



## **Glenelg Shire Council**

### **Notice of Meeting and Agenda**

#### **Statutory Council Meeting Wednesday 20 November 2024**

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Notice is hereby given that a Statutory Council Meeting will be held in the Council Chamber, Glenelg Shire Offices, 71 Cliff Street, Portland commencing at **5:00 pm** on the above date for the purpose of transacting the business on the attached Agenda, together with such other business as the Chairperson may permit.

A handwritten signature in black ink, appearing to be 'Helen Havecroft', is positioned above the printed name.

Helen Havecroft  
**Chief Executive Officer**

Date of Issue: Thursday 14 November 2024

1. Present.....3

2. Acknowledgement of Country .....3

3. Recording of Meetings .....3

4. Receipt of Apologies .....3

5. Reports.....4

    5.1. Mayoral Report 2023/2024.....4

    5.2. Determination of Mayoral Term of Office .....6

    5.3. Election of the Mayor for 2024/2025 .....8

    5.4. Election of the Deputy Mayor for 2024/2025 .....10

    5.5. Arrangements for the Council Meetings 2024/2025 for the Mayoral Year .....12

6. Closure of Council Meeting .....15

**1. PRESENT****2. ACKNOWLEDGEMENT OF COUNTRY**

On behalf of this Glenelg Shire Council, I respectfully acknowledge the traditional lands and waters of the Gunditjmara, Jardwadjali and Boandik people and their respective culture heritages. I acknowledge the elders past and present here at today's gathering and through them, to all Aboriginal people.

Aboriginal and Torres Strait Islander People provide an important contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait community living throughout the Glenelg Shire and the contribution they make to the Glenelg Shire's prosperity and wellbeing.

**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**

## **5. REPORTS**

### **5.1. MAYORAL REPORT 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 State Government 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 continuing to respond 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 works 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 100 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.

### 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.**

### 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

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.***

#### 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

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.***

##### 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 5:30pm in accordance with Section 25 (1) of the *Local Government Act 2020*.

3. That Council Meetings be held at the townships as listed below:

**26 November 2024 to be held at**  
**17 December 2024 to be held at**  
**28 January 2025 to be held at**  
**25 February 2025 to be held at**  
**25 March 2025 to be held at**  
**22 April 2025 to be held at**  
**27 May 2025 to be held at**  
**24 June 2025 to be held at**  
**22 July 2025 to be held at**  
**26 August 2025 to be held at**  
**23 September 2025 to be held at**  
**28 October 2025 to be held at**

- 4. That Council Meetings commence at 5:30pm 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 for the next 12 months be made available to the public.**

*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 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**