

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Annual Budget, Community Leadership Program and Economic Development and Visitor Economy Strategies

23 June 2021

**Additional Council Meeting
Virtual Online Meeting
Commencing at 1.00pm**

Administrators

Julie Eisenbise, Chair

Christian Zahra, Deputy Chair

Rick Brown



agenda



*South Gippsland
Shire Council*

Come for the beauty, Stay for the lifestyle



OUR PURPOSE

To serve in the best interests of the whole Shire, delivering quality services and advocating for community needs.

Privacy

Council is required to keep minutes of each Council meeting. The minutes contain details of proceedings which may include personal information about community members disclosed as part of presentations, submissions and questions. The minutes of Council meetings are a public record and can be inspected by members of the public.

Council undertakes audio recordings of Council Meetings as a contribution to good governance and accuracy of minutes. An audio recording of this meeting is being made for the purpose of verifying the accuracy of minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, and subpoena or by any other law such as the *Freedom of Information Act 1982*. It should be noted that other people present at the meeting may be recording the meeting and Council has limited power to regulate this. Council has developed a policy to regulate recordings, "*Sound Recording of Council Meetings*".

Copy of this Policy is located on Council's website
www.southgippsland.vic.gov.au.

SOUTH GIPPSLAND SHIRE COUNCIL

Notice is hereby given that Additional Council Meeting of the
South Gippsland Shire Council will be held virtually (online) on
Wednesday 23 June 2021 commencing at 1.00pm.

Link to the Live Stream on Council's website: [Live Streaming | Live Streaming | South Gippsland Shire Council](#)

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A handwritten signature in dark ink, appearing to read 'Kerry Ellis'.

Kerryn Ellis
Chief Executive Officer

1. PRELIMINARY MATTERS

1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER

This Council Meeting is being streamed live, recorded and published in accordance with Council's Live Streaming in Council Meetings Policy.

The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Today's Meeting is being streamed live as well as recorded and published on Council's website.

Thank you

1.2. WELCOME TO THE VIRTUAL (ONLINE) COUNCIL MEETING

Please ensure mobile phones are set to 'silent' during the Council Meeting.

Over the past year the Federal and State Governments have had clear directives about social gatherings in respect of the COVID19 Pandemic. It is advised and encouraged that those who can work from home do so. For the safety of community and staff the 23 June 2021 Council Meeting will be conducted virtually.

This Council Meeting will be conducted virtually (an on-line meeting) and does not include an open gallery. The virtual and livestreaming of an Open Council Meeting is made in accordance with the *Local Government Act 2020*, section 394 that prescribes Administrators are able to participate in the Meeting by electronic means of communication and section 395(1)(a) that 'Meetings may be closed to the public during the prescribed period.'

Access to the live stream through Council's internet is another available option to the 'open' component of a Council Meeting.

Link to the Live Stream on Council's website: [Live Streaming | Live Streaming | South Gippsland Shire Council](#)

The safety of the community and staff and the continuation of vital services remain Council's highest priority.

RECOMMENDATION

That Council:

1. Not allow members of the public to attend the 23 June 2021 Council Meeting in person;
2. Notes that this Council Meeting is being conducted as a virtual meeting, conducted by electronic means of communication pursuant to section 394 of the *Local Government Act 2020*. The 'Minister's Good Practice Guideline MGP-1: Virtual Meetings' have been used to ensure that local government decision making can continue in line with COVID-19 Pandemic requirements;
3. Notes that the 23 June 2021 Council Meeting remains 'open' via the livestream on the Internet, in keeping with section 395 of the *Local Government Act 2020*; and
4. Notes that this decision is made to protect the health and wellbeing of all people required to be in attendance.

1.3. OPENING PRAYER

We pray to God to guide us so that the thoughts we have and the decisions made this day, are in the best interests of the people of the South Gippsland Shire.

Amen

1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The South Gippsland Shire Council respectfully acknowledges the Traditional Custodians of this Land, Elders past, present and emerging, their Spirits and Ancestors.

1.5. APOLOGIES

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting No. 460, held virtually (online) on Wednesday 16 June 2021 be confirmed.

1.7. DECLARATION OF CONFLICTS OF INTEREST FOR ADMINISTRATORS

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor (Administrator), member of a delegated committee who is not a Councillor and a member of Council staff.

Council's Governance Rules (C82) (the Rules), clause 3.0 Disclosure of a Conflict of Interest at a Council Meeting sets out the prescribed manner required to disclose a conflict of interest at South Gippsland Shire Council.

The Rules require a Councillor (Administrator) and/ or staff member who has a conflict of interest in a matter being considered at a Council Meeting to announce before the matter is considered and disclose this in a written notice to the Chief Executive Officer. The details included in the disclosure, explain the nature conflict of interest, whether it is classified as general or material (s.127 and s.128), the name of the relevant person(s) and their relationship to them.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/ or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au. Council's Governance Rules (C82) can be accessed from [Council's Policies](#) webpage.

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

The *Local Government Act 2020 (the Act)*, Division 2 sets out the requirements relating to Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor (Administrator), member of a delegated committee who is not a Councillor and a member of Council staff.

Council's *Governance Rules (C82) (the Rules)*, Chapter 5, clause 7, 8 and 9 sets out the prescribed manner required for staff to disclose a conflict of interest when:

- *Preparing Reports for Meetings*
- *Exercise of Delegated Power*
- *Exercise of a Statutory Function*

Council staff must immediately upon becoming aware of a conflict of interest provide a written notice to the Chief Executive Officer disclosing the conflict of interest, explain the nature of the conflict and how it will be managed. Upon becoming aware and declaring a conflict of interest, a staff member may not exercise a power or perform a function in the matter. All prepared reports will record that staff member(s) have considered a conflict of interest and include if any, the details of a disclosure.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/ or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au. Council's *Governance Rules (C82)* can be accessed from [Council's Policies](#) webpage.

2. OBJECTIVE 1 - UNITED SHIRE

2.1. COMMUNITY LEADERSHIP PROGRAM 2020/21 - ROUND 2 INTAKE ENDORSEMENT

Economic & Community Development

Council Plan

Objective 1 - United Shire - Strategy 1.2 Develop and support the leadership skills of existing and emerging community leaders, volunteers, community groups and networks

This Community Leadership Program is a key action to fulfil an Annual Initiative of the Council Plan. The Program incorporates a process of continuous improvement and will be strengthened through the development of a revised shortlisting process.

EXECUTIVE SUMMARY

This report seeks endorsement by Council for the South Gippsland Community Leadership Program Shortlist Panel recommendations. It identifies 22 applicants for participation in the South Gippsland Community Leadership Program 2021 (Intake Two).

All applicants undertook a formal process that included submission of an application form that addressed a selection criteria. Final assessment of candidates also included an interview, and the recommended applicants are outlined in the participant list which is a **Confidential Attachment [12.1.1]**.

RECOMMENDATION

That Council:

- 1. Endorses the South Gippsland Community Leadership Program 2021 (Intake Two) Shortlist Panel's successful candidates in Confidential Attachment [12.1.1];**
- 2. Invites the successful candidates to participate in the South Gippsland Community Leadership Program 2021 (Intake Two); and**
- 3. Publishes the names of successful candidates, once participation is confirmed.**

REPORT

One of the key objectives set for the period of administration by the Minister for Local Government was the delivery of an extensive Community Leadership Development Program (the Program). The purpose of the Program is to

encourage widespread participation in community and civic life in the municipality, support the development of community leadership skills, and support an improvement in the relationship between the Council and its community.

Applications to the South Gippsland Community Leadership Program 2021 (Intake Two) opened in April 2021 and closed mid-May 2021. The Program received 24 applications, however, one applicant withdrew prior to the interview process, and it was noted by the panel that another applicant was ineligible for the Program as they were unable to attend all program sessions which is a requirement of completion.

A profile of applications is outlined in the following tables:

Table 1: Age and Gender.

| Gender | | Spread of Age |
|-----------|---------|---|
| 12 Female | 10 Male | 25-34 = 4 35-44 = 5 45-54 = 5 55-64 = 3 65+ = 5 |

Table 2: Geographic Location.

| Towns | | |
|--|--|---|
| Leongatha Foster Yanakie Nyora Wonthaggi Port Welshpool | Inverloch Korumburra Walkerville Meeniyan Jumbunna | Poowong Fish Creek Mirboo North Berrys Creek Tarwin Lower |

** Note: 2 applicants reside outside the South Gippsland Boundary but recreate, work and volunteer within South Gippsland.*

The endorsed South Gippsland Community Leadership Program 2021 (Intake Two) Shortlist Process was followed for all applicants:

- Eligibility was assessed internally by the Community Leadership Program Officer to ensure all required information is provided, and applicants meet eligibility criteria;
- All eligible applications were assessed by a panel comprising:
 - an external assessor with experience in Community Leadership Programs, Community Leadership Program Officer, Chief Executive

Officer or their delegate, a member of the Executive Leadership Team or their delegate. Most candidates received a very positive score following the outcome of the assessment process, with all but two candidates achieving an assessment score of 70% or above.

- Applicants on the interview shortlist invited to participate in an interview, with an Interview Panel comprising; Community Leadership Program Officer, Chief Executive Officer or their delegate and a member of the Executive Leadership Team or their delegate.

This report requests that Council endorses the South Gippsland Community Leadership Program 2021 (Intake Two) Shortlist Panel recommendation for 22 applicants to be accepted to the Program.

The successful candidate list is presented in **Confidential Attachment [12.1.1]**

CONSULTATION / COMMUNITY ENGAGEMENT

Information on the Community Leadership Program, Selection Criteria, Guidelines and Application forms was distributed widely throughout the South Gippsland Community. This distribution included; Community Networks, In the Know, Council website and Facebook, other relevant social and local media outlets.

Communication with applicants informing of selection process, timelines and notifications commences prior to the formal application process and is ongoing.

It is proposed the names of successful candidates be made public once the participation of all candidates is confirmed.

RESOURCES / FINANCIAL VIABILITY

The Community Leadership Program is included in the South Gippsland Shire Council budget for 2020/21.

RISKS

Applicants that have not been selected may question the reasons for their unsuccessful application. This risk has been mitigated through an independent assessor, and selection being made based on selection criteria. All unsuccessful applicants will be given feedback on their application, and may be invited to apply in any future intakes (2021/22).

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

CONFIDENTIAL ATTACHMENTS

The consideration of confidential information in a closed session of Council is in accordance with section 66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020*.

Confidential Attachment [12.1.1] – Community Leadership Program Successful Candidate List – 2020/21 Round two Intake – is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. The grounds for designation have been made to protect the privacy of applicants.

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 2. Culture & Behaviour

Council Policy / Strategy / Plans

Documents are available on Council's website: www.southgippsland.vic.gov.au

Council Plan 2020-2024

3. OBJECTIVE 2 - ECONOMIC PROSPERITY

3.1. DRAFT ECONOMIC DEVELOPMENT AND VISITOR ECONOMY STRATEGIES - FOR PUBLIC EXHIBITION

Economic & Community Development

Council Plan

Objective 2 - Economic Prosperity - Strategy 2.2 Develop plans that balance and utilise the natural values of the environment and improve liveability in the Shire.

Presentation of Draft Economic Development and Tourism Strategies by 30 June 2021 are Council Plan Annual Initiatives for 2020/2021.

EXECUTIVE SUMMARY

This report presents the Draft Economic Development Strategy **Attachment [3.1.1]** and the Draft Visitor Economy Strategy **Attachment [3.1.2]** (The Strategies) for public exhibition from 23 June 2021 until 7 July 2021 and recommends a further report for Council to consider the Strategies for final adoption, incorporating further feedback at the 21 July 2021 Council Meeting.

RECOMMENDATION

That Council:

- 1. Endorses the Draft Economic Development Attachment [3.1.1] and the Draft Visitor Economy Strategy (Attachment [3.1.2]) for public exhibition from 23 June 2021 to 7 July 2021; and**
- 2. Considers the final Economic Development and Visitor Economy Strategies for adoption at the 21 July 2021 Council Meeting.**

REPORT

This report requests that the Draft Economic Development and Visitor Economy Strategies are endorsed for public exhibition from 23 June 2021 until 7 July 2021. These Strategies are listed amongst the Annual Initiatives in the Council Plan that states:

"Draft Economic Development Strategy presented to Council for adoption by 30 June 2021"; and

"Draft Tourism Strategy presented to Council for adoption by 30 June 2021".

Economic Development and Visitor Economy Strategies - Key Themes and Objectives

Council has developed the Economic Development and Visitor Economy Strategies in consultation with the Economic Development and Visitor Economy Strategy Advisory Groups (the Groups). The Groups include highly skilled and knowledgeable experts who have provided key strategic support into the Strategies. This work has been supported by an extensive consultation and engagement campaign that ensured the community, including residents, visitors, and other stakeholders, could provide input to help define key themes and priorities in both Strategies.

The Strategies take a people-centric approach that include Council's interaction with investors, businesses, and the community. In doing so, Council is also addressing its intention to improve customer service, liveability and sustainability within the Shire.

This approach seeks to also improve the visitor experience, and the capability of local businesses and workers to grow the economy. This will be achieved through a commitment to strengthening partnerships through the following themes and objectives. These themes have been developed from the research, consultation and engagement activities during Strategy development process.

Economic Development Strategy

| Key Themes | Objectives |
|------------------------------------|---|
| 1. Attracting Investment | Growing our economy, employment and attracting investment. Ensuring South Gippsland is investment ready and recognised as a positive location to do business. |
| 2. Enabling Infrastructure | Building our digital connectivity, freight and supporting infrastructure and business and community linkages. |
| 3. Developing Key Industry Sectors | Strengthening and growing key industry sectors will equip our economy for the future. Building innovation, value adding and economic capacity. |
| 4. Building partnerships | Collaborative partnerships with stakeholders to support business development. Developing our unique economic identity in the broader Gippsland and Victorian framework. |
| 5. Increasing capability | Building the skills, training and knowledge of our current and future workforce, embracing lifelong learning and removing barriers to education. |

| Key Themes | Objectives |
|-------------------------------------|--|
| 6. Enhancing towns and main streets | Building our capacity through infrastructure development and enhancing our unique towns and villages. Making South Gippsland a great place to live and move to where population change is well managed and communities are prosperous. |

Visitor Economy Strategy

| Key Themes | Objectives |
|--|---|
| 1. Increasing Marketing and Promotion | Strengthen South Gippsland's appeal as a visitor destination through increased brand awareness, whilst highlighting the regional brand characteristics. Raise the profile of South Gippsland's visitor offer by facilitating and undertaking a range of destination marketing activities to increase visitation. |
| 2. Supporting Visitor Economy Infrastructure | Advocate for and support development of South Gippsland infrastructure that encourages new and existing visitors. |
| 3. Diversifying and expanding Products and Experiences | Further develop South Gippsland's visitor products and experiences to encourage new and existing markets to visit, stay and spend. |
| 4. Enhancing Visitor Servicing | Enhance the visitor experience by providing high quality engagement assets, which create a positive image of our region. Invest in research to understand the market and identify the gaps. |
| 5. Building Partnerships | To develop partnerships with stakeholders to support the development of the visitor economy in South Gippsland. |
| 6. Providing business development and support | Support the continued growth and development of the tourism sector that delivers high quality visitor experiences. Building the skills, training and knowledge of the business community. |

Proposed Actions:

There are a number of key actions that were developed from the feedback received through the Economic Development Strategy Advisory Group

(EDSAG) and the Visitor Economy Strategy Advisory Group (VESAG), and the feedback from the consultation and engagement campaign. The Strategies each have a comprehensive action plan, and some key actions are listed below:

- Create innovative marketing material using digital technology that promotes the Shire to investors, new residents and visitors;
- Develop and implement localised South Gippsland branding consistent with the Gippsland brand developed by Destination Gippsland;
- Undertake a telecommunications audit to inform an advocacy program to build digital connectivity for residents and businesses in the Shire;
- Create a solutions-focused plan to increase the availability of investment ready industrial land in the Shire;
- Conduct targeted investment attraction program to support, encourage and facilitate investment attraction to South Gippsland including tourism related development;
- Develop partnership with Regional Australia Institute (RAI) to enhance liveability and assist attraction of future residents; and
- Implement a program to support the Specialty Food Sector, particularly for enhancing local Food hubs.

CONSULTATION / COMMUNITY ENGAGEMENT

The Strategies were prepared in consultation with two advisory groups with external members, the Economic Development Strategy Advisory Group (EDSAG) and Visitor Economy Strategy Advisory Group (VESAG).

Council has undertaken a range of consultation activities since 2019 and concluding in May 2021 and external consultation has included:

- *RV Strategy* public consultation from January until February 2018 and 19 submissions were received. Submitters were informed by email that their submissions would be included in the Visitor Economy Strategy process.
- Economic Development and Visitor Economy Strategies external consultation commenced in March 2021 and concluded in May 2021.
 - A press release was circulated at the commencement of the engagement consultation period;

- Promotion of the engagement process through Council communication platforms;
- Meetings with South Gippsland Chambers/business associations;
- Consultation via an online platform called Social Pinpoint;
- One-on-one and group consultations;
- Surveys for peak bodies, Government agencies and strategic partners; and
- Visitors to the region through a specific survey during April 2021.

A period of public exhibition from 23 June 2021 until 7 July 2021 will allow for further feedback from the community prior to the adoption of the final Strategies.

RESOURCES / FINANCIAL VIABILITY

The Project is a current Council priority and resourced in the 2020/21 Annual Budget and is a current 2020-2024 Council Plan Annual Initiative.

RISKS

Development and implementation of the Strategies allows Council to plan for and mitigate against the risks to our economy. The Strategies have been developed with the flexibility to create a responsive approach to the economic, natural and policy changes that will occur over time.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website: www.southgippsland.vic.gov.au

1. Draft Economic Development Strategy 2021-2031 incorporating Action Plan [3.1.1 - 22 pages]
2. Draft Visitor Economy Strategy 2021-2031 incorporating Action Plan [3.1.2 - 33 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Pillar 2. Culture & Behaviour

Pillar 3. Decision Making

Pillar 4. Structure, Systems & Policies

Pillar 5. Communications & Community Engagement

Pillar 6. Capability

Council Policy / Strategy / Plans

Documents are available on Council's website: www.southgippsland.vic.gov.au

Annual Budget

Council Plan 2020-2024

Community Engagement Policy (C06)

Community Engagement Strategy

Community Strengthening Strategy

Economic Development and Tourism Strategy

South Gippsland's Good Governance Framework

Legislative Provisions

Local Government Act 1989

Local Government Act 2020

Local Government Act 2020, s.9(c) - the economic, social and environmental sustainability of the municipal district, is to be promoted

Regional, State and National Plan and Policies

Connecting Regional Victoria 2016

Gippsland Destination Management Plan - Towards 2030 - A Blueprint for Growth (Destination Gippsland)

Gippsland Food Plan, March 2014

Gippsland Freight Strategy 2013

Gippsland Regional Growth Plan, State Government Victoria

Gippsland Regional Plan 2020-2025

Gippsland Track & Trails Feasibility Study

4. OBJECTIVE 4 - CUSTOMER FOCUSED ORGANISATION

4.1. ANNUAL BUDGET 2021/22

Performance & Innovation

Council Plan

Objective 4 - Customer Focused Organisation - Strategy 4.4 Build on leadership, governance, financial sustainability, shared values and cultural capabilities within the organisation.

The development of the Annual Budget 2021/22, including the Annual Initiatives 2021/22, provides the resources to progress the achievement of the Strategic Objectives and Strategies in the 2020-2024 Council Plan.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council formally adopt the *Annual Budget 2021/22 (Attachment [4.1.1])* (Budget) and *Financial Plan 2021/22 – 2030/31* (Financial Plan) (**Attachment [4.1.2]**) in accordance with sections 91, 94 and 96 of the *Local Government Act 2020* (the Act). As part of the new requirements under the Act, the Budget encompasses the 2021/22 financial year and the following three years.

Council endorsed the Proposed Budget 2021/22 (Proposed Budget) and the Proposed Financial Plan 2021/22 – 2030/31 (Proposed Financial Plan) for the purposes of community feedback at the Council Meeting of 14 April 2021. A community consultation process was held between 15 April and 17 May 2021. A total of 25 submissions were received. Ten people elected to speak to their submissions at the Council Meeting of 2 June 2021. A number of the submissions were supported and these have been addressed within the Budget refer **Attachment [4.1.4]**.

There have been a number of adjustments made to the Proposed Budget. The majority of changes relate to carry forward capital works from the 2020/21 to the 2021/22 financial year and an adjustment to operating grants. These adjustments have not compromised the intention or integrity of the Budget or the Financial Plan. The adjustments are listed in detail in the body of the report.

The Council Plan 2020-2024 – June 2021 version in **Attachment [4.1.3]**, incorporates the Annual Initiatives 2021/22 funded in the Annual Budget 2021/22, and the three Measures of Success indicators adopted at the Council Meeting 14 April 2021. It is presented for formal adoption as the most current version of the Council Plan.

RECOMMENDATION

That Council having received and considered community submissions to the proposed 2021/22 Annual Budget and Financial Plan:

- 1. Adopts the Annual Budget 2021/22, as detailed in Attachment [4.1.1] to this report, and gives public notice in accordance with section 94 of the *Local Government Act 2020*; and the relevant regulations;**
- 2. Adopts the Financial Plan 2021/22 – 2030/31, as detailed in Attachment [4.1.2] to this report, and gives public notice in accordance with section 91 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.**
- 3. Adopts the '2020-2024 Council Plan – June 2021' version in Attachment [4.1.3], incorporating the Annual Initiatives 2021/22 funded in the Annual Budget 2021/22, and the three Measures of Success indicators adopted at the Council Meeting 14 April 2021;**
- 4. Notes the following items have been included in the Annual Budget 2021/22:**
 - a. Additional funding of \$70,000 towards Councillor transition and onboarding.**
 - b. Additional funding of up to \$30,000 towards a drainage study to be completed for the township of Fish Creek.**
 - c. A range of other items raised through the public submissions process will be addressed through funding already provided in the Annual Budget 2021/22.**
- 5. Authorise the Chief Executive Officer to provide the formal response to each submitter, thanking them for their contribution to the budget process and advising of the outcome of their submission (a submissions summary is included in Attachment [4.1.4]).**
- 6. Declaration of Rates and Charges;**
 - a. Amount intended to be raised of \$46,777 M (or such other amount as is lawfully raised as a consequence of this Resolution be declared as the amount which Council intends to raise by general rates and the annual service charge (described later in this Resolution), which amount is calculated as follows:**

| Category | Amount (\$'000) |
|--|--------------------|
| Service rates and charges | \$42,448 |
| Waste management charge | \$3,852 |
| Special rates and charges | \$7 |
| Supplementary rates and rate adjustments | \$311 |
| Interest on rates and charges | \$185 |
| Revenue in lieu of rates | \$194 |
| Total | \$46,777 |

- b. **General Rates -a general rate to be declared for the 2021/22 financial year. The rateable amount per property will be determined by multiplying the Capital Improved Value of each rateable property by the rate in the dollar indicated in the following table:**

| Category | Cents in the dollar of Capital Improved Value |
|--------------------------------|--|
| General/ Residential | 0.00439174 |
| Industrial land | 0.00461133 |
| Commercial land | 0.00461133 |
| Farm land | 0.00307422 |
| Rural vacant rural land | 0.00307422 |
| Vacant land | 0.00878348 |
| Cultural and recreational land | 0.00219587 |

- c. **No amount is fixed as the minimum amount payable by way of general rate in respect of each rateable property within the municipal district;**
- d. **Differential rates as per Council's 2019-2022 Rating Strategy be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:**
- i. **General/ Residential**
 - ii. **Industrial**
 - iii. **Vacant Land**
 - iv. **Farm Land**
 - v. **Cultural and Recreational**

- vi. **Rural Vacant Land**
- e. **It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**
 - i. **the respective objectives of each differential rate be those specified in Council's 2019-2022 Rating Strategy;**
 - ii. **the respective types or classes of land which are subject to each differential rate be those Council's 2019-2022 Rating Strategy;**
 - iii. **the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in Council's 2019-2022 Rating Strategy; and**
 - iv. **the relevant:**
 - **uses of;**
 - **geographical locations of; and**
 - **planning scheme zonings of; and**
 - **types of buildings on.**
 - v. **the respective types or classes of land be those identified in Council's 2019-2022 Rating Strategy;**
- f. **No municipal charge to be declared for the 2021/22 financial year.**
- g. **Annual Service charge:**
 - i. **An annual service charge, for the collection and disposal of refuse, be declared in respect of the 2021/22 financial year.**
 - ii. **The annual service charge be in the sum of, and be based on the criteria set out below:**

| Category | Rate |
|-------------------------|-------------|
| Waste Services Charge A | \$247.30 |
| Waste Services Charge B | \$247.30 |
| Waste Services Charge C | \$348.20 |
| Waste Services Charge D | \$255.60 |
| Waste Services Charge E | \$293.00 |
| Waste Services Charge G | \$186.90 |

| | |
|-------------------------|----------|
| Waste Services Charge H | \$297.00 |
| Waste Services Charge J | \$171.40 |
| Waste Services Charge K | \$305.60 |
| Garb Green waste bin | \$85.70 |

h. Incentives:

- i. No incentives are declared for the payment of general rates (and annual service charge described earlier in this resolution)**
- i. Interest on rates and charges: it be recorded that Council requires any person to pay interest on any amount of rates and charges to which:**
 - i. that person is liable to pay; and**
 - ii. have not been paid by the date specified for their payment.**
 - iii. The Chief Executive Officer be authorised to levy and recover the general rates and annual service charge in accordance with the *Local Government Act 1989*.**
- j. Notes the Annual Budget 2021/22 includes loan borrowings of up to \$10 M from the State Government loan scheme, which has been carried forward from the Annual Budget 2020/21, as detailed in Attachment [4.1.1] and authorises the Chief Executive Officer to execute the loan documentation.**

REPORT

2020-2024 Council Plan

The annual review of the 2020-2024 Council Plan (Council Plan) (**Attachment [4.1.3]**) has been completed. No changes were required to the Strategic Objectives or Strategies. As a result, the Council Plan did not require a further consultation process this year.

At the 14 April 2021 Council Meeting to endorse the proposed 2021/22 Budget, Council resolved the following:

4. Notes that the annual review of the 2020-2024 Council Plan has been completed, the Objectives and Strategies remain unchanged and therefore a consultation process is not required;

5. Notes that the four-year Strategic Resource Plan will be removed from the 2020-2024 Council Plan as the four-year financial details are captured within

the Proposed 2021/22 Budget in accordance with s.94 of the Local Government Act 2020;

6. Adopts and include the three revised administrative and efficacy adjustments to the 'Measures of Success' in the 2020-2024 Council Plan;

The three 'Measures of Success' have been included into the *2020-2024 Council Plan – June 2021* version contained in **Attachment [4.1.3]**.

The Annual Initiatives 2021/22 (Initiatives), funded through and captured within the Budget, have been developed to progress the achievement of the Objectives and Strategies of the Council Plan. The Initiatives were included in the consultation process for the Budget. No changes have been made to these Initiatives as a result of the consultation process.

While not a legislated requirement, the inclusion of the Initiatives in the Council Plan provides readers with a clear connection, within the one document, between the strategic directions sought by Council and the main actions funded to assist in achieving them. To this end the *2020-2021 Council Plan – June 2021* version contained in **Attachment [4.1.3]** incorporates the Initiatives and is presented for Council's consideration for adoption of this updated version.

Annual Budget 2021/22 and Financial Plan 2021/22 – 2030/31

The Budget provides a responsible financial plan to deliver council's services coupled with an ambitious capital works program for the Shire of South Gippsland, all within the 1.5 percent rate cap.

The Budget also continues to support the community through the effects of the COVID-19 pandemic, with \$0.500M of unspent funds to be carried forward from the 2020/21 financial year.

Annual Budget 2021/22 Submissions Summary

A total of 25 submissions from the community were provided to Council to consider for inclusion in the Budget. Ten of the submitters requested to speak to their submissions with nine ultimately presenting to the Council Meeting of 2 June 2021. Administrators met with Council officers on 9 June 2021 to further consider and discuss the submissions and other Budget adjustments. All submitters will receive a response of the outcome of their submission from Council following the adoption of the Budget.

A summary of all submissions received and Council's response is provided in **Attachment [4.1.4]**. A number of the items requested in the submissions are able to be accommodated within the proposed budget. One item required

provision of additional funding, and accordingly an additional provision of up to \$30,000 has been provided toward completion of a drainage study for the township of Fish Creek.

Budget Adjustments

The following adjustments have been included in the Budget during the advertising period:

| | |
|---|-------------------|
| Federal Assistance Grant Funding adjusted for early payment | (\$5.139) million |
| Additional funding for Councillor onboarding | \$0.070 million |
| Fish Creek Sewerage research | \$0.030 million |

Funds Carried forward from 2020/21:

| | |
|--|-----------------|
| Plant sales deferred to 2021/22 | \$0.123 million |
| Carry Forward Capital Works projects | \$5.060 million |
| COVID-19 funding to be carried forward to 2021/22 | \$0.500 million |
| Capital Grant funding for various projects now to be received in 2021/22 | \$3.444 million |
| Operating projects to be carried forward to 2021/22 | \$0.337 million |

Budget and Financial Plan Summary

The key details of the Budget are:

1. Rates capped at 1.5 percent
2. Capital Works of \$44.283 million (\$10.047 million carried forward from 2020/21)
3. Total income to be raised of \$73.387 million
4. Total operating expenditure of \$69.518 million

The tabled Budget document in **Attachment [4.1.1]** is the Budget for the purposes of preparing a budget under s.96 of the Act. The Budget follows the *Better Practice Guidelines and Model Budget* issued by Local Government Victoria in accordance with the *Local Government (Planning and Reporting) Regulations 2020*.

The Financial Plan 2021/22 – 2030/31 refer **Attachment [4.1.2]** has been prepared under s.91 of the Act.

CONSULTATION / COMMUNITY ENGAGEMENT

Community consultation was held between 15 April and 17 May 2021. The submissions received contained valuable contributions to the Budget and

feedback on operations of Council. All individuals will receive a response to the content of their submission following the adoption of the Budget.

RESOURCES / FINANCIAL VIABILITY

The budget documentation details the resources required and applied to deliver services, programs and capital works during 2021/22, to deliver on the Council Plan 2020-2024.

RISKS

The budget is a key financial planning and good governance mechanism to ensure Council manages the community's resources responsibly, while delivering on the Council Plan. Council is required to prepare and adopt a Budget for each financial year and the subsequent 3 financial years in accordance with the *Act* as well as a Financial Plan of at least 10 years. By not adopting the Budget and Financial Plan, Council is at risk of legislative non-compliance.

Council strategically manages the adopted Budget during the year by providing quarterly financial reports which compare Budget to actual results and an explanation of material variances. During the financial year, Council may also consider any necessary year end forecast changes. Should Council wish to make a variation to the declared rates, undertake additional borrowings not included in the budget, or another change which requires Community Engagement, a revised Budget may be adopted during the year.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website: www.southgippsland.vic.gov.au

1. 2021/22 Draft Annual Budget [4.1.1 - 85 pages]
2. 2021/22 - 2030/31 Draft Financial Plan [4.1.2 - 20 pages]
3. 2021-2024 Council Plan - 2021/22 Annual Initiatives [4.1.3 - 26 pages]
4. 2021/22 Annual Budget Submission Summary [4.1.4 - 9 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1: Direction and Leadership

Council Policy / Strategy / Plans

Documents are available on Council's website: www.southgippsland.vic.gov.au

Council Plan 2020-2024
Long Term Financial Strategies
Rating Strategy 2019-2022

Legislative Provisions

Gender Equality Act 2020
Local Government Act 1989
Local Government (Planning and Reporting) Regulations 2020

In accordance with the *Local Government Act 2020*, Council must:

- Prepare and adopt a budget for each financial year and the subsequent 3 financial years commencing 1 July by 30 June (Section 94(1)).
- Ensure that the budget gives effect to the Council Plan and contains the information required under Section 94(2).
- Prepare the budget in accordance with:
 - Section 96(1)(a) the financial management principles
 - Section 96(1)(a) the City's Community Engagement Policy

Comply with guidelines established under Sec 161; *Ministerial Guidelines for Differential Rating*.

Regional, State and National Plan and Policies

Local Government Victoria - Better Practice Guidelines and Model Budget

5. NOTICES OF MOTION AND/OR RESCISSION

5.1. NIL

6. ADMINISTRATOR REPORTS

6.1. REQUESTS FOR LEAVE OF ABSENCE

6.2. ADMINISTRATORS UPDATES

6.3. COMMITTEE UPDATES

7. URGENT OR OTHER BUSINESS

There are two basic parts to this section of the Agenda:

1. Urgent Business

Normally no motion should be debated by Administrators unless the matter is already included as an item on the Agenda. However, in some circumstances it is possible to raise urgent motions.

Council's Governance Rules 2020 (clause 22 - Urgent Business) adopted on 26 August 2020, allows for where a situation has not been provided for under the Governance Rules, the Council may determine the matter by resolution. Established practice has provided for urgent motions to be raised at Council provided the matter cannot be dealt with at the next Council Meeting or by Officers under delegation.

It is necessary for the Administrator wishing to raise a matter of urgent business to raise a motion similar to the following:

'That consideration of (the issue) be dealt with as a matter of urgent business and Administrator....be allowed a 'short period' to indicate the reason(s) why the matter should be considered as a matter of urgent business.' If the Chairperson accepts the motion as meeting the urgent business criteria, normal meeting procedures in Council's Governance Rules 2020 (clause 22) will apply.

If the motion to accept the item as a matter of urgent business is passed by Council, the motion relating to the specific issue can then be put and debated in the normal way.

2. Other Business

This provides an opportunity for Administrators to raise items of general interest to the Council and the community. It may relate to an up and coming event or the outcomes of a recent meeting with a Minister etc.

8. PUBLIC QUESTIONS

8.1. PETITIONS AND JOINT LETTERS

Petitions and Joint letters are written requests that have been signed by a number of community members. According to the Local Law No.3 2010 petitions may be presented to Council by an Administrator. A petition presented to the Council must lay on the table until the next Council Meeting and no motion, other than to receive the petition, may be accepted by the Chair unless the Council agrees to deal with it earlier.

The lead petitioner or person organising the petition may in presenting the petition to an Administrator at a Public Presentation session speak briefly to its contents. At the following Council Meeting, an Administrator would accept the petition and introduce it to Council for formal noting and actioning by Council.

The Administrator presenting the petition is responsible for ensuring that they are familiar with the contents and purpose of the petition and that it is not derogatory or defamatory.

8.2. ANSWERS TO PREVIOUS QUESTIONS ON NOTICE

Answers to previous questions taken on notice at a former Council Meeting, are included in the Minutes of this Meeting.

Background material submitted with a question will not be recorded in the Council Meeting Minutes.

A submitter will receive a letter outlining the response to a question after the Minutes have been produced.

Source: Public Participation in Meetings with Council Policy (C65) – adopted 18 December 2019.

Nil

8.3. SUBMITTED PUBLIC QUESTIONS

All community member questions for Council Meetings are to be written and submitted to the Council Business Team by 9.00am on the Monday morning preceding the Council Meeting to allow time for a response to be prepared, where possible, for the Council Meeting. All reasonable attempts will be made to answer pre-submitted questions at the Meeting. When further time is required to prepare an answer, questions may be taken on notice and responses will be provided at the next Council Meeting.

Questions can also be submitted in hard copy format into the 'Public Question Box' during a Council Meeting on the prescribed form. These questions will be taken on notice, included in the Minutes and responses provided at the next Council Meeting.

Public Question Time in Council Meetings is to be used for matters that are relevant to the business or functions of Council and are clear and legible. Questions may not be allowed where the question(s) is deemed to be:

- Related to a matter beyond or outside the powers of Council;
- Trivial or frivolous;
- Defamatory, indecent, abusive or objectionable;
- Derogatory or designed to embarrass a Councillor, a member of Council staff or a member of the community;
- Related to subject matter previously received and responded to;
- Related to a matter already considered and resolved upon by Council;
- Breach Council's confidentiality obligations; and/or
- Illegible, vague or not make sense.

A person may submit a maximum of three (3) questions for any one Council Meeting, this includes a combined total of three (3) questions for related parties or groups. The total word count of all questions submitted is to be 100 words or fewer.

Background material submitted with a question will not be read out or recorded in the Council Meeting Minutes.

The CEO retains the discretion, in consultation with the Mayor, to not refer questions to Council meetings if there is a more effective or appropriate way to respond to the matters raised. Answers to questions from a member of the community who is present in the gallery will be read out at the Council Meeting by the CEO or Mayor.

Source: Public Participation in Meetings with Council Policy (C65) – adopted 18 December 2019.

9. CLOSED SESSION

The *Local Government Act 2020* (the Act), section 66 provides that if a Council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection—

- (a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of *confidential information* in section 3(1); and
- (b) an explanation of why the specified ground or grounds applied.

The Act defines *confidential information* in s.3(1)(a)-(l), and includes information that may prejudice or impact; commercial negotiations, the security of council, land use planning, law enforcement, legal privilege, personal information, private commercial information, confidential meeting information, internal arbitration, Councillor conduct panel information and information specified under s.77 of the previous *Local Government Act 1989*.

Once confidential information has been considered and decided in a closed session of a Council Meeting, a further resolution to resume open Council is required.

Nil

10. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday 21 July 2021 commencing at 1pm.