024/25 and this amount has been included in the total Rates and Charges revenue.

Unlike many similar Municipalities, the Glenelg Shire Council does not levy an additional Municipal Charge.

Valuation data has been received for Glenelg Shire assessments by the independent valuers, which has seen an overall increase in Capital Improved Value (CIV) of 0.64%.

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change %
General Land	3,932,029	4,008,720	1.95%
Commercial Land	514,834	515,535	0.14%
Primary production Land	4,270,314	4,248,909	-0.50%
Total value of Land	8,717,177	8,773,164	0.64%

The variation in movement of these valuations is reflected in the distribution of the rate income changes across the various classes of land. The rate cap is calculated on the total figure of ratable income not at an individual property level.

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change %
General land *	13,255	13,766	3.86%
Commercial land *	1,736	1,770	2.01%
Primary production land *	10,074	10,214	1.40%
Total amount to be raised by general rates	25,064	25,751	2.74%

Overall, the rate in the dollar across all property classes will increase on average by 1.88%.

Type or class of land	2023/24 cents/\$CIV*	2024/25 cents/\$CIV*	Change
General rate for rateable general land	0.003371	0.003434	1.87%
General rate for rateable commercial land	0.003371	0.003434	1.87%
General rate for primary production land (70% differential)	0.002359	0.002404	1.91%
General rate for cultural and recreation lands	0.001686	0.001717	1.87%

Rating Structure

For 2024/25, General Rates will be calculated by applying a Differential Rate to the CIV.

Under Section 161 (2) of the *Local Government Act 1989*, by declaring a differential rate Council must specify the objectives of the differential rate by including a definition, identification of the types of classes and specific characteristics of the land.

Definition and Specific Characteristics

Council has proposed the following rate categories within its rating structure for 2024/25:

General Land Rate

Definition:

General land is any rateable land which does not have the characteristics of Primary Producer land and Commercial/ Industrial Rate Land.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that any differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Types and Classes:

Rateable land having the relevant characteristics described below:

- used primarily for residential purposes; or
- any land that is not defined as Primary Production or Commercial/Industrial Land.

Level of Rate:

100% of General Rate.

Geographic Location:

Wherever located within the municipal district.

Primary Production

Definition:

Primary production properties being defined as greater than 40 hectares (with some specified exceptions such as horticulture, viticulture etc.).

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the rate in the dollar declared for defined Primary Production land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district and achieve a balance between providing for municipal sustainability and retaining the important agricultural economic base.

Types and Classes:

Primary Production land having the relevant characteristics described below:

- used primarily for primary production purposes; or
- any land that is not defined as General Land or Commercial/Industrial Land.

Level of Rate:

70% of the General Rate.

Geographic Location:

Wherever located within the municipal district.

Commercial/Industrial RateDefinition:

Commercial/Industrial Land is any land, which is used primarily for carrying out the manufacture or production of, or trade in goods or services

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the rate in the dollar declared for defined Commercial/Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Glenelg Shire Council benefit from ongoing significant investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and the income generating capability of commercial based properties.

The Commercial differential rate is applied to recognise the economic development objectives for the Glenelg Shire Council as outlined in the Council Plan. These objectives include an ongoing significant investment to create a vibrant economy.

Types and Classes:

Commercial/Industrial having the relevant characteristics described below:

- used primarily for commercial purposes; or
- any land that is not defined as General Land or Primary Production Land.

Level of Rate:

100% of the General Rate.

Geographic Location:

Wherever located within the municipal district.

Other

The following Rating categories fall outside of the rate capping calculations:

- Cultural and Recreation

Land which falls within the definition of the *Cultural and Recreational Lands Act 1963* which has the purpose of providing or promoting cultural or sporting recreational or similar facilities for outdoor use; and

- Specific Rating Agreements

Land that is ratable and where specific rating agreements have been approved by relevant parties.

- Waste Management Charge - Kerbside Collection

The proposed annual Waste Management Charge for Kerbside collection for 2024/25 is \$316, which is a 6.76% increase on the 2023/24 charge of \$296. A total of \$2.75M is expected to be raised. The increased charges are a result of higher statutory fees as well as new services coming online due to new tenements.

- Concession of Rates – Dutton Way Properties

Each year, in accordance with section 169 of the *Local Government Act 1989*, Glenelg Shire Council has granted a rate concession of 100% to property owners along Dutton Way.

In 2023/24, approximately 86 properties had a rate concession of 100% applied against their Rates assessments. The value of these waivers was \$13,027.20.

The parcels of land that attracts these concessions are mostly located between Dutton Way Road and Keirana Avenue. Properties that are located between Keirana Avenue and Moore Drive are not rateable (see Attachment – Dutton Way Rates Concession).

This concession has been in place since the former Heywood Shire Council first granted the concession. The rate concession initially commenced when a planning amendment was imposed by the then State Government on a specified area that restricted any further development due to a potential risk of land erosion by the sea.

The *Valuation of Land Act 1960* requires that a notice be issued to the owners/occupiers of all rateable properties annually to show the valuations. In some cases, valuations can have Victorian Land tax implications.

A Rates and Valuation notice is issued to all property owners annually. The Rate notice includes the CIV valuation, the total amount of rates payable, the 100% concession and the \$0 balance owing.

Section 169 (1A) of the *Local Government Act 1989* requires a Council Resolution be passed granting the concession and specifies that the concession must benefit the community as a whole.

It is recommended that a Council Resolution be made that grants a 100% Rate concession for the 86 parcels of land at Dutton Way specified in the attachment.

The future use of this land is expected to be explored during the Structure Plan development of this area currently underway. This will inform how the future treatment of these properties should be considered and enable some consistency in the approach where other land within the Shire is treated differently.

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

Section 158 (1) of the *Local Government Act 1989* requires Councils to declare the amount that it wishes to raise in general rates, municipal charges, service rates and service charges, and which method the general rates will be raised such as a uniform rate or a differential rate. This is required to be undertaken at least once in respect of each financial year, by 30 June.

In accordance with Section 161 (3) of the *Act 1989* Council must ensure that copies of the information in this report are available on its Internet website and for public inspection at the Council office.

c. Consultation and/or communication processes implemented or proposed

The information in this report incorporates the Draft Budget 2024/25 engagement process:

d. Financial Implications and Collaboration

The declaration of differential rates and an annual service charge will generate the rate revenue and annual service charge, forming a significant part of Council's revenue source and ensuring delivery of Council services and delivery of the Council Plan whilst maintaining compliance with the Essential Services Commission rate cap.

e. Governance Principles

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

Attachment List

1. Map of Dutton Way Properties as at 13 June 2024 [9.4.1 - 1 page]

10.5. ADOPTION OF THE GLENELG SHIRE COUNCIL BUDGET 2024-2025

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is for Council to receive the feedback from the draft budget and to recommend that Council adopt the Draft 2024/25 Budget and the subsequent 3 financial years as amended.

The budget incorporates the Declaration of Rates for the 2024/25 financial year and the adoption of the 2024/25 Fees and Charges which are outlined in separate reports.

Recommendation

1. That Council receive and consider the 33 feedback responses received on the Draft 2024/2025 Budget.
2. That Council authorises officers to notify in writing, each person who has provided feedback to thank them and advise of any outcome of their feedback.
3. That Council adopts the 2024/25 Budget prepared in accordance with Section 94 of the *Local Government Act* 2020, as amended and provided as an attachment to this report.

MOTION**MOVED Cr Martin**

1. **That Council receive and consider the 33 feedback responses received on the Draft 2024/2025 Budget.**
2. **That Council authorises officers to notify in writing, each person who has provided feedback to thank them and advise of any outcome of their feedback.**
3. **That Council adopts the 2024/25 Budget prepared in accordance with Section 94 of the *Local Government Act* 2020, as amended and provided as an attachment to this report.**

SECONDED Cr A McDonald**CARRIED**

FOR: Mayor Cr Stephens, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Cr Carr

DIVISION:

Mayor Cr Stephens, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald voted FOR the MOTION.

Cr Carr voted AGAINST the MOTION.

Background/Key Information:

Under the Act, Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year.

The process for formulating the Draft 2024/25 Budget included a series of officer workshops, briefings, Community Information Sessions and Council discussions over a period of 6 months.

For the Draft 2024/25 Budget process, the community engagement process was undertaken earlier to ensure community members had a timelier opportunity to submit their proposals for consideration in the Draft 2024/25 Budget. Information sessions were held across the Shire from Monday 5 February through to Friday 23 February.

As a result of the Community Information Sessions, the Draft Budget includes the following items that were raised:

- Inclusion of \$50k to maintain the condition of the Heywood Old School.
- Ongoing funding of \$25k in the renewal budget for accessibility projects throughout the Shire.
- Continued funding for Christmas activities including lighting of the Christmas Tree of approximately \$50k.
- Contributions to the three major events in Casterton, Portland and Heywood totalling \$52k.
- Ongoing funding of \$200k through the renewal budget for recreational assets including playground equipment.

The Fair Go Rates System (FGRS) legislates the maximum amount a council may increase their general rate revenue per annum. For the 2024/2025 year there is a 2.75 percent rate increase limit.

The Draft Budget has been developed through a rigorous review process by Council and Council staff. Council has placed an emphasis on the continuation of service delivery; the ongoing provision of facilities for our community; support for our residents; and sustainable financial viability for the Shire.

The Glenelg Shire Council is not immune from the cost of living pressures experienced by the community and the draft budget for 2024/25 seeks to absorb many significant increases in materials and services, including fuel, utilities, insurances and building materials within the rate cap, whilst still providing the same levels of service and facilities. These cost pressures have a significant impact on

Council's financial position with the costs to provide 2024/25 services and facilities increasing at a rate far higher than the rate cap amount.

The Budget 2024/25 document includes:

- Budgeted Statements, including the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Capital Works Statement, for the year ended 30 June 2025 and projections for the subsequent 3 financial years.
- A general description of the services and initiatives to be funded in the budget.
- The total amount Council intends to raise in Rates and Charges revenue and the Rates calculations.
- Statement of Human Resources and planned expenditure.
- Capital Works Program for the year ended 30 June 2025 and projections for the subsequent 3 financial years.
- Financial and Other Performance indicators

The Draft 2024/25 Budget document was released for community feedback on Friday 26 April 2024 until 17 May 2024. At the time of closing 33 people responded with feedback.

A confidential copy of all the feedback responses are provided as an attachment to this report. The feedback items are summarised as follows with a brief Council officer response to the subject matter where relevant.

- One response raised concern on a perceived lack of support for aged care. This appears to be in response to the decision by Council to transition out of this service. Although not specifically itemised, the draft budget does include a fund to the amount of \$50k per annum for ageing activities. For 2024/25, the \$50k allocation will be carried forward from savings in the 2023/24 Budget.
- One response commented that the budget was very well balanced.
- One response commented on the status of the Heywood Swimming pool. Whilst there have not been any funds for redevelopment identified at this time, there is a funding application being developed. Council also has budgeted for ongoing maintenance of the facility in 2024/25.
- Two responses were in support of the funding allocated to the Heywood Old School with one suggesting further options for utilisation. For 2024/25 there is a \$50k allocation in the budget to maintain the Old School Building as a result of the Community Information sessions.
- One response raised concern about empty shops within the Portland CBD. Council staff are currently looking to identify funding options to assist with possible options.

- Four responses continued to raise concern regarding the Primary Production rebate removal from the 2022/23 year whilst one person also further commented on staffing levels, the budget consultation process and Council financial reporting. There are no recommended changes to the budget based on these responses.
- One response referred to the redevelopment of the Casterton little Athletics. This is funded in the current budget and will be a carry forward at 30 June due to the project not being completed in 2023/24.
- There were 23 responses opposing the reintroduction of the footpath trading permit fees. The response to these is outlined in the report regarding the adoption of the Fees and Charges for 2024/2025.

As the budget document has been prepared over the period from January to April, it included a number of assumptions at that time. Several adjustments have now been identified and are now required to be included which relate to further carry forward funds (\$2.4m) for capital works not completed as anticipated by 30 June and the carry forward of the loan (\$7m) required to fund this capital works program.

Due to the timing of Capital Project expenditure, it is expected that the drawdown of the \$7M loan will be required in 2024/25 instead of 2023/24.

There is a total of \$16M of Carry Forward Capital Works, with a further \$6.8M of Grant funding scheduled to be received to complete these projects leaving a shortfall of \$9.2M.

As a result of the adjustments outlined above, the changes from the draft budget include

- The expected Cash position of Council at 30 June 2024 reduces from \$6.4M to \$1.7M (-\$7M Loan plus \$2.4M of additional incomplete Capital Works).
- Borrowings at 30 June 2024 have been reduced by \$7M due to the loan expected to be drawn down in 2024/25
- Slight adjustments to Unearned income and Asset balances at 30 June due to the additional Carried forward Capital Works.

The net result of these changes is not significant and does not affect the declaration of rates or charges. For these reasons it is not considered as a material change.

It is highlighted that the expected cash balances in future financial years are reducing and that there are significant challenges ahead to ensure ongoing financial sustainability of Council.

The amended Draft budget for 2024/25 is now presented for Councillor consideration and approval.

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

Under the *Local Government Act 2020*, Part 4 Division 2 - Budget Process and specifically section 94, Council is required to prepare and adopt an annual budget and subsequent 3 financial years.

Supporting this Act, the *Local Government (Planning and Reporting) Regulations 2020* detailed the new requirements of Councils in relation to both Financial and performance planning, goal-setting/budgets and reporting. Compliance has been ensured by adopting many of the Victorian Model budget templates and suggested reporting practices.

Financial sustainability is a key consideration for the budget process.

c. Consultation and/or communication processes implemented or proposed

The following public consultation process was followed in accordance with Council's Community Engagement Policy to ensure due consideration and feedback was received from relevant stakeholders.

- 2024/25 Budget Timetable developed.
- Budget Information sessions held across the shire from 5 to 23 February 2024.
- Community engagement through local news outlets and social media, including Your Say from 5 to 23 February 2024.
- Draft 2024/25 Budget prepared by officers.
- Draft Budget 2024/25 placed on public exhibition at the April Council meeting.
- Community Feedback period open from 26 April to 17 May to receive feedback.
- Amended Draft 2024/25 Budget presented to Council for adoption at the June Council meeting.

d. Financial Implications and Collaboration

All known current and future budget implications are outlined in the 2024/25 Budget and are based on assumptions in the document.

The compilation and delivery of the annual budget process is provided for within Council recurrent budgets.

e. Governance Principles

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

Attachment List

1. Draft Budget Feedback - All feedback to 17.05.2024 - Internal [**10.5.1** - 39 pages]
2. GSC Budget 2024-2025 18 June 2024 [**10.5.2** - 47 pages]

10.6. LEASE AGREEMENT BETWEEN CASTERTON AND DISTRICT HISTORICAL SOCIETY INC AND GLENELG SHIRE COUNCIL

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council's approval for a new lease with the Casterton and District Historical Society Inc. for the premises located at 3 Racecourse Rd Casterton, formerly used as the Visitor Information Centre.

Recommendation

That Council:

1. Approves a two (2) year lease commencing on 1 July 2024, with the Casterton and District Historical Society Inc. for the premises located at 3 Racecourse Rd Casterton.
2. Sets the rental figure at \$114.00 (incl GST) per annum.
3. Authorises the Director Corporate Services to finalise and sign all documents relating to this proposed lease.

MOTION

MOVED Cr Carr

That Council:

1. **Approves a two (2) year lease commencing on 1 July 2024, with the Casterton and District Historical Society Inc. for the premises located at 3 Racecourse Rd Casterton.**
2. **Sets the rental figure at \$114.00 (incl GST) per annum.**
3. **Authorises the Director Corporate Services to finalise and sign all documents relating to this proposed lease.**

SECONDED Cr R McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

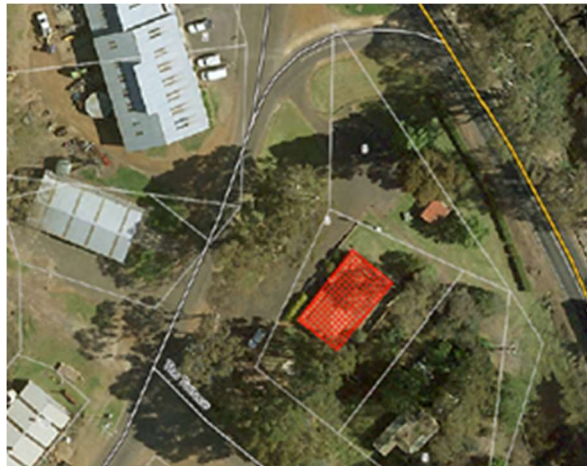
Background/Key Information:

The Casterton and District Historical Society (CDHS) previously shared the occupancy of 3 Racecourse Rd Casterton with the Casterton Visitor Information

Centre but have had sole occupancy since May 2018 when the Kelpie Centre was constructed.

The original lease was for an initial term of three years with options for a further three years. As this lease has no further options a new lease is required.

The proposed lease is for the building only and shown hatched in red on the aerial photograph below:



The CDHS is seeking to remain in the building and an agreement in principle has been reached to enter a lease for two (2) years.

It is proposed at the commencement of the new lease the rent figure be set at \$114.00 pa (inc GST) which is the current rental figure. The tenant is responsible for all outgoings.

The \$114 lease fee is consistent with other community use leases within the Shire.

The permitted use of the proposed lease is for office space, storage and research services.

a. Council Plan and Policy Linkage

Our Access, Transport and Technology - Making it easier for people to connect in and around the Glenelg Shire.

b. Legislative, Legal and Risk Management Considerations

Section 115 of the *Local Government Act 2020* restricts Council's power to lease land in specific circumstances. The proposed lease complies with s.115.

Ensuring a formal lease is executed provides Council with a legally binding agreement relating to the tenant's occupancy.

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

Negotiations with the CDHS has occurred regarding the details of the proposed lease.

d. Financial Implications and Collaboration

A reduced rental has been negotiated with CDHS broadly in line with similar arrangements with other community groups.

The CDHS will be responsible for all utility costs associated with the building.

The minor income received from the lease has been included within the budget provisions for 2024/25.

e. Governance Principles

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

The transparency of Council decisions, actions and information is to be ensured.

Attachment List

Nil

10.7. LOCAL LAWS AND DOMESTIC ANIMAL MANAGEMENT PLAN REPORT

Director: David Hol, Director Corporate Services

Executive Summary

This combined report informs the Council of the activities undertaken by the Local Laws and Animal Welfare Unit. The data recorded is for this budget year, excluding June, and includes an update on key objectives within the Domestic Animal Management Plan (DAMP).

The report provides a summary of the activities undertaken by the Local laws Team to provide community safety and regulatory compliance

Recommendation

That Council receives the update from the Local Laws and Animal Welfare Unit

MOTION

MOVED Cr Martin

That Council receives the update from the Local Laws and Animal Welfare Unit

SECONDED Cr A McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

The Local Laws Unit helps manage a range of community safety and public health issues, protection of local amenities and regulating activities on council-controlled land and roads.

The team is responsible for enforcing numerous Acts, Regulations, and associate documents, including the *General Local Law 2018*, and delivering strategic outcomes.

The team consists of 4 Local Laws Officers managing the entire Shire and includes an emergency call out facility.

The Glenelg Shire Animal Welfare Centre provides a temporary home for lost, stray, surrendered and seized animals. Many of these animals will be returned to their owners. Importantly, the Centre helps to find new homes for animals in partnership with the Warrnambool City Council. The animals at the Centre are cared for by qualified and passionate staff.

When animals are collected by the local laws team or delivered to the Animal Welfare Centre, officers will attempt to contact an animal's owner and advertise on social media when appropriate.

The local laws team has undertaken several large-scale enforcement operations, which have taken considerable planning, coordination, and resourcing. These include illegal camping and unsightly property in Heywood and an animal welfare case involving numerous animals at Cape Bridgewater resulting in the owners charged with animal cruelty and receiving a ban from having any animals in their control and possession.

The team has investigated 58 dog bites. Whilst the majority are minor incidents, one matter did result with one dog being declared dangerous, resulting in prosecution. Responsible pet ownership relating to cleaning up after their dogs, and effective control whilst off lead continues to be a problem for our community and team. Continual education, communications and increase patrols are being undertaken to mitigate these matters.

Snapshot of the Local Laws Unit from 1 July 2024 until 31 May 2024

- 67 Infringements Issued
- 40 Prosecutions undertaken.
- 319 Fire Prevention Notices issued.
- 5538 Domestic Animal Registrations.
- 592 Domestic Animal Impounded.
- 191 Animals reclaimed by owners.
- 1445 Complaints responded to.
- 324 Local Law Permits issued.

A summary of the complaints and permits is provided below.

No. of Complaints	Complaint Type
831	Dogs, Cats and Livestock
129	Fire Prevention
116	Parking
28	Road Safety – abandon vehicles
369	Miscellaneous Local Laws
1445	TOTAL: (1 July 2023 – 31 May 2024)

Permits

No. of permits issued	Permit Type
23	Burn
113	Footpath Trading
5	Itinerant Traders
13	Grazing
30	Excess Animals / Keeping of a Non-Domestic Animal in Schedule Area
145	Events
324	TOTAL: (1 July 2023 – 31 May 2024)

Domestic Animal Management Plan update

The Domestic Animal Management Plan (DAMP) 2021 - 2025 provides the Council with a strategic framework; policy direction with 16 key objectives relating to animal management.

The DAMP 2021-2025 key objectives range from staff professional development, community education, record management, pet ownership and animal management.

The Domestic Animal Management Plan (DAMP) identifies the Council's direction regarding domestic animal management, staff training, service delivery and policies.

The following information is provided in accordance with Section 68A of the *Domestic Animals Act 1994*.

The following key actions were implemented in 2023/24:

- Development and implementation of the Local Laws Professional Development Training Plan, with all staff completing use a firearm in a humane way, organisational required training, and animal management handling.
- One staff member enrolled in Certificate IV in Animal Control and Regulation
- Increased daily patrols of areas where dogs were reported off-leash and not under effective control and updated communications to reflect locations of designated on/off leash spaces across the Shire.
- Continued work with organisations/agencies to provide desexing programs at a reduced rate.
- Media and communications relating to dog and cats' registrations saw an increase of new registrations (approximately 800), desexing and residents updating information (address, tags, phone numbers, ownership)
- Development of signage along popular walking tracks to make pet owners aware of their responsibilities. Updated signage for Fawthrop Lagoon and the Portland foreshore is expected to be installed over coming weeks.
- Processes have been established to ensure the declared dogs database is current and aligns with the Victorian Declared Dog Register.

With the DAMP heading into the final year (2025), planning has commenced to ensure a thorough consultation process is undertaken for the development of DAMP 2026 – 2030.

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 Local Laws Unit conducts business under numerous Federal and State legislation, and the General Local Law 2018

The Domestic Animal Act 1994 requires Council to prepare a Domestic Animal Management Plan every four years.

c. Consultation and/or communication processes implemented or proposed

This report is for information only.

d. Financial Implications and Collaboration

The functions of the Local Laws and Animal Welfare Centre operate within the allocated operational budget.

e. Governance Principles

The transparency of Council decisions, actions and information is to be ensured.

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

Attachment List

Nil

10.8. THRIVING GLENELG PUBLIC HEALTH AND WELLBEING PLAN YEAR 3 ACTION PLAN

Director: Jayne Miller, Director Community Services

Executive Summary

The purpose of this report is to inform Council that Draft Glenelg Shire Council Municipal Public Health and Wellbeing Plan (2021–2025) Year Three Action Plan 2023 – 2024 is now complete.

Recommendation

That Council receives and notes the Glenelg Shire Council Municipal Public Health and Wellbeing Plan (2021–2025), Year Three Action Plan 2023 – 2024.

MOTION

MOVED Cr R McDonald

That Council receives and notes the Glenelg Shire Council Municipal Public Health and Wellbeing Plan (2021–2025), Year Three Action Plan 2023 – 2024.

SECONDED Cr Carr

CARRIED

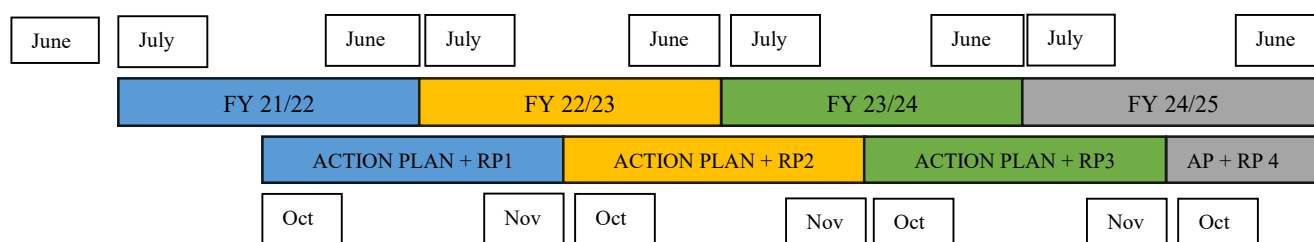
FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

The Glenelg Shire Council Municipal Public Health and Wellbeing Plan 2021–2025, *Thriving Glenelg* was endorsed by Council at its meeting held 26 October 2021. The Plan is informed by the Victorian Health and Wellbeing Plan and is underpinned by the Glenelg Shire 2040 Community Plan and Vision.

The Year Three Action Plan 2023 - 2024 details a range of actions to be achieved in the 12-month reporting period, November 2023 – October 2024. Annual action planning and reporting is a commitment of the Thriving Glenelg over the four-year lifecycle of the Plan. The annual reporting period is dictated by the original October 2021 endorsement date, which will result in the final year 4 reporting period, 2024 – 2025 being shortened by 4 months back to June 2025. This will bring Health and Wellbeing reporting in line with Council Plan Reporting.



The Year 1 Action planning commenced in November 2021. At this time, there were several staff changeovers, including stand downs through the Covid 19 pandemic. This caused delays in action planning and reporting, and the impacts and this was not understood until year 2 of reporting.

The actions in the Year 3 Action Plan are recorded under each of the two overarching Goals of the Plan:

- Goal 1: Building healthy and well communities
- Goal 2: Building strong communities

The Year Three Action Plan was developed following engagement with internal and external Health and Wellbeing partners and captures the spread of work being undertaken across the Glenelg Shire to implement the goals of Thriving Glenelg.

Partners were this year invited to submit actions via Your Say Glenelg acknowledging that the spread of work spans Portland, Heywood, Casterton and surrounds. This Action Plan outlines the broad commitment of organisations and services across the Shire, to deliver, support and advocate collaboratively to grow better health and wellbeing outcomes for the Glenelg Shire and will be reported on in November 2024.

a. Council Plan and Policy Linkage

Our Education, Employment and Industry - Adapting and growing a diverse economy to embrace employment of the future and educational opportunities.

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

Public Health and Wellbeing Act 2008
Local Government Act 2020

c. Consultation and/or communication processes implemented or proposed

All partners, both internal and external, were consulted in the Year Three Reporting process. Stakeholders were asked to contribute to the action planning survey via Your Say Glenelg. Some were contacted individually seeking quantitative and qualitative data to compile the report.

d. Financial Implications and Collaboration

Year 3 Action Planning for the Municipal Health and Wellbeing Action Plan is supported by the annual Health and Wellbeing budget.

e. Governance Principles

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

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

The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

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

Innovation and continuous improvement is to be pursued.

Attachment List

1. ECM 3185682 v 2 DRAFT Municipal Public Health and Wellbeing Plan Year 3 Action Plan 2023 - 2024 [**10.8.1** - 22 pages]

10.9. EARLY YEARS WORKFORCE PLAN

Director: Jayne Miller, Director Community Services

Executive Summary

The purpose of this report is for Council to note the completion and receipt of the Glenelg Shire – Early Years Workforce Plan.

The Plan has been developed to guide the actions, initiatives, and resourcing of key sector stakeholders engaged in the delivery of early years services in the Shire of Glenelg.

It is an important document due to the likely disruption to the existing early years' service system due to the implementation of government reforms.

Recommendation

That Council:

1. Notes the completion and receipt of the Early Years Workforce Plan.
2. Supports and endorses the findings, directions, and recommended actions from the Plan.
3. Authorises the Chief Executive Officer to take necessary actions and make representations to the Victorian Minister for Children, the Secretary, Department of Education, and other relevant government stakeholders in pursuit of the Plan objectives.

MOTION

MOVED Cr Carr

That Council:

1. **Notes the completion and receipt of the Early Years Workforce Plan.**
2. **Supports and endorses the findings, directions, and recommended actions from the Plan.**
3. **Authorises the Chief Executive Officer to take necessary actions and make representations to the Victorian Minister for Children, the Secretary, Department of Education, and other relevant government stakeholders in pursuit of the Plan objectives.**

SECONDED Cr Martin

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

The Glenelg Shire Early Years Workforce Plan has been developed to guide the actions, initiatives, and resourcing of key sector stakeholders engaged in the delivery of early years services in the Shire of Glenelg.

The Plan was commissioned to better understand the impact of the early years reforms, both Victorian and Commonwealth, and the major investment in new early years infrastructure by the Victorian government on the local service system, to anticipate potential risks and community impact and to plan for adaptation to the potential changes.

Funding for development of the Plan was received from the Victorian Department of Education.

The report has identified four primary risks to the local service system:

1. The Victorian government Best Start, Best Life reforms will have a significant impact on existing providers, exacerbate existing skills shortages, disrupt existing patterns of provision, and stretch demands on infrastructure.
2. The Victorian government decision to build three new early learning centres in Glenelg Shire will disrupt the local service system, increase the demand for the local qualified workforce, and potentially displace existing providers (private, community, or council).
3. Current waiting lists for long day care services in the municipality will likely be extended by Commonwealth initiatives aimed at reducing the cost of services, further exacerbating this enduring problem. Access to childcare has been identified as a significant barrier to economic participation and potential impediment to economic growth.
4. Recruitment and retention of qualified and experienced early years workers is a continuing issue for all services. There is anxiety that the disruption from reforms and infrastructure investment will exacerbate the problem and intensify competition between services for quality staff.

The availability of qualified and experienced early years educators and teachers has been identified as a national priority. Data shows that many services are struggling with maintaining quality standards and governments are responding with significant changes to policy, investment, and additional programs.

The number of people undertaking early years training has increased significantly in recent years but there are issues with throughput and successful attainment. The plan identifies several barriers that will require concentrated effort from all stakeholders:

- Availability of structured work placements in already strained workplaces.
- Attracting and retaining young people is difficult due to low wages and stressful conditions.

- Capacity and capability of leadership to provide appropriate mentoring and support to staff and trainees.
- Lack of available mentoring and support for early years workers seeking to improve qualifications and in early career development.
- Educators face challenges balancing study, work, and private commitments.

The existing local service system is a mixed model with Glenelg Shire Council providing two-thirds of supply with the remainder provided by community-based and non-government (not for profit and private) providers.

The Victorian government plan to build and operate three new early years centers in the Glenelg Shire, which will increase supply by up to 40% over the next five years. The reforms and government investment in infrastructure are welcomed but they will cause significant disruption to the existing model of service.

The workforce plan has been developed through local stakeholder engagement facilitated in two workshops, a staff survey and workshop, and further research on better practice responses to local workforce issues.

Stakeholder and staff engagement

Individual stakeholder engagement identified:

- Critical shortages of staff that introduced risks to business continuity.
- Significant waiting lists for long day care across all services.
- Competition from higher paying and less stressful jobs and careers was a key issue.
- Finding and retaining staff is a challenge for all services.
- Burn out and stress amongst staff and service managers are putting in additional hours to maintain services.
- There is a real fear that the government reforms and investment will exacerbate existing sector challenges and lead to greater competition for staff.
- The service system will need to be redesigned and adapt to the reforms and new infrastructure, this will be a challenging and high-risk process for all services.

A staff survey reached 23 staff with key feedback being:

- Thirty percent of respondents indicated that they might retire or leave the sector within five years.
- Over 60% of respondents had more than 10 years' experience and 25% indicated that they intended to continue working in the sector for more than 10 years.

- Staff identified many challenges and frustrations including unrealistic workloads, increased stress, staffing shortages, balancing personal and work commitments, and negative behaviours of children in programs.
- When asked what need to change, staff highlighted more trained and passionate educators who value the work, more time to mentor and support staff, increased understanding of challenges, less administrative burden on staff, career mentoring and support and most importantly better pay and conditions.

A staff sentiment survey indicated that there is work to be done to improve the sense of being valued, improving the perception of early years as a good career, and whether staff see themselves staying in the sector.

Key themes from a stakeholder workshop included:

- The service system – there is a disconnect between service planning, workforce planning, and infrastructure planning and urgent municipal level planning is required.
- Pathways to employment – previous early years programs have been successful in identifying starters but there are significant bottlenecks preventing completion including work placements, mentoring and support.
- Attraction and retention – fatigue and low levels of resilience are reported issues amongst the existing early years workforce and there are challenges to portraying the sector in a positive light.
- Sector systems and quality – the reputation of the sector needs to be lifted with a strategic approach to communication and engagement.

Existing demographic forecasts do not indicate a significant increase in population or early years demand, however the southwest region, and Portland have very significant economic growth potential due to offshore wind and one of the only deep-water ports in Victoria. A side recommendation from the report is that integrated planning for future economic growth and subsequent population growth needs to be undertaken by the Glenelg Shire.

The report includes a risk and community impact assessment that is linked to the actions and initiatives outlined in the plan.

The Plan and Resourcing

The plan is presented under three themes:

- The service system
- Pathways to employment
- Attraction and retention

There is a clear understanding of the issues facing the early years sector in Glenelg and local stakeholders are committed to engaging with and addressing the identified problems. A governance, coordination, and project management structure are recommended in the report.

It is assumed that all parties currently engaged in the delivery of early years services in Glenelg Shire do not have significant spare resources or funding and are fully committed to ensuring continuity of service and delivery of high-quality services and outcomes to the community.

Several initiatives and actions included in this plan will be funded through adaptation of the existing work of Council and other stakeholders. However, most initiatives and actions will be over and above existing resource capacity and will require additional or external investment.

The primary sources of funding and resources for these initiatives will include:

- Commonwealth funding programs associated with the National Children's Education and Care Workforce Strategy.
- Victorian government Best Start, Best Life early years reform program.
- South-West Regional Partnership that has identified childcare as a key impediment to economic growth in the region.

The Plan identifies that the current policy and infrastructure decisions of the Victorian government are the source of greatest risk to the early years' service system and therefore recommends that 4% of the \$25,000,000 total anticipated infrastructure investment is committed over the next five years to manage the restructuring of the local service system and mitigate the significant risks associated with the proposed changes.

This commitment will establish a pool of flexible funding of approximately \$1 million over five years that can be allocated to support implementation of initiatives planned and designed through local coordinated action.

a. Council Plan and Policy Linkage

Our Education, Employment and Industry - Adapting and growing a diverse economy to embrace employment of the future and educational opportunities.

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

b. Legislative, Legal and Risk Management Considerations

The Plan includes a risk and community impact assessment that references proposed initiatives.

Early years services are an essential but largely elective and discretionary service for local government. The implementation of state and national reforms invites Council to consider its position in relation to the services and a comprehensive service review is recommended.

c. Consultation and/or communication processes implemented or proposed

The Plan was developed in consultation with local early years and education stakeholders. Early years staff were engaged through a survey and online workshop.

Two workshops were used to identify key themes and priority initiatives in the Plan.

d. Financial Implications and Collaboration

The Plan recognises that Council already makes a significant contribution to sustaining early years services in the municipality.

There is confidence that the early years and education sector are willing to collaborate on implementation of the Plan but there is an identified need for significant external flexible funding to support implementation.

The logical source of this funding has been identified as the Victorian government as it is government reforms, and decision to develop three new early years centres in the municipality that will exacerbate an already existing workforce problem.

Glenelg Shire Council cannot fund the work under the workforce plan. The State will need to provide the appropriate funding to Local Government in order for this work to be undertaken.

e. Governance Principles

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

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

The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Attachment List

1. Glenelg Shire Draft Early Years Workforce Plan v7 3 (2) [10.9.1 - 41 pages]

10.10. RECREATIONAL RESERVES AND RECREATIONAL FACILITIES ACCESS POLICY CPO-COM-REC-004 REVIEW

Director: Jayne Miller, Director Community Services

Executive Summary

The purpose of this report is to seek Council adoption of the revised Council Policy relating to Recreational Reserves and Recreational Facilities Access (CPO-COM-REC-004), to ensure the Policy aligns with the State Government's Fair Access Policy principles.

Recommendation

That Council adopts the revised Recreational Reserves and Recreational Facilities Access Policy CPO-COM-REC-004.

MOTION

MOVED Cr Carr

That Council adopts the revised Recreational Reserves and Recreational Facilities Access Policy CPO-COM-REC-004.

SECONDED Cr Martin

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

At the 25 July 2023 Council Meeting, Council endorsed an updated Recreational Reserves and Recreational Facilities Access Policy CPO-COM-REC-004. This policy was developed to provide clear guidance and structure for Council Officers to determine access and usage of Council owned or managed recreation facilities. One of the main aims of the policy is to continue to strive towards equitable usage of recreation facilities that aligns to the Glenelg Municipal Public Health and Wellbeing Plan 2021–2025 goals and objectives, as well as the Active Your Way Glenelg Sport and Active Recreation Plan 2019–2029.

Following a recent review of the Access Policy by both Council's Recreation Unit and the State Government's Office for Women in Sport and Recreation ('OWSR'), it has been recommended that further amendments are required to ensure the policy aligns with both the *Gender Equality Act 2020* and the State Governments Fair Access Policy roadmap, and remains relevant to current usage levels, facility conditions and aligns with Council's strategic objectives. The Access Policy will also be required to accompany all State Government Funding applications for sport and recreation related grants from 1 July 2024 onwards.

In consultation with the OWSR, the Glenelg Shire Organisational Recreational Facilities Access Plan ('Access Action Plan'), has been developed to accompany the Access Policy and provide measurable actions to assist Council and local Sport and Recreation Clubs and Associations to work towards achieving fair access for Women and Girls in Sport and Recreation across the Glenelg Shire Community.

The key amendments within the Access Policy are as follows:

- Reference list updated, particularly with inclusion of reference to the Access Action Plan.
- Inclusion of policy section 4.2.1 j) and reference within section 4.3.2 d), which refers to the applicant demonstrating an ability to encourage participation of women and girls, and other underrepresented groups within the community, and more broadly striving towards inclusivity and gender equity.
- Addition of reference to casual hire access within section 4.6, section 4.6.4 a), 4.6.5 b) and Appendix A, providing Council with the ability to consider a casual allocation over a Licenced User allocation, should the casual allocation demonstrate a strong contribution to Council's strategic goals and increasing inclusivity and gender equity.
- Updated policy sections 4.8.3, 4.8.4, and 4.8.5 relating to the Recreation facilities pricing policy (CPO-COM-REC-005 adopted by Council on 25 July 2024), and process for approval, review or reduction of fees.

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 Access Policy aligns with the *Gender Equality Act 2020* and the State Government's *Fair Access Policy Roadmap*. The policy is referenced within the Glenelg Shire Council's Special Conditions for Use of Council's Recreation Facilities issued to all Licence and Lease User Groups, as well as being referenced within Council's Recreation facilities casual hire conditions. Failure to align usage of Recreation Reserves and Facilities with this Access Policy will restrict Council's ability to apply for external State Government sport and recreation grants.

c. Consultation and/or communication processes implemented or proposed

Research and consultation with local sports clubs regarding access and pricing was completed during the development of the Active Your Way Glenelg Sport and Active Recreation Plan 2019–2029.

An Impact Assessment was previously undertaken on the Access Policy in May 2023, with minor amendments implemented into the policy from this Impact Assessment.

The Access Policy will be accessible via Council's website once adopted, along with the Recreational Reserves and Recreational Facilities Pricing Policy CPO-COM-REC-005.

Further engagement will be undertaken in the 2024-2025 financial year both internally across relevant Council Department units and with Licence and Lease User Groups regarding the Access Policy and subsequent Access Action Plan, so all stakeholders can assist with working towards achievement of specific action items identified within the plan.

d. Financial Implications and Collaboration

Alignment with the State Government's Fair Access Policy roadmap principles through a Council Access Policy will be a prerequisite for all State Government Funding applications from 1 July 2024.

e. Governance Principles

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

The transparency of Council decisions, actions and information is to be ensured.

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

The economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Innovation and continuous improvement is to be pursued.

Attachment List

1. Amended Glenelg Shire Council Recreational Reserves and Facilities Access Policy CPO-COM-REC-004 [9.10.1 - 15 pages]

10.11. URBAN TREE POLICY

Director: Stuart Husband, Director Infrastructure Services

Executive Summary

The purpose of this report is to seek Council adoption of the revised Urban Tree Policy.

Recommendation

That Council adopts the revised Urban Tree Policy.

MOTION

MOVED Cr R McDonald

That Council adopts the revised Urban Tree Policy.

SECONDED Cr A McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

Background/Key Information:

Council's Urban Tree Policy has undergone an extensive review and subsequent consultation with key stakeholders and the community. It has been prepared in line with the 2021-2025 Council Plan and incorporates the Glenelg Shire community's need for the protection of established trees and a structured approach to planting of new trees and vegetation within urban areas.

Our community is passionate about its trees and relies on Council to ensure the maintenance and preservation of public trees for their long-term benefits. Trees contribute significantly to neighbourhood character and positively impact streetscape amenity. Trees also play an important role in reducing air pollution and stormwater flows, mitigating the urban heat island effect, and assisting in adapting our towns to climate change.

Urban trees provide many benefits to the community, environment, and local fauna. A visually appealing streetscape is attractive to both local communities and visitors, while also offering many health and safety benefits. Street trees improve mental and physical health, act as a natural traffic calming buffer, and promote a community identity.

Community engagement provides opportunities for the community to be involved in planning and decision making. By understanding the needs, aspirations, concerns and ideas of the community it improves Council's planning and delivery of services.

Council issued the draft Urban Tree Policy for consultation via Council's Engagement Platform 'Your Say Glenelg', encouraging community from across the Shire to submit feedback on the draft policy. Consultation took place via electronic direct mail to registered participants of Your Say Glenelg, and more widely via Council's social media platforms, media releases and website.

The feedback period was open for two weeks, and 50 community members provided feedback on the draft. Some of this feedback was outside the scope of this policy (ie items not related to policy). The 'Your Say Glenelg' project page will remain live to enable the project team to provide further updates on the status and outcomes of the project.

Following Council's adoption of the policy, the following actions – which pick up on key points from the consultation – will be implemented:

- Utilise native species plantings over 'exotics' as highlighted in Item 6.1 of the policy.
- Create a map(s) of the urban areas covered by the Urban Tree Policy throughout the Shire.
- Implement tree revegetation and vegetation planting programs.
- Share urban tree and vegetation initiatives with the community as they develop.
- Explore options for an 'adopt a tree' and potential 'free tree' program (underway).

a. Council Plan and Policy Linkage

Our Natural Environment – Striving towards a carbon neutral future to protect and enhance the natural environment for future generations.

b. Legislative, Legal and Risk Management Considerations

The applicable legislation and Australian Standards listed within the Urban Tree Policy must be complied with, including any changes to these document or any proposed changes to the Policy.

c. Consultation and/or communication processes implemented or proposed

Consultation has included key environmental stakeholder groups, such as South West Environmental Education (SWEE) and interested parties, as well as community consultation as described within this report.

d. Financial Implications and Collaboration

No financial impacts are anticipated, and implementation of the Policy will be controlled within Council's operating budget.

e. Governance Principles

The transparency of Council decisions, actions and information is to be ensured.

Attachment List

1. Draft Urban Tree Policy [9.11.1 - 8 pages]

11. URGENT BUSINESS

1. ANZ Bank Closure

MOTION

MOVED Cr Carr

That Council treat the matter relating to the closure of the ANZ Bank as Urgent Business in line with our Governance rules section 22a.

SECONDED Cr Northcott

LOST

12. CONFIDENTIAL REPORTS**12.1. CONFIDENTIAL REPORTS – CLOSE MEETING****Recommendation**

That the Council Meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider the following reports:

- 12.1 Independent Audit and Risk Committee Member Appointments
- 12.2 Contract – Provision of Software Systems to Glenelg Shire Council
- 12.3 Appointment of Chief Executive Officer 8 – 28 July 2024
- 12.4 Contract 2024-25-06 Supply and Delivery of Bituminous Products
- 12.5 Lease Agreement between Port of Portland Pty Ltd and Glenelg Shire Council

MOTION

MOVED Cr A McDonald

That the Council Meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider the following reports:

- 12.1 Independent Audit and Risk Committee Member Appointments**
- 12.2 Contract – Provision of Software Systems to Glenelg Shire Council**
- 12.3 Appointment of Chief Executive Officer 8 – 28 July 2024**
- 12.4 Contract 2024-25-06 Supply and Delivery of Bituminous Products**
- 12.5 Lease Agreement between Port of Portland Pty Ltd and Glenelg Shire Council**

SECONDED Cr R McDonald

CARRIED

FOR: Mayor Cr Stephens, Cr Carr, Cr Martin, Cr Northcott, Cr A McDonald and Cr R McDonald

AGAINST: Nil

13. RESUMPTION OF PUBLIC MEETING

Following the consideration of confidential items the Council Meeting was re-opened to members of the public at 7:43pm.

14. CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7:44pm.

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