



Glenelg Shire Council
Minutes of the Statutory Council Meeting held on
Wednesday 20 November 2024 at 5:00 pm at
Glenelg Shire Offices
71 Cliff Street, Portland

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1. PRESENT

Cr Duane Angelino, Cr Michael Carr, Cr Matt Jowett, Cr Robyn McDonald, Cr Mike Noske, Cr John Pepper and Cr Karen Stephens.

Also in attendance were the Chief Executive Officer (Ms Helen Havercroft), Director Corporate Services (Mr David Hol), Director Community Services (Ms Jayne Miller), Director Infrastructure Services (Mr Aaron Moyne), Chief Information Officer (Ms Ann Kirkham), Chief Financial Officer (Ms Rebecca Campbell), Executive Manager Governance (Mr Brett Jackson), Executive Assistant CEO Department (Ms Laura Van Oosten) and Business Support Corporate Services Department (Ms Louise Haluska).

2. ACKNOWLEDGEMENT OF COUNTRY

The Chief Executive Officer 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

Nil.

5. REPORTS

5.1. MAYORAL REPORT 2023/2024

The former mayor, Cr Stephens was invited by the CEO to read out the Mayoral report for 2023/2024

Being the Mayor is an exciting opportunity to be heavily involved with the many and various groups and communities that make up the Glenelg Shire. This year has been one of the busiest in my two-decade involvement in the chamber.

The aftereffects of COVID are still being felt at the Council and in the community with the most obvious impact being the ongoing cost of living pressures. For Glenelg Shire Council this has meant rising cost of project and service delivery, together with increases in amenity cost. There has also been a reduction in the large government grant funds as each level of government grapples with the post-covid environment.

The Councillor group have worked closely over the last 12 months with the Ministerial appointed Monitors. They have supported us to refine our Governance Rules enabling more efficient Council meetings, a renewed focus on the importance of working collaboratively together all while responding to the needs of our community.

Our tourism economy experienced a buoyant and positive 2023/24 summer season with Cruise Ships back on the agenda and visitation rates through the Visitor Information Centres trending back towards pre-covid levels. During 2023/24 Council made over \$280,000 of contributions to events which are estimated to contribute over \$3.1 million back into the local economy.

Summer festivities were a highlight of the events calendar with approximately 7,000 people attending Christmas and New Years Celebrations across the Shire, with events supported by a \$153,000 Council contribution.

Together with my fellow Councillors we saw the culmination of strong advocacy over a decade with a Federal Government commitment of \$150 million to upgrade the Maroona to Portland railway line to support freight transportation away from the road network, providing direct safety improvements and supply chain efficiency.

The Council continues to have a strong focus on capital project delivery. With the budget adoption in June 2024 the impacts of rate capping on Council's capacity to deliver improved services or facilities maintenance or upgrades have to be carefully prioritised. Managing the community's expectations is always difficult but as local authorities across Victoria grapple with a tightening financial position we are not alone in having to critically look at more efficient ways to manage the over 120 services delivered by Council each year.

Council was provided with many updates on important areas of service delivery such as the library and arts program, emergency management and fire preparedness, domestic wastewater action plan and the transition to the animal welfare centre in a collaborative arrangement with Warrnambool City Council.

As set out in the Council Plan 2021-2025 there has been a focus on early years childcare provision. In June 2024, Council adopted the Glenelg Shire Council Early Years Workforce Plan. This was developed to guide the actions, initiatives, and resourcing for the delivery of high-quality early years services in the Shire. The Plan is also in response to the State Government *Best Start Best Life* reforms which aims to make childcare more accessible.

Throughout the year membership on the Audit and Risk Committee has provided deeper insights into the diligence and governance that Council follows to make sure that risks are mitigated, and audits are successfully completed with recommendations actioned.

I would like to take this opportunity to thank the Audit and Risk Committee Chair and the independent members who have participated in the committee over the past 12 months, supporting improved efficiency across the organisation and meeting each milestone detailed in the annual Audit Charter.

Council warmly welcomed Helen Havercroft as Chief Executive Officer after an extensive recruitment process. Having taken the reins just prior to the election caretaker period, I know that any returning Councillors are looking forward to working with Helen and the staff to continue the momentum that has been created since her arrival.

This Mayoral period is also the last of this Council term with a General Election in late 2024. For the last couple of months the activities of Councillors have been curtailed to permit a fair and unbiased election to successfully take place.

Finally, I take this opportunity to thank my fellow Councillors, the CEO and Council staff for their commitment to the Glenelg Shire Council. I would also like to convey gratitude to our volunteers, members of the community groups, local businesses, primary producers and all those who contribute to our communities. Thank you.

Sincerely
Cr Karen Stephens
Mayor

5.2. DETERMINATION OF MAYORAL TERM OF OFFICE

Director: Helen Havercroft, Chief Executive Officer

Executive Summary

In accordance with Section 26 (3) of the *Local Government Act 2020*, this report seeks Council resolution for the determination of the term of the Mayor and if applicable, Deputy Mayor, for a term of either one or two years.

Recommendation

That Council:

1. Elects a Councillor to the position of Mayor for a term of one year.
 2. Elects a Councillor to the position of Deputy Mayor for a term of one year
- OR
1. Elects a Councillor to the position of Mayor for a term of two years.
 2. Elects a Councillor to the position of Deputy Mayor for a term of two years.

MOTION

MOVED Cr Carr

That Council:

- 1. Elects a Councillor to the position of Mayor for a term of one year.**
- 2. Elects a Councillor to the position of Deputy Mayor for a term of one year.**

SECONDED Cr Pepper

CARRIED

FOR: Cr Angelino, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper, Cr Stephens and Cr Carr

AGAINST: Nil

Background/Key Information:

Section 26 (3) of the *Local Government Act 2020* provides that 'At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council and must be determined by resolution of Council whether the Mayor is to be elected for a 1 year or 2 year term

Section 26 provides that the Mayor is to be elected no later than one month after the date of a general election. If the Mayor is to be elected for a 2-year term, the next

election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.

The term of office for previous Mayors of the Glenelg Shire Council has traditionally been a one-year term.

Should the Council wish to appoint a Deputy Mayor, the same process will apply.

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 section 26 (3) of the *Local Government Act 2020*, states before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

c. Consultation and/or communication processes implemented or proposed

Nil.

d. Financial Implications and Collaboration

The cost of Council Meetings are included in the Glenelg Shire Councils budget.

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

5.3. ELECTION OF THE MAYOR FOR 2024/2025

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council election to the office of Mayor for the Glenelg Shire Council for 2024/2025 for the term as resolved by Council.

Recommendation

Cr _____ is duly elected to the position of Mayor 2024/2025 for a term of one/two years.

Mayor Cr _____ assumed the Chair.

Cr Carr nominated Cr Stephens for the position of Mayor for 2024/2025.

The nomination was seconded by Cr McDonald.

Cr Stephens is duly elected to the position of Mayor 2024/2025 for a term of one year.

FOR: Cr Angelino, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper, Cr Stephens and Cr Carr

AGAINST: Nil

Mayor Cr Stephens assumed the Chair.

Background/Key Information:

Section 25 (1) of the *Local Government Act 2020* requires that at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

The Chief Executive Officer must chair the election of the Mayor and will invite nominations for the office of Mayor.

All nominations must be moved and seconded.

The Glenelg Shire Council Governance Rules Chapter 7 outlines how the election of the Mayor is to be conducted.

The Mayor must be elected by an absolute majority of the Council unless there is only one nomination.

Following the Election of the Mayor, the newly elected Mayor will be invited by the Chief Executive Officer to come forward to be presented with the mayoral medallion.

The Chief Executive Officer will then invite the newly elected Mayor to assume the Chair.

The newly elected Mayor will address the meeting.

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 section 25 (1) of the *Local Government Act 2020*, states that at a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

c. Consultation and/or communication processes implemented or proposed

Nil.

d. Financial Implications and Collaboration

The cost of Council Meetings are included in the Glenelg Shire Councils operational budget.

e. Governance Principles

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

Attachment List

1. Governance Rules - Adopted 23 Jan 2024 [5.3.1 - 67 pages]

5.4. ELECTION OF THE DEPUTY MAYOR FOR 2024/2025

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council election to the office of Deputy Mayor for the Glenelg Shire Council for 2024/2025 for the term as resolved by Council.

Recommendation

Cr _____ is duly elected to the position of Deputy Mayor 2024/2025 for a term of one/two years.

Cr Carr nominated Cr McDonald for the position of Deputy Mayor for 2024/2025.

The nomination was seconded by Cr Angelino.

Cr McDonald is duly elected to the position of Deputy Mayor 2024/2025 for a term of one year.

FOR: Cr Angelino, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper, Cr Stephens and Cr Carr

AGAINST: Nil

Background/Key Information:

Section 20A (1) of the *Local Government Act 2020* provides that a Council may establish an office of Deputy Mayor and provides provisions relating to the office of the Deputy Mayor.

The process and obligations for the election of the Deputy Mayor are in accordance with the process and obligations for the election of the Mayor.

If appointed, a Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if the appointed Mayor is unable to fulfill their obligations as outlined within Section 21 of the Act.

If Council resolves not to appoint a Deputy Mayor, an Acting Mayor will be appointed by resolution of Council when and if required.

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 Government Act 2020* section 20A (1), Council may establish an office of Deputy Mayor.

c. Consultation and/or communication processes implemented or proposed

Not Applicable.

d. Financial Implications and Collaboration

The cost of Council Meetings are included in the Glenelg Shire Councils operational budget.

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

5.5. ARRANGEMENTS FOR THE COUNCIL MEETINGS 2024/2025 FOR THE MAYORAL YEAR

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council resolution to set the date, time and place of all Council Meetings for the next 12 month period, in accordance with the Glenelg Shire Council Governance Rules.

Council may change the date, time and place of, or cancel, any Meeting which has been fixed and must provide notice of the change to the public.

Recommendation

1. That the Council Meetings for the 2024/2025 Mayoral Year be held on the following dates:

Tuesday 26 November 2024
Tuesday 17 December 2024
Tuesday 28 January 2025
Tuesday 25 February 2025
Tuesday 25 March 2025
Tuesday 22 April 2025
Tuesday 27 May 2025
Tuesday 24 June 2025
Tuesday 22 July 2025
Tuesday 26 August 2025
Tuesday 23 September 2025
Tuesday 28 October 2025
2. That a Statutory Council Meeting be held on Wednesday 19 November 2025 commencing at 5:00pm in accordance with Section 25 (1) of the *Local Government Act 2020* for the purpose of electing a new Mayor.
3. That the March and September Council Meeting be held at _____ and _____.
4. That Council Meetings commence at 5:00pm on the dates specified in item 1 of this recommendation unless resolved otherwise.
5. That the venue of Council Meetings be at the Portland Customer Service Centre Council Chambers unless resolved otherwise, as specified in Item 3 of this recommendation.
6. That the dates, times and location for the Council Meetings be made available to the public.

MOTION**MOVED Cr Pepper**

1. That the Council Meetings for the 2024/2025 Mayoral Year be held on the following dates and at the townships as listed below:

Tuesday 26 November 2024 in Portland
Tuesday 17 December 2024 in Portland
Tuesday 28 January 2025 in Portland
Tuesday 25 February 2025 in Portland
Tuesday 25 March 2025 in Heywood
Tuesday 29 April 2025 in Casterton
Tuesday 27 May 2025 in Portland
Tuesday 24 June 2025 in Portland
Tuesday 22 July 2025 in Portland
Tuesday 26 August 2025 in Portland
Tuesday 23 September 2025 in Casterton
Tuesday 28 October 2025 in Portland

2. That a Statutory Council Meeting be held on Wednesday 19 November 2025 commencing at 5:30pm in accordance with Section 25 (1) of the *Local Government Act 2020*.
3. That Council Meetings commence at 5:30pm on the dates specified in item 1 of this recommendation unless resolved otherwise.
4. That the venue of Council Meetings be at the Portland Customer Service Centre Council Chambers unless resolved otherwise, as specified in Item 1 of this recommendation.
5. That the dates, times and location for the Council Meetings for the next 12 months be made available to the public.

SECONDED Cr Noske**CARRIED**

FOR: Cr Angelino, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper, Cr Stephens and Cr Carr

AGAINST: Nil

Background/Key Information:

In accordance with Glenelg Shire Council's Governance Rules, Council must fix the date, time and place of all Council Meetings for a (12) twelve-month period at a meeting of Council prior to the end of each calendar year.

The date, time and place of all Council Meetings are to be made available to the public.

Council may change the date, time and place of, or cancel, any Meeting which has been fixed and must provide notice of the change to the public.

Historically, Council Meetings have been held on the fourth Tuesday of each month except for December and subject to public holidays.

The Statutory meeting for the election of the Mayor is to be held on a day as close to the end of the term as reasonably practicable. This report has been prepared with an assumption that the term of the Mayor will be one year. Should the Mayoral term be resolved as two years, the appropriate date for the next Statutory meeting would be Wednesday 18 November 2026.

It is recommended that Council adopt the suggested dates for the monthly Council Meetings and Statutory Council Meeting for the 2024/2025 year.

In previous years, Council meetings have been held in two locations around the Shire other than the Municipal Offices in Portland, as follows:

- 2020 – Due to COVID-19 Pandemic the meetings were held in Portland only
- 2021 – (March) - Dartmoor and due to COVID-19 Pandemic the Casterton meeting was held in Portland and via Microsoft Teams meeting.
- 2022 - (March) Casterton and (September) Heywood.
- 2023 – (March) Nelson and (September) Casterton
- 2024 - (March) Merino and (September) Casterton

Council may consider continuing this practice in order to offer easier access to residents of the Shire to attend the Council meetings in the Mayoral Year 2024/2025.

Livestreaming of meetings will continue throughout the 2024/2025 Mayoral Year.

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

Not Applicable.

c. Consultation and/or communication processes implemented or proposed

Not Applicable.

d. Financial Implications and Collaboration

Council Meetings are included in the Glenelg Shire Councils adopted Budget each year.

e. Governance Principles

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

Attachment List

Nil

6. CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 5:17 pm.

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