

## COUNCILLOR BRIEFING RECORD

**DATE:** 9 April 2024

**START TIME:** 3:30pm

**FINISH TIME:** 6.27pm

### ATTENDEES:

#### **Councillors:**

Cr Karen Stephens (Mayor), Cr Alistair McDonald, Cr Scott Martin, Cr Robyn McDonald, Cr John Northcott, Cr Gilbert Wilson (3.36pm), Cr Michael Carr (4pm)

#### **Officers:**

Chief Executive Officer (Mr Greg Wood), Director Community Services (Ms Jayne Miller), Director Assets (Mr Stuart Husband), Chief Information Officer (Ms Ann Kirkham) Executive Manager Organisational Development (Ms Shelley Bourke) Director Corporate Services (Mr David Hol)

**Other Attendees:** Representatives from Southwest Scientific Group (x4), Acting Chief Finance Officer Rebecca Campbell (4pm)

### APOLOGIES:

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"> <li>• Cr Carr – Rating agreements</li> </ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"> <li>• Presentation from South West Scientific Group on seismic testing.</li> <li>• Draft Council 2024/2025 Budget</li> <li>• Rating Agreements</li> <li>• Items on the Council Agenda</li> </ul>
<b>Other Items Raised by Councillors or Council Staff:</b>	<ul style="list-style-type: none"> <li>• Domestic Animal Pound</li> <li>• Election Stand for Council sessions</li> <li>• Yarraman Park funding agreement</li> <li>• CEO Recruitment update</li> <li>• ANZAC Day</li> <li>• ALGA Assembly attendance</li> <li>• Australian Cruise Conference attendance</li> <li>• Citizenship Ceremony and Community Awards scheduling.</li> <li>• Housing strategic planning</li> <li>• Potential unscheduled Council Meeting in May</li> </ul>



## The Hon Melissa Horne MP

Minister for Casino, Gaming and Liquor Regulation  
Minister for Local Government  
Minister for Ports and Freight  
Minister for Roads and Road Safety

121 Exhibition Street  
Melbourne, Victoria 3000 Australia

Ref: CMIN-2-24-23435

Cr Karen Stephens  
Mayor  
Glenelg Shire Council  
[karen.stephens@cr.glenelg.vic.gov.au](mailto:karen.stephens@cr.glenelg.vic.gov.au)

Dear Cr Stephens

The municipal monitors appointed to Glenelg Shire Council, Mr Steven Kingshott and Mr Jim Gifford, have provided me with their final report, enclosed. The report will also be made available on Local Government Victoria's website.

Based on the municipal monitors' recommendation, I hereby provide Glenelg Shire Council with notice that pursuant to section 179(2) of the *Local Government Act 2020* (the Act), I have reappointed Mr Kingshott and Mr Gifford as municipal monitors to the Council at a reduced workload of up to 2 days per week.

The monitors will continue to assist the Council to perform its role successfully and deliver good governance. Enclosed is the Instrument of Appointment, including the terms and conditions of appointment and terms of reference for Mr Kingshott and Mr Gifford. The period of the appointment is from 15 April 2024. Mr Kingshott's appointment concludes 4 weeks after the appointment of an ongoing CEO by the Council and Mr Gifford's appointment concludes on 31 December 2024.

Pursuant to section 179(3) of the Act, the municipal monitors are entitled to be paid by the Council the remuneration and allowances set out in the terms and conditions of appointment. Note that the remuneration set out in the terms and conditions of appointment does not include any superannuation that may be payable under the *Superannuation Guarantee (Administration) Act 1992 (Cth)*.

I ask that Council continues to provide the monitors with any support and assistance that they require to undertake their role. Please also ensure every councillor is advised of the reappointment and receives a copy of the terms of reference for the appointment.

I am pleased to hear from the monitors that the council is making some progress towards improving its governance.

The monitors made nine recommendations for the Council's attention:

1. That the Council adheres to the revised Governance Rules in regard to councillor briefings.
2. That question time should be conducted at the end of a council meeting to minimize disruption.
3. That councillors focus on their strategic and decision-making responsibilities and avoid engaging in administrative matters outside formal meetings or seeking to direct council staff in operational matters.
4. That, in relation to confidential information, the Council adopt the following approach:
  - a. Recognise the distinction between a document not intended for circulation and information that may be included on a document and that is confidential information under the Act.
  - b. Allow a CEO to label documents not for public release as 'Council-in-Confidence' and make it a condition of the Councillor Code of Conduct that the information not be released without council consent.
  - c. Where relevant, attach a warning that a document includes, or may include, confidential information. This might read, 'Warning – This document contains information that is confidential information under Section 125 of *the Local Government Act 2020*'.
5. That in relation to confidential information:
  - a. The Council apply the designation of 'confidential information' only to information that satisfies the definition in Section 3 of the Act.
  - b. Councillors apply good governance practices when dealing with information that is confidential information or when dealing with documents should reasonably be kept confidential.
6. That in relation to councillor relationships:
  - a. Seek the support of an external consultant/s to assist with building a culture of respect and collaboration.
  - b. Key areas of focus: harassment, psychological safety, conflict resolution, and working collaboratively.
7. That in relation to councillor dispute resolution processes:
  - a. Amend the Councillor Code of Conduct to replace the word 'Option' with 'Step'.
  - b. Actively encourage the disputes and resolution process to be worked through a stepped approach (as appropriate). Strongly encourage alleged protagonists to resolve their issues through face-to-face discussion or mediation, before going to arbitration
  - c. In addition, this process does and will require some degree of skill development. Hence additional training will be required for councillors, if differences are to be productively resolved in the future.
8. That as part of the training identified in the report section titled Respect and Professionalism (i.e., harassment, psychological safety, conflict resolution, working

collaboratively), that appropriate application of communication protocols be revisited.

9. That in relation to the CEO employment and remuneration policy:
  - a. Formally review and update the CEO Employment and Remuneration policy, to ensure it is fully implemented by the Council.
  - b. Establish a formal standing advisory committee to Council.
  - c. Appoint an independent member to the committee to provide professional advice.
  - d. Ensure an annual transparent cycle of performance & objectives setting, with regular opportunities for pulse checks and feedback (occurring at a minimum of every 6 months, and a maximum of four per annum).
  - e. Include a process for the CEO to provide feedback on Council performance.

I request that the Council consider the monitors' report and provide me with a response about what actions the Council intends to take to addresses the nine recommendations made by the monitors for the Council. It is my expectation that this will be in the form of an action plan outlining actions the Council has or will take to address the recommendation, timelines for completion of the actions, the current status of the actions and any relevant commentary.

Please provide the Council's response to the matters above by **Friday 31 May 2024**.

I am confident Mr Kingshott and Mr Gifford will support the Council to achieve the highest levels of good governance for its community.

Yours sincerely



**The Hon. Melissa Horne MP**

Minister for Casino, Gaming and Liquor Regulation

Minister for Local Government

Minister for Ports and Freight

Minister for Roads and Road Safety

Date: 08 / 04 / 2024

Enc.

1. Instrument of Appointment for the municipal monitor, including terms of reference
2. Municipal Monitor report for Glenelg Shire Council

cc. Acting Chief Executive Officer, Greg Wood

**Local Government Act 2020****Section 179****APPOINTMENT OF MUNICIPAL MONITORS**

I, **Melissa Horne**, Minister for Local Government—

- (a) under section 179(1) of the *Local Government Act 2020* (the Act), APPOINT Mr Jim Gifford and Mr Steven Kingshott to be the Municipal Monitors to Glenelg Shire Council (Council); and
- (b) determine that a Municipal Monitor ceases to hold office if the Municipal Monitor receives a notice of termination of appointment from the Minister for Local Government, on the basis that the Minister is not satisfied of the suitability of the Municipal Monitor's appointment based on the result of a probity check required by the Minister.
- (c) under section 179(2) of the Act—
  - (i) FIX the amount Mr Jim Gifford and Mr Steven Kingshott the Municipal Monitors to the Council are entitled to be paid at \$1,296 per day each; and
  - (ii) DETERMINE that the terms of appointment on which Mr Jim Gifford and Mr Steven Kingshott the Municipal Monitors to the Council hold office to be the terms specified in Schedule 1 and Schedule 2 to this instrument of appointment.

Dated: 08 / 04 / 2024



**Hon Melissa Horne MP**  
**Minister for Local Government**

**SCHEDULE 1**

**TERMS OF APPOINTMENT OF THE MUNICIPAL MONITORS TO GLENELG SHIRE COUNCIL APPOINTED UNDER SECTION 179 OF THE LOCAL GOVERNMENT ACT 2020**

**Period of appointment**

1. a. The appointment for Mr Jim Gifford is effective for the period commencing 15 April 2024 and ending on 31 December 2024 (both dates inclusive).
- b. The appointment for Mr Steven Kingshott is effective for the period commencing 15 April 2024 and ending four weeks after the appointment of an ongoing Chief Executive Officer.

**Powers of the Municipal Monitors**

2. The powers of the Municipal Monitors are set out in section 181 of the Act.

**Functions and powers of the Municipal Monitors**

3. The functions of the Municipal Monitors are set out in section 180 of the Act.
4. The Municipal Monitors must perform the functions and powers under sections 180 and 181 of the Act in accordance with the Terms of Reference contained in Schedule 2 to this instrument of appointment.
5. The Municipal Monitors must provide:
  - (a) an interim report in accordance with clause 1 of the Terms of Reference contained in Schedule 2 to this instrument of appointment, to the Minister within 4 weeks after the appointment of an ongoing Chief Executive Officer.
  - (b) a final report in accordance with clause 1 of the Terms of Reference contained in Schedule 2 to this instrument of appointment, to the Minister within 14 days after the end of the period of appointment.
6. The Municipal Monitors' interim and final reports must, with respect to the matters in clause 1 of the Terms of Reference contained in Schedule 2 to this instrument of appointment, outline the following:
  - (a) any steps or actions taken by the Council to improve its governance and the effectiveness of those steps or actions; and
  - (b) any recommendations in relation to the exercise of any Ministerial power under the Act.
7. In the making of any report to the Minister, the Municipal Monitors must comply with the requirements of natural justice, including in the making of reports which may adversely affect the reputation of a person.

**Termination and cessation of appointment**

8. The Minister, without cause or notice, may terminate the appointment of the Municipal Monitors at any time and for any reason or no reason at all.
9. The appointments of the Municipal Monitors ceases if -
  - (a) the Municipal Monitors resign in writing addressed to the Minister;
  - (b) the appointment is terminated in accordance with clause 8;
  - (c) the Municipal Monitors in the opinion of the Minister, become incapable of performing their duties; or

- (d) the Municipal Monitors become bankrupt or person disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001* (Cth).

**Payment provisions**

10. The Council must pay the Municipal Monitors the amount specified in the instrument of appointment, in accordance with section 179(3) of the Act.
11. The appointments will require approximately 1 to 2 days of work per week between the Municipal Monitors for the duration of the period of appointment, on work directly related to acquitting the terms of reference. A day of work is 7.6 hours.
12. The amount specified in the instrument of appointment does not include any superannuation obligations that may be payable under the *Superannuation Guarantee (Administration) Act 1992* (Cth).

**Reimbursements: travel and personal expenses**

13. The Municipal Monitors are eligible to be reimbursed by the Council for reasonable out-of-pocket expenses such as travelling, accommodation, meals and other incidental expenses in connection with performing the functions and exercising the powers of Municipal Monitor. Such reimbursement is not to exceed the reasonable allowance expense amounts determined by the Commissioner of Taxation for the income year in which the expense is claimed.

**Leave arrangements**

14. There are no leave arrangements for this statutory appointment.

**Application of the Public Administration Act 2004**

15. The Municipal Monitors must, at all times, act -
- (a) in accordance with the Codes of Conduct issued under section 61 the *Public Administration Act 2004*; and
  - (b) in a manner that is consistent with the public sector values in section 7(1) of the *Public Administration Act 2004*.

**Confidential Information**

16. The Municipal Monitors must hold all confidential information of the Council in confidence other than for the purpose of informing or reporting to the Minister or officers of the Department of Government Services or otherwise agreed with the Council.

**Misuse of position**

17. The Municipal Monitors must not misuse the position of Municipal Monitor to—
- (a) gain or attempt to gain, directly or indirectly, an advantage for themselves or any other person; or
  - (b) cause, or attempt to cause, detriment to the Council or another person.

**Compliance with Council policies**

18. The Municipal Monitors must comply with any policies and procedures of the Council when performing the functions of Municipal Monitor including occupational health and safety policies, unless it is not reasonable to do so.

**SCHEDULE 2**

**TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITORS TO GLENELG SHIRE  
COUNCIL APPOINTED UNDER SECTION 179 OF THE LOCAL GOVERNMENT ACT 2020**

Without limiting the Municipal Monitors' functions and powers under sections 180 and 181, respectively, of the Act, the Municipal Monitor is:

1. To monitor the governance processes and practices of the Council, with specific regard to the following matters –
  - a. any processes and practices identified in the *Municipal Monitors' Final Report – February 2024* requiring improvement;
  - b. the Council's policies and processes in relation to the appointment of an ongoing Chief Executive Officer (CEO) and the establishment of an effective working relationship between the ongoing CEO and the Council;
  - c. the Council's meeting procedures and decision-making processes, including Council briefings and meetings, and councillor adherence to the Governance Rules;
  - d. the Councillors' understanding and performance of their statutory roles and responsibilities, including the adequacy of the Council's Councillor induction training program;
  - e. the relationships between councillors and between councillors and Council staff, including councillor behaviour with respect to the Councillor Code of Conduct and processes for resolving disputes between councillors;
  - f. any support needed in the lead up to and following the elections in October 2024 to ensure good governance at the Council; and
  - g. any other matters that may be affecting the Council's ability to effectively perform.
2. To advise, and provide any relevant assistance and support, to the Council in relation to the improvement of the Council's governance processes and practices, with specific regard to the matters raised in clause 1.
3. To assist the Council to develop an Action Plan and progress updates for any necessary governance improvements, with specific regard to the matters raised in clause 1.
4. To report to the Minister for Local Government, with respect to the matters in clause 1, on:
  - a. any steps or actions taken by the Council to improve its governance and the effectiveness of those steps or actions; and
  - b. any recommendations in relation to the exercise of any Ministerial power under the Act.



# Municipal Monitors appointed to Glenelg Shire Council

## Report to the Minister for Local Government

### 1. Background

#### 1.1 Appointment

On 31 October 2023, the Minister for Local Government, Melissa Horne MP, appointed Steven Kingshott and Jim Gifford, to be Municipal Monitors to Glenelg Shire Council. The term of the appointment was from 13 November 2023 to 13 February 2024 (inclusive).

This appointment was in response to concerns raised by the then Mayor about the governance functioning of the Council. The specific terms of reference were to monitor and report on:

- the Council's actions and processes in relation to the appointment of an Acting or interim Chief Executive Officer (CEO) to fill the position caused by the recent resignation of the Council's CEO;
- the Council's policies and processes in relation to the appointment of an ongoing CEO, including the Council's CEO Employment and Remuneration Committee;
- councillor understanding and performance of their statutory roles and responsibilities, including in relation to confidentiality requirements;
- the relationships between councillors and between councillors and Council staff, including councillor behaviour with respect to the Councillor Code of Conduct and processes for resolving disputes between councillors;
- the Council's meeting procedures and decision-making processes, including Council briefings and meetings, the adequacy of the Council's Governance Rules and councillor adherence to the Governance Rules;
- the Council's processes and practices in relation to health and safety including any matters that may be creating a serious risk to the health and safety of councillors, Council staff or other persons; and
- any other matters that may be affecting the Council's ability to effectively perform.

#### 1.2 Context for the Glenelg Shire

The Shire of Glenelg is unsubdivided, with seven councillors.

On 20 October 2023, the then Mayor of Glenelg Shire Council, Councillor Scott Martin, wrote to the Minister to request the appointment of a Monitor. He cited the resignation of the Chief Executive Officer (CEO) and two councillors as the reason, also noting that he had been unable to foster good working relations between councillors and the CEO. Over a 12 month period preceding the request, Glenelg Shire Council had experienced the resignations of two CEOs and three councillors.

## *Christmas lights*

The final three resignations occurred following an issue with the provision of Christmas lights in Portland. The Council administration issued a media release on 12 October 2023 explaining proposed changes to a long standing practice of Council funding Christmas lights on a Norfolk pine in Portland. This was done on the understanding that councillors supported the change. However, after the media release was issued, councillors indicated they did not support the change.

The issue led to a strong negative public response and included some disrespectful comments about the Council and about specific members of staff on social media and in the press. Some councillors appear to have participated in the public and social media interactions.

From Media statements and interviews it is clear that the Christmas lights episode was a significant factor in several subsequent actions:

- The CEO, who had been on leave at the time, resigned on 20 October 2023.
- No senior manager was eager to step forward as acting CEO.
- Two councillors resigned in the week after the Council's media release.
- A staff member, who had been involved in the matter, resigned.

Overall, the Council's reputation, and its relationship with the community was damaged. We received reports of staff closing their social media accounts and removing their Council badges when leaving the office.

The Council's poor public reputation was further evidenced by the fact that some candidates were unwilling to accept elections to vacant councillor positions when successful in a countback of votes from the election. This would then require multiple countbacks to fill a vacancy.

## *2022 Rates decision*

An earlier matter of significance was the decision to change the rating system in 2022/23. For over a decade the Council had been providing a rate rebate of 30 per cent for land classified for primary production. This meant, in theory, that the land was subject to the same rate level as residential land but that farmers were then rebated 30 percent of that payment. In practice, farmers just paid the lower amount, being equivalent to 70 per cent of the residential rate.

In June 2022, the Council voted to remove the rate rebate and replace it with a differential rate of 70 per cent for primary production land. The impact of this change was that the total amount of rates collected from ratepayers increased substantially. While rate capping had prevented the Council from increasing total rate income above a specified 1.75 per cent, the removal of the rebate meant that the total rates actually raised by the Council could increase by both the rate cap plus the value of the previous rebate without breaching the rate capping rules. The resultant large increase in rates was over 19 per cent and was spread across all categories of ratepayers, including farmers.

The Council vote to adopt the budget and levy the rates was evenly divided (with one councillor an apology) and was only passed on the Mayor's casting vote. Some councillors who voted to adopt the budget and the rates have expressed a concern to us that councillors who voted against the motion had not disclosed their voting intention or expressed their misgivings prior to the Council meeting where the vote was taken.

While it is outside our role as Monitors to judge the 2022 rating decision, we note that the decision was very unpopular in the community. It appears to have contributed to the poor relationship between the Council and the community as well as being a contributing factor in the breakdown of relationships within the Council.

### ***Further background***

Up until 2023 and including the time of the rating decision, the Council had appeared to have relatively stable leadership with a long term Mayor and CEO who worked well together and who developed a reputation for successfully obtaining grant funding for the Council. According to some councillors, that stability was maintained because the then Mayor was part of a majority group (or faction) of councillors.

In January 2023, the CEO left and took up another position in Portland. The Mayor, who had not sought re-election as Mayor at the end of 2022, resigned mid-2023 leaving the faction without a majority. Councillor Scott Martin, who had been elected to the position of Mayor in November 2022, was then in the position of trying to lead a Council in which he no longer had majority support.

In November 2023, Councillor Karen Stephens was elected as Mayor and currently holds the position.

Also in November 2023, the Council appointed Mr Greg Wood as CEO on an interim basis for six months. Mr Wood was formerly Chief Executive Officer of Hindmarsh Shire Council.

### **1.3 Monitoring activities**

At the start of the monitoring process we met with the new Mayor and with the remaining four councillors. These meetings were to outline our role and seek the views of the Mayor and councillors about the state of governance at the Council. Once the two councillor vacancies were filled, we also met with the two new councillors.

We met with the Interim CEO and senior members of Council staff early in the process and continued to have regular meetings with the Interim CEO to discuss progress with governance reforms.

In addition to interviews with councilors and senior executives, we met with the two previous CEOs, a previous Mayor, the councillors who had resigned and some other members of Council staff. We were also provided with written material relating to our investigations by councillors and members of Council staff.

We have attended council meetings and councillor briefings since our appointment and have examined many of the Council's policies and processes.

Several members of the public requested meetings with us and, on our advice, submitted their comments to us in writing. Some impromptu verbal comments were also made to us by members of the public when attending council meetings.

Monitoring activities have been limited by the timing of the appointment over the Summer period, as the Council effectively goes into recess for about a month over Christmas and New Year. This has meant that some monitoring activities are incomplete and we have been unable to fully ascertain the extent to which governance behavior has improved.

### ***Reception***

While the councillors seemed to initially have some anxiety about our appointment, they have been generally receptive to our recommendations. The Mayor did indicate that the option of seeking a Monitor had been suggested by the previous Mayor but was not then supported by other councillors.

The Interim CEO has worked well with us in seeking to improve governance practices and behaviours and would, no doubt, have initiated several of the changes even without Monitors.

Council managers and staff have been supportive of our appointment at a time when relations with councillors and the public have been in a poor state.

## 2. Governance at the Council

### Five point plan

On 12 December 2023, having examined many of the governance issues facing the Council, we presented a five point plan to the councillors, outlining a set of critical changes required to reset governance. The plan is described below. It provides for:

- 1) Reform the Council's decision-making processes to improve probity and transparency;
- 2) Respect the role of the administration in managing operational matters;
- 3) Using information in accordance with probity and confidentiality;
- 4) Improving relationships between councillors and with staff; and
- 5) Improving CEO employment processes and employing a suitable CEO.

### 2.1 Decision making processes

We identified serious problems with the Council's decision making processes that require fixing. This included decision making in informal workshops and the lack of focus on decision making in council meetings.

#### *Workshops*

Until now, the Council has held monthly "workshops" where it has been the practice for councillors to "direct" staff about decisions being made under delegation and about recommendations put forward for decision at council meetings. This practice is incompatible with section 59 of the *Local Government Act 2020* (the Act), patently not transparent and extremely risky.

It was emphasised to councillors that Council decisions can only be made in accordance with the legal framework in Act. That means that decisions must be made by the Council in a formal council meeting or by a committee or officer who has been formally delegated the Council's authority on the matter. Also, while the Council can formally limit or withdraw its delegation, councillors cannot direct a delegate to decide a matter in a particular way.

This practice also creates concerns about the openness of Council decision making. Part of the reason for holding council meetings is for decisions to be made in a transparent manner for the public to see.

The practice also risks decisions being made on an unclear or false basis. In the case of the Christmas lights, staff had made a presentation to councillors that included a recommendation for change and left the meeting under the impression that councillors supported that recommendation. No formal decision making processes were followed in these meetings and no records were kept of the outcomes.

On our advice, the Council has adopted revised Governance Rules that rename workshops as "councillor briefings" (as is common at most councils) and specifies that the purpose of these meetings is only to share information. The new Governance Rules expressly prohibit decisions of a substantive nature at these meetings as well as requiring a report on each councillor briefing be tabled at a council meeting open to the public.

We strongly recommend that the Council adheres to the revised Governance Rules in regard to councillor briefings.

## ***Council meetings***

A second matter of concern has been the way council meetings are conducted. If a member of the community were to watch a council meeting for the first time, they might have thought the purpose of the meeting was for members of the public to criticise and disrupt the Council.

The existing Governance Rules provided for members of the public to each ask up to three questions at the start of the meeting. There was no limit on the length of a question and a small number of regular questioners regularly used question time to ask lengthy questions that were clearly intended to criticise or disrupt the Council. There were also several incidents where questioners refused to comply with directions from the Mayor.

Aside from disrupting decision making, this practice tended to bring the Council and its processes into disrepute by giving undue emphasis to negative comments and interjections made by a small number of individuals who appear to us to be attending council meetings for that purpose.

We note that the Council has other processes for members of the community to communicate with the Council or to contribute to decision making. This includes service request and complaints processes as well as processes for community engagement.

The principal purpose of a council meeting is for the Council to make decisions on matters of importance to the community or the Council. On advice from the Interim CEO, the Council has adopted revised Governance Rules that provide for questions to be lodged in advance and read out by the Mayor. The new rules also remove the necessity for question time to occur at the start of a meeting.

We recommend that question time should be conducted at the end of a council meeting to minimize disruption. This is the practice at a number of other Councils.

## **2.2 Roles of councillors and administration**

Under the Act, the role of a councillor can be broadly described as participating in Council decision making, particularly for strategic decisions, and representing the community. It does not include the administrative and operational roles of the CEO and council staff.

Council records and interviews with council staff give us concern that councillors have not always performed their role in this way. This has included reports of:

- Councillors seeking to give directions to council staff on operational matters;
- Councillors questioning staff about contracts and other operational matters outside formal councillor briefings and council meetings; and
- Councillors duplicating administrative processes by lodging separate service requests in response to customer complaints.

In regard to the service request issue, the Council administration has a well-developed service request and complaint system which is rendered less effective if requests are made through an alternative councillor process. To be fair, councillors are often approached by members of the public and, given that a separate Councillor Request Form process existed, they may have considered they were complying with a proper process.

On our advice the Council has discontinued the separate councillor request process and councillors have been encouraged to refer customer service requests and complaints to the correct administrative process. At the time of writing this report, we have not yet ascertained that this is always occurring.

Regarding other ways in which councillors have involved themselves in operational matters, it is clear from the Act that individual councillors have no authority to give directions to staff about operational matters, and we have advised them accordingly.

However, there are wider reasons for concern. Seeking information or directing staff outside of formal Council processes may engage concerns about possible conflicts of interest, particularly when a councillor, or a person or organisation they are involved with, has a close interest in the matter. To avoid risks of possible conflicts of interest and to ensure actions are in accordance with the law, councillors have been advised that any such matters should only be raised in formal briefings or meetings where other councillors are present and where there are proper disclosure processes.

We recommend that councillors focus on their strategic and decision making responsibilities and avoid engaging in administrative matters outside formal meetings or seeking to direct council staff in operational matters.

### ***Role of the Mayor***

A Mayor is elected to lead the Council and be its primary representative to the community. Among other things, the Act gives the Mayor a responsibility to promote a high standard of behaviour among councillors.

We have encouraged the current Mayor to take an active role in encouraging good behaviour and helping mend some of the hurts that have been generated by recent events.

The Act also requires councillors, in performing their role, to acknowledge and support the role of the Mayor. We have concerns that this was not always the case during the previous Mayor's term. This was particularly evident from the recording of the September 2023 council meeting, when some councillors were less than supportive of the Mayor's attempts to control the council meeting during question time.

## **2.3 Confidential information**

We have concerns about the use of confidential information. Specific issues relate to the definition of confidential information, what types of information should be treated confidentially and the inappropriate release of information.

### ***What is confidential information?***

The Act includes a definition of "confidential information" and makes it an offence to improperly disclose it. The definition includes, among other things, information about a person's personal affairs, Council and private commercial information, legal privileged information, as well as information that may endanger security or a person's safety.

Some confusion of processes seems to exist. Prior to the passing of the 2020 Act, the 1989 Act gave the CEO and the Council a capacity to decide what information was confidential. This no longer applies and, under current practice, material provided to councillors for briefings lacks clarity about the levels of confidentiality that apply to particular documents.

In our view, there is a distinction between information that is confidential information under section 125 of the Act and documents that should be treated as confidential as a matter of good governance.

Documents that should be treated as confidential as a matter of good governance would normally include documents that are provided as working papers or drafts of final reports as well as documents that may include confidential information under the Act.

We understand, from conversations with the Local Government Inspectorate, that other councils may be experiencing similar difficulties, as the Inspectorate has received a number of misinformed complaints about breaches of confidentiality.

It is important that councillors have clear guidance about the nature of documents and information provided to them. We recommend the following approach:

- Recognise the distinction between a document not intended for circulation and information that may be included on a document and that is confidential information under the Act;
- Allow a CEO to label documents not for public release as “Council-in-Confidence” and make it a condition of the Councillor Code of Conduct that the information not be released without council consent.
- Where relevant, attach a warning that a document includes, or may include, confidential information. This might read, “Warning – This document contains information that is confidential information under Section 125 of the *Local Government Act 2020*”.

### *Treatment of information types*

Where a decision involves confidential information under the Act, it is usual for the Council to determine the matter in a meeting that is closed to the public. In our opinion Glenelg Shire Council has often applied this process to the wrong information.

We are advised by the interim CEO that decisions about commercial contracts have sometimes been made in open Council. This may be because the matter had been previously discussed in a workshop and it was assumed there would be no dispute about the recommendations. However, this does not allow for a genuine discussion about the merits of the proposed contract in the meeting without breaching confidentiality.

In contrast, the Council’s practice has been to treat the details of proposed community grants as confidential information. This is usually not justified unless there are commercial ramifications. It is recommended that the details of proposed community grants be specified in publicly available agenda documents in the future unless there are genuine commercial in confidence matters prohibiting that publication.

The matter of community grants is concerning, as public expenditure should be as transparent as possible, particularly where there is scope for improper action. We have seen one historical record of a community grant, given to an organisation closely linked to a Councillor, which was given under conditions of confidentiality.

### *Improper disclosure*

We have been advised by staff of instances where information provided to councillors in confidence subsequently appears in the media or is otherwise referred to by members of the public, such as during council question time. While we have noted the possible confusion about the levels of confidentiality, councillors have been advised that information that is provided to them “in confidence” should be treated as such as a matter of good governance, even where the information is not subject to an offence under the Act.

We recommend that the Council apply the designation of “confidential information” only to information that satisfies the definition in Section 3 of the Act. We have also recommended to councillors that they apply good governance practices when dealing with information that is confidential information or when dealing with documents should reasonably be kept confidential.

## 2.4 Councillor relationships – “working together constructively” – We Improve relationships between councillors and with staff

### *Respect and professionalism*

The following issues were identified through the interview process, some examples of concerning behaviours include:

- Instances of subtle intimidation and dismissive behaviours in meetings and briefings,
- Provocative communication including sarcasm, the tone of comments, hand gestures and poor body language,
- Low level hostility leading to officers and junior staff feeling uncomfortable,
- Some councillors feeling bullied and targeted for their voting on particular issues (including name calling).

Harassment can occur in a number of ways, in this instance there appears to have been a culture of subtle harassment through verbal tones, comments and body language. *(Some of these preliminary observations relate to a combination of situations, both recent and over several years. Feedback has been gathered directly through the interview process and through interviewees providing their observations).*

Under the Councillor Code of Conduct, a councillor must treat other councillors, members of council staff, the municipal community and members of the public with ‘*dignity, fairness, objectivity, courtesy and respect*’. We have communicated to the Council that while differences of opinion will always occur and are an important part of a decision making process. These differences need to be worked through in a professional and respectful way for Council to maintain cohesion. We discussed our observations and feedback with the Council. We reinforced that it is important to question and passionately debate issues, but not to play or target the individual as part of the process, whether that be another councillor or an officer. We reinforced the need to follow the processes outlined in the Councillor Code of Conduct – *Standards of Councillor conduct*.

There was indication that some councillors might be determined to focus on past events and replicate old patterns and behaviours. This can create an inability to focus objectively on new matters before the Council for consideration. This was evident in feedback during some of the interviews and creates a barrier to culture and behaviour change. In order to build a positive and more sustainable culture of respect and professionalism we believe that further work needs to be undertaken with the Council if it is going to be more effective. The Council will require some external independent assistance to help focus and build a positive culture. This will require improving skills and understanding around what constitutes harassment and build capacity for interpersonal relationship development. We recognize that this will take time.

We recommend the following:

- Seek the support of an external consultant/s to assist with building a culture of respect and collaboration.
- Key areas of focus: harassment, psychological safety, conflict resolution, and working collaboratively.



### ***Councillor dispute resolution processes***

In the Council's Councillor Code of Conduct, there is an internal dispute resolution process for dealing with interpersonal conflicts amongst councillors or any alleged contraventions of the Code of Conduct.

The Council's dispute resolution process involves three "options":

- Option 1. Informal dispute resolution directly between the parties;
- Option 2. Mediated discussion; and
- Option 3. Determination by an independent arbiter or referral to a Councillor Conduct Panel.

In applying the dispute resolution process, there appears to be a strong preference for councillors to opt for option 3 as the preferred method of resolution for disputes when Options 1 and 2 have not always been used or explored. We believe there is an opportunity to optimise the dispute resolution process to work proactively and sequentially through each option as a 'stepped' process and not as a process of choice for "options".

We recommend the following:

- Amend the Councillor Code of Conduct to replace the word "Option" with "Step",
- Actively encourage the 'disputes and resolution' process to be worked through a stepped approach (*as appropriate*). Strongly encourage alleged protagonists to resolve their issues through face-to-face discussion or mediation, before going to arbitration,
- In addition, this process does and will require some degree of skill development. Hence additional training will be required for councillors, if differences are to be productively resolved in the future.

### ***Information management and social media***

The use of external communications, in particular social media cannot be underestimated and the associated impact on organisational well-being. Social media has presented significant advances in both the management of mass communications and the individual's ability to engage and contribute.

Based on observations through the interview process and examples of social media posts presented to Monitors, we have observed and found a number of examples where council staff felt undermined, with council information potentially leaked to external individuals and/or organisations. In addition, staff have described being targeted through external social media posts and not feeling supported by their Council or some councillors. We found examples where council staff had to shut down their own social media to avoid ongoing community harassment (*as mentioned earlier in the report*).

Council staff have felt distressed at resignations. As indicated, we were told directly by some staff that they would no longer wear their council badges when going down the street, for want of negative feedback. Staff reported looking over their shoulders, appeared concerned, described trying to second guess 'what would happen next' and feeling embarrassed about their workplace. This is creating an environment of organisational instability.

From what we have reviewed there have been no Workcover claims regarding some of these recent events. Council's OH&S policy states: "The Glenelg Shire Council is committed to maintain a safe and healthy operation for all employees and visitor and recognises that this is an integral part of our business. Glenelg Shire Council will work towards achieving a ZERO HARM... "

We have strongly indicated to the Council that they needed to look at how they respond and manage issues around social media, particularly to external and third party posts. The observation might be made that council officers are not employed to be used as scapegoats for Council decisions.

The Council does have protocols regarding communications with external parties. From our observations and information supplied to us, these protocols do not appear to have been consistently or appropriately applied by councillors.

We recommend as part of the training identified in the above section titled 'Respect and Professionalism' (i.e. *harassment, psychological safety, conflict resolution, working collaboratively*) that appropriate application of communication protocols be revisited.

## **2.5 Chief Executive Officer (CEO) employment and remuneration policy and appointment**

### ***CEO employment and remuneration policy***

We reviewed the current CEO Employment and Remuneration policy and found it to be deficient in areas. In particular, performance feedback and evaluation, the annual review process and the engagement of an external professional for independent support.

Through meetings and feedback, we found that the policy has never really been fully operationalised. The policy states that the Council 'may' as opposed to 'will or shall' establish an operational CEO Employment and Remuneration committee. Hence in absence of a clear and direct policy, there is a lack of clarity and misunderstandings can create confusion for the performance of the CEO. The CEO role is a pivotal position within the Council; proper oversight of CEO employment and performance matters is critical for good governance.

We recommend the following:

- Formally review and update the CEO Employment and Remuneration policy, to ensure it is fully implemented by the Council;
- Establish a formal standing advisory committee to Council;
- Appoint an independent member to the committee to provide professional advice;
- Ensure an annual transparent cycle of performance & objectives setting, with regular opportunities for "pulse checks" and feedback (occurring at a minimum of every 6 months, and a maximum of four per annum); and
- Include a process for the CEO to provide feedback on Council performance.

### ***CEO appointment process***

In November 2023, the Council appointed Mr Greg Wood as CEO for six months, pending the appointment of a new CEO. The Council has progressed the process of employing a new CEO, although trying to progress the process through the Christmas and New Year period has meant that the appointment of an external agency and professional support is only now gaining momentum.

As this report is being written, on 13 February 2024, councillors will consider (in Committee) a preferred recruitment agency and an independent professional to support the process. From there, a recommendation will go to the Council meeting. In reality, the employment of a new CEO will not likely occur until April or early May 2024. That timeline assumes that the candidate pool is strong and acceptable. We do have a concern regarding the ability of the Council to attract quality candidates, given the issues highlighted within this report and potential perceptions within the local government industry. Also, Glenelg's geographic isolation presents its own issues and may further restrict the candidate pool.

### 3. Recommendations for the Minister for Local Government

We feel positive that some improvements are underway at Glenelg Shire Council. This is partly attributable to the work of the interim CEO. We are also satisfied that the Council is well served by its management and staff, many of whom indicated they were proud of their work serving the community.

#### *Continued monitoring*

As mentioned, the time available to conduct monitoring has been limited by the time of year and the monitoring task is not complete. While we have identified many governance processes and practices that require updating, some of the changes are either in progress or yet to commence. We are also aware that changes can take time to bed down and become standard practice.

In regard to councillor conduct, several behaviours of concern appear to have been long standing and there remain some tensions within the Council. We have concerns that changes to behaviours can be slow and may require longer term monitoring.

We recommend that the monitoring role should continue but at a lower level. Specifically:

- There should continue to be monitoring support for the Council's CEO employment process during early 2024; and
- There should be a low level monitoring through to the end of 2024 to see that changes are put into effect, behaviours improve and that appropriate induction is provided for the Council elected in October.

#### *Confidential information*

The Minister may wish to consider changes relating to the use of confidential information that might apply to councils generally. We do not recommend changes to the definition of confidential information in the Act, for which a person can be prosecuted for releasing. However, we consider there is a need for councils to treat certain documents as "Council-in-Confidence" as a matter of good governance. This may be a matter that can be addressed in the Councillor Code of Conduct.

**Jim Gifford**

**Municipal Monitor**

**Steven Kingshott**

**Municipal Monitor**



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**Glenelg Shire Council**  
**Minutes of the Audit and Risk Committee held on**  
**Thursday 7 March 2024 at 1:00 pm at**  
**Glenelg Shire Offices**  
**71 Cliff Street, Portland**

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## **1. INVITED**

Mr David Stafford (Independent Member/Chairperson) Mr Philip Saunders (Independent Member), Ms Bonnie Holmes (Independent Member), Mr Greg Tremewen (Independent Member via Microsoft Teams online), Cr Karen Stephens (Mayor), Cr Michael Carr, Cr John Northcott, Mr Greg Wood (Chief Executive Officer via Microsoft Teams online), Ms Jayne Miller (Acting Director Corporate Services), Ms Lauren Easson (Chief Finance Officer), Ms Kylie Walford (Corporate Governance Coordinator) and Ms Rachael Currie (Executive Assistant Corporate Services).

Mr Luke Snowdon and Nikolas Petrovski (KPMG) and Mr Brad Ead (AFS & Associates) joined via Microsoft Teams online.

## **2. ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the Acknowledgement of Country.

## **3. RECEIPT OF APOLOGIES**

Mr David Hol (Director Corporate Services).

## **4. CONFIRMATION OF MINUTES**

### **Recommendation**

**That the minutes of the Audit and Risk Committee held on Thursday 7 December 2023, as circulated, be confirmed.**

*Chair Stafford acknowledged and thanked Member Phil Saunders for his time on the Committee and further that his tenure has been extended for one final year.*

### **MOTION**

**MOVED Cr Carr**

**That the minutes of the Audit and Risk Committee held on Thursday 7 December 2023, as circulated, be confirmed.**

**SECONDED Member Philip Saunders**

**CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

**5. DECLARATIONS OF CONFLICT OF INTEREST**

Nil.

**6. BUSINESS ARISING FROM THE PREVIOUS MEETING**

Nil.

## **7. MANAGEMENT REPORTS**

### **7.1. DRAFT EXTERNAL AUDIT STRATEGY MEMORANDUM**

Author: Lauren Easson, Chief Finance Officer  
Director: David Hol, Director Corporate Services

#### **Executive Summary**

The purpose of this report is to inform the Audit and Risk Committee that the Audit Strategy Memorandum for the financial year ending 30 June 2024 has been received from the audit service provider appointed by the Victorian Auditor-General.

#### **Recommendation**

That the Audit and Risk Committee receives the Audit Strategy Memorandum for 2023/24.

#### **MOTION**

**MOVED Member Bonnie Holmes**

**That the Audit and Risk Committee receives the Audit Strategy Memorandum for 2023/24.**

**SECONDED Member Philip Saunders**

**CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

*Mr Luke Snowdon and Mr Nikolas Petrovski left the meeting 1.28pm.*

#### **Background/Key Information:**

In November 2023 Council were advised by the Victorian Auditor General's Office that KPMG will be Council's Audit Service Provider (ASP) for the annual financial audit of Glenelg Shire Council following a competitive tender process. The partner appointed for Council's audit is Luke Snowdon and is based in KPMG's Geelong office.

KPMG has submitted an Audit Strategy Memorandum for the financial year ending on 30 June 2024. The primary purpose of the Audit Strategy Memorandum is to communicate the Auditor-General's planned approach to the audit of the Glenelg Shire's annual financial statements and performance reports. This report is consistent across Local Government in Victoria.



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 Audit Strategy is provided by Council's external auditors and is prepared in line with the requirements set out in the *Local Government Act 2020* Division 3, Section 98 where Council is required to prepare an annual report including audited performance statement and financial statements.

c. Consultation and/or communication processes implemented or proposed

Audit Strategy Memorandum to be presented to the Audit and Risk Committee Meeting.

d. Financial Implications and Collaboration

The resourcing of year-end audit is provided for in the adopted budget.

e. Governance Principles

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

**Attachment List**

1. KPMG Presentation - Glenelg Shire Council Draft Audit Strategy Memorandum, Pending VAGO Review [7.1.1 - 24 pages]

*Mr Greg Wood Chief Executive Officer joined the meeting via Microsoft Teams online at 1.29pm.*

## 7.2. STRATEGIC INTERNAL AUDIT PROGRAM STATUS UPDATE

Author: Kylie Walford, Corporate Governance Coordinator  
Director: David Hol, Director Corporate Services

### Executive Summary

The purpose of this report is for the Audit and Risk Committee to receive the Strategic Internal Audit Program (SIAP) Status Update presented by AFS & Associates (as attached).

### Recommendation

That the Audit and Risk Committee receives the Strategic Internal Audit Program Status Update presented by AFS & Associates.

### MOTION

**MOVED Mayor Cr Stephens**

**That the Audit and Risk Committee receives the Strategic Internal Audit Program Status Update presented by AFS & Associates.**

**SECONDED Member Bonnie Holmes**

**CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

### Background/Key Information:

In accordance with the Audit and Risk Committee Charter, Council sets an internal audit plan to direct the activities of the internal audit function. Internal audit provides a review of the effectiveness of governance, risk management and control processes. Whilst a three-year plan exists, the Audit and Risk Committee will retain its ability to recommend amendments as required where circumstances change or new risks present.

There are no amendments this quarter.

#### 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 54 of the *Local Government Act 2020* states Council must prepare and approve an Audit and Risk Charter.

The Audit and Risk Committee Charter requires the Internal Auditor to establish an Internal Audit Plan in conjunction with the Audit and Risk Committee and the Executive Team, and to implement the Plan with regular reports to both the Audit and Risk Committee and Chief Executive Officer.

c. Consultation and/or communication processes implemented or proposed

- AFS & Associates
- Key Personnel

d. Financial Implications and Collaboration

Internal Audits are incorporated in Council's Budget 2023/2024.

e. Governance Principles

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

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.

Collaboration with other Councils (section 109 *Local Government 2020*) and Governments and statutory bodies is to be sought along with Financial and Resource Implications and Opportunities.

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.

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

### **Attachment List**

1. AFS Status Update 07.03.24 [7.2.1 - 4 pages]

### 7.3. INDUSTRY UPDATE

Author: Kylie Walford, Corporate Governance Coordinator  
Director: David Hol, Director Corporate Services

#### Executive Summary

The attached Agency Report, presented by AFS & Associates is provided for the information of the Audit and Risk Committee.

#### Recommendation

That the Audit and Risk Committee receives the Agency Report presented by AFS & Associates.

#### **MOTION**

##### **MOVED Member Philip Saunders**

**That the Audit and Risk Committee receives the Agency Report presented by AFS & Associates.**

##### **SECONDED Member Greg Tremewen**

#### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

#### Background/Key Information:

In accordance with the Audit and Risk Committee Work Plan under Compliance and Performance Management, the Audit and Risk Committee are presented with reports by regulatory and integrity agencies on investigations relevant to Council.

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

These reports relate to a number of legislative provisions of the *Local Government Act 2020*.

Council's internal audit program plays a key role in assisting the organisation in governance, compliance and risk management.

c. Consultation and/or communication processes implemented or proposed

AFS & Associates.

d. Financial Implications and Collaboration

Not applicable.

e. Governance Principles

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

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.

Collaboration with other Councils (section 109 *Local Government 2020*) and Governments and statutory bodies is to be sought along with Financial and Resource Implications and Opportunities.

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.

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

**Attachment List**

1. AFS Industry Update 07.03.24 [7.3.1 - 8 pages]

#### 7.4. UPDATE ON BUDGET TIMETABLE 2024/25

Author: Lauren Easson, Chief Finance Officer  
Director: David Hol, Director Corporate Services

##### Executive Summary

This report provides the Audit and Risk Committee with a schedule of the dates set for the Budget 2024/25 process.

##### Recommendation

That the Audit and Risk Committee receives the Budget 2024/25 and timetable.

##### **MOTION**

##### **MOVED Member Greg Tremewen**

**That the Audit and Risk Committee receives the Budget 2024/25 and timetable.**

##### **SECONDED Member Philip Saunders**

##### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

##### Background/Key Information:

Council is required to prepare and adopt an Annual Budget and subsequent 3 financial years by 30 June each year in accordance with the *Local Government Act 2020*.

The key objective of the Budget is financial sustainability in the medium to long term, whilst still achieving the Council's corporate objectives as specified in the Council Plan.

As part of the budget review process all staff members with budget responsibilities are required to undertake a comprehensive review of their budget areas.

The dates for the Budget 2024/25 process have been set and are documented in the separate circulation, which is based on the upcoming Council meetings and briefing sessions and identifies the items that will be presented.

##### 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. The budget is required to be adopted by 30 June each year and a copy submitted to the Minister within 28 days of adoption.

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

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

c. Consultation and/or communication processes implemented or proposed

Consultation is required to be carried out in accordance with Part 3, Division 1 Community accountability and specifically sections 55 and 56 of the *Local Government Act 2020* which requires a Council to adopt a Community Engagement Policy.

Report to be prepared for the Audit and Risk Committee meeting.

d. Financial Implications and Collaboration

The preparation of the Budget 2024/25 provides Council's financial intentions for the period 1 July 2024 to 30 June 2025.

e. Governance Principles

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

**Attachment List**

1. Budget Timetable 2024-25 [7.4.1 - 1 page]

*Ms Lynne Thompson Risk and Safety Manager joined the meeting at 1.49pm.*

## 7.5. BUSINESS CONTINUITY PLAN

Author: Lynne Thompson, Risk & Safety Manager  
Director: David Hol, Director Corporate Services

### Executive Summary

The purpose of this report is to provide an update to the Audit and Risk Committee regarding future testing plans of the Business Continuity Plan (BCP).

### Recommendation

That the Audit and Risk Committee receives the Business Continuity Plan update report.

### MOTION

**MOVED Cr Carr**

**That the Audit and Risk Committee receives the Business Continuity Plan update report.**

**SECONDED Mayor Cr Stephens**

**CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

### Background/Key Information:

In October 2022 Councils Business Continuity Plan (BCP) was reviewed and then adopted by the Executive Team in November 2022.

In June 2023, the BCP was tested involving the Continuity Management Team (CMT) and selected staff. A live fire of the IT Disaster Recovery Plan (DRP) was also tested as a part of the Audit and Risk Cyber Crime Assessment Action Plan. Both testing of the BCP and IT DRP were successful.

VOTAR partner consultants were part of the testing and highlighted nine recommendations resulting from the BCP testing and four from the IT DRP testing. These results were reported to the Audit and Risk Committee in August 2023.

These recommendations have now been reviewed and implemented. Further testing of the BCP in the form of a desktop exercise, incorporating the changes from the 2023 exercise, is being planned for completion in 2024.



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

Relevant legislation is considered when undertaking testing of Emergency Management Plans.

c. Consultation and/or communication processes implemented or proposed

Consultation is undertaken in accordance with legislative requirements and within Council's policies, procedures and guidelines.

d. Financial Implications and Collaboration

Business Continuity Planned testing is undertaken to ensure the best outcome and within budget requirements.

e. Governance Principles

Innovation and continuous improvement is to be pursued.

**Attachment List**

Nil

*Lynne Thompson left the meeting at 1.54pm.*

*Mr Stuart Husband Director Assets joined the meeting at 1.52pm.*

**7.6. AUDIT AND RISK COMMITTEE BIENNIAL REPORT FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023**

Author: Kylie Walford, Corporate Governance Coordinator  
Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to present the Audit and Risk Committee Biannual Report for the period 1 July 2023 to 31 December 2023.

**Recommendation**

That the Audit and Risk Committee:

1. Receives the Audit and Risk Committee Biannual Report for the period 1 July 2023 to 31 December 2023.
2. Recommends to Council that the Audit and Risk Committee Biannual Report for the period 1 July 2023 to 31 December 2023 be adopted, in accordance with Section 54(5) of the *Local Government Act 2020*.

**MOTION**

**MOVED Member Greg Tremewen**

**That the Audit and Risk Committee:**

1. **Receives the Audit and Risk Committee Biannual Report for the period 1 July 2023 to 31 December 2023.**
2. **Recommends to Council that the Audit and Risk Committee Biannual Report for the period 1 July 2023 to 31 December 2023 be adopted, in accordance with Section 54(5) of the *Local Government Act 2020*.**

**SECONDED Member Bonnie Holmes**

**CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

**Background/Key Information:**

Under Section 54 (5) of the *Local Government Act 2020* an Audit and Risk Committee must prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.

This report satisfies this reporting requirement.

The biannual report must then be provided to the Chief Executive Officer for tabling at the next Council Meeting.

The Audit and Risk Committee Biannual Report is a summary of the Committee's operation and activities for the period 1 July 2023 to 31 December 2023, covering the following sections:

- Overview
- Audit and Risk Committee's Charter
- Membership
- Meetings and Attendance
- External Audit
- Internal Audit
- Key Activities – Audit and Risk Annual Work Plan
- Committee's Performance; and
- Conclusion.

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 54 (5) of the *Local Government Act 2020*.

c. Consultation and/or communication processes implemented or proposed

Consultation - Director Corporate Services  
- Audit and Risk Committee Chairperson

The adopted report will be made publicly available on Council's website.

d. Financial Implications and Collaboration

Nil.

e. Governance Principles

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

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.

Collaboration with other Councils (section 109 *Local Government 2020*) and Governments and statutory bodies is to be sought along with Financial and Resource Implications and Opportunities.

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.

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

### **Attachment List**

1. Audit and Risk Committee Signed Biannual Report for the period 1 July 2023 to 31 December 2023 [7.6.1 - 9 pages]

## 7.7. ROAD MANAGEMENT PLAN COMPLIANCE REPORT

Author: Tony Scott, Senior Assets Officer  
Director: Stuart Husband, Director Assets

### Executive Summary

Maintenance activity reporting was identified as 'high risk' as the result of an internal audit carried out in March 2021. Due to the lack of robust maintenance systems and reporting, a method to extract data for reporting purposes from Conquest III is necessary.

It is recommended that the report data and format provided be used to provide quarterly reports in accordance with the audit recommendations. More detailed reporting is not possible at this time.

### Recommendation

That the Audit and Risk Committee receives the Road Management Plan Compliance Report.

### MOTION

#### **MOVED Mayor Cr Stephens**

**That the Audit and Risk Committee receives the Road Management Plan Compliance Report.**

#### **SECONDED Cr Carr**

#### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

**ACTION:** Member Saunders requested a report to be provided to the next Audit and Risk Committee Meeting identifying trends and that clarification be provided on Table 1 - Regular inspections required column.

### Background/Key Information:

An internal audit carried out in March 2021, covering a review of the Road Management Plan, identified a 'high risk' in terms of maintenance activity reporting:

#### *4.1 Management Reporting*

- *Management need to present regular reporting to senior management which outlines both inspection routine compliance and maintenance target compliance. Management reporting should include, but not be limited to:*

- *total work orders created*
  - *work orders completed within intervention levels*
  - *work orders completed outside of intervention levels*
  - *work orders not completed and remain outstanding*
  - *inspections completed*
  - *inspections overdue/outside inspection frequencies*
  - *unresolved requests captured on ECM*
- *Within the RMP compliance reporting, management need to include the age of overdue inspections and defects and the timeframe for non-compliant inspections and maintenance.*
  - *Management need to implement a target compliance percentage for inspections and maintenance to create accountability. (e.g. Unit KPI's)*

These observations apply to all maintenance activities, across all asset groups and classes.

Unfortunately, Conquest III, the asset management system used by Council is outdated, does not cover all asset groups / classes and is extremely limited in its ability to support and report on maintenance activities.

In addition, upgrading to Conquest IV has been delayed continually, mainly due to unresolved questions regarding integration and support of the mapping system (Patchmaps) and the project to incorporate an overall asset management system within an Enterprise Resource Planning (ERP) solution.

To overcome the current gap, Assets team has compiled a query and spreadsheet to provide a quarterly report to address this risk (as best as possible). Section 3 of the current Glenelg Shire Council Road Management Plan (RMP) specifies inspection types and routines for roads, footpaths and bridges/major culverts.

The attached report provides maintenance metrics and the associated maintenance performance activity.

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.

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

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

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

*Local Government Act 2020*, Section 54 and in accordance with risks identified in the AFS Internal Audit Report 2023-01 Asset and Infrastructure Management.

c. Consultation and/or communication processes implemented or proposed

Internal consultation included a report to Executive Team.

d. Financial Implications and Collaboration

Nil – report to be produced internally.

e. Governance Principles

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

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. Road Management Plan Compliance Metrics LIVE [7.7.1 - 3 pages]

*Mr Stuart Husband left the meeting at 2.13pm.*

## 7.8. LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK - FY2023/24 - HALF YEAR REPORT

Author: Lauren Easson, Chief Finance Officer  
Director: David Hol, Director Corporate Services

### Executive Summary

This report provides an update on the Local Government Performance Reporting Framework (LGPRF) half-year results for the current financial year 2023/24.

### Recommendation

That the Audit and Risk Committee receives the Local Government Performance Reporting Framework (LGPRF) half year results for the current financial year.

### **MOTION**

#### **MOVED Member Philip Saunders**

**That the Audit and Risk Committee receives the Local Government Performance Reporting Framework (LGPRF) half year results for the current financial year.**

#### **SECONDED Member Greg Tremewen**

#### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes,  
Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

### Background/Key Information:

Established in 2014, the primary objective of the LGPRF is to provide comprehensive performance information that meets the needs of several audiences.

In meeting this objective:

- Councils will have information to support strategic decision-making and continuous improvement.
- Communities will have information about council performance and productivity.
- Regulators will have information to monitor compliance with relevant reporting requirements.
- State and Federal Governments will be better informed to make decisions that ensure an effective, efficient and sustainable system of Local Government.

The data generated by the LGPRF can also provide an incentive to improve the performance of local government services by:



- Enhancing measurement approaches and techniques.
- Helping councils identify where there is scope for improvement.
- Promoting greater transparency and informed debate about comparative performance.

The results of the LGPRF are released publicly via two methods, Council's Annual Report and the Local Government Sector Performance Reporting (LGV website).

In addition to the quarterly Financial Report currently submitted to Council and Audit and Risk Committee, Glenelg Shire Council is providing a 6-month report on the Service Areas.

Attached to this report is a snapshot of the first 6 months of this financial year for the service areas currently covered by the Local Government Performance Reporting Framework:

- Aquatic Facilities
- Animal Management
- Food Safety
- Governance
- Libraries
- Maternal and Child Health
- Statutory Planning
- Waste Collection

A comment is provided for variances plus or minus 10%, and also where the indicator is not provided for 6 month comparative purposes. In some cases data is only extracted on an annual basis given the complexity of the indicator.

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

In accordance with the *Local Government (Planning and Reporting) Regulations 2020*, Schedule 1 Annual Report – Governance and Management Checklist, Council is required to prepare Performance Reports 6 monthly.

c. Consultation and/or communication processes implemented or proposed

The results of the LGPRF are released publicly via two methods, Council's Annual Report and the Local Government Sector Performance Reporting (LGV website).

d. Financial Implications and Collaboration

Not Applicable.

e. Governance Principles

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

**Attachment List**

1. GSC LGPRF 6 Month Report of Operations H - Copy [7.8.1 - 5 pages]

## **8. REGULAR REPORTS**

### **8.1. GLENELG SHIRE COUNCIL FINANCIAL REPORT DECEMBER 2023**

Author: Lauren Easson, Chief Finance Officer  
Director: David Hol, Director Corporate Services

#### **Executive Summary**

The Financial Report is a key document in assuring responsible and responsive governance and decision making. This high-level report is provided to give Council the ability to monitor Glenelg Shire's financial performance.

#### **Recommendation**

That the Audit and Risk Committee receives the financial report for the period ending December 2023.

## **MOTION**

### **MOVED Member Greg Tremewen**

**That the Audit and Risk Committee receives the financial report for the period ending December 2023.**

### **SECONDED Member Philip Saunders**

## **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

#### **Background/Key Information:**

The 2022/2023 Annual Budget was adopted by Council 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.

#### **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:

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

c. Consultation and/or communication processes implemented or proposed

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

d. Financial Implications and Collaboration

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

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

The Financial Report provides commentary on all material variances (Greater than 10% or \$500K) to the adopted 2023/2024 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 - December 2023 [**8.1.1** - 8 pages]

*This report was discussed after item 7.5 Business Continuity Plan.*

## **8.2. RISK, WORKCOVER AND OHS QUARTERLY REPORT**

Author: Lynne Thompson, Risk & Safety Manager  
Director: David Hol, Director Corporate Services

### **Executive Summary**

The reports provide an overview of Risk, Workcover and Occupational Health and Safety matters for the period 1 October 2023 to 31 December 2023

### **Recommendation**

That the Audit and Risk Committee receives the Risk, Workcover and Occupational Health and Safety (OHS) Quarterly Reports.

### **MOTION**

#### **MOVED Member Philip Saunders**

**That the Audit and Risk Committee receives the Risk, Workcover and Occupational Health and Safety (OHS) Quarterly Reports.**

#### **SECONDED Member Bonnie Holmes**

#### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

### **Background/Key Information:**

The reports provide an overview of Risk Management, Workcover, Insurance and Occupational Health and Safety, for the period 1 October to 31 December 2023.

Some notable points include:

- No new Workcover claims for this period (last claim Dec 2022)
- Outline the Safety focus each month for this quarter
- Work Safe Method Statement process refined
- 37 on-site audits completed for the quarter
- Summary of insurance claims and possible future claims
- Summary of Workcover claims currently being managed
- All reported injuries were investigated.

#### **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

Compliance monitoring and improvements are undertaken in accordance with the *Occupational Health and Safety Act 2004*, and Regulations, and any relevant legislation when undertaking Risk, Workcover and Injury Management.

c. Consultation and/or communication processes implemented or proposed

Consultation processes are undertaken in accordance with the *Occupational Health and Safety Act 2004* and Regulations and Council's Policies and Procedures.

d. Financial Implications and Collaboration

Risk Management, Workcover, Insurance and Occupational Health and Safety is undertaken to ensure the best outcome and within budget requirements.

e. Governance Principles

Innovation and continuous improvement is to be pursued.

**Attachment List**

1. Confidential Work Cover Quarterly Report 1 October to 31 December [8.2.1 - 4 pages]
2. Risk Management Quarterly Report 1 October to 31 December 1 [8.2.2 - 3 pages]
3. OHS Quarterly Report 1 October to 31 December [8.2.3 - 9 pages]

### 8.3. COUNCILLORS QUARTERLY EXPENDITURE REPORT

Director: Greg Wood, Chief Executive Officer

#### Executive Summary

This Quarterly Expenditure Report is presented to the Audit & Risk Committee on a quarterly basis in the interests of accountability and transparency.

This report is for Councillor expenditure that has been incurred during the period 1 October 2023 to 31 December 2023.

#### Recommendation

That the Audit & Risk Committee receives the Councillors quarterly expenditure report for the period 1 October 2023 to 31 December 2023.

### MOTION

**MOVED Member Greg Tremewen**

**That the Audit & Risk Committee receives the Councillors quarterly expenditure report for the period 1 October 2023 to 31 December 2023.**

**SECONDED Member Bonnie Holmes**

**CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

#### Background/Key Information:

In accordance with Section 40 of the *Local Government Act 2020*:

- (1) A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied -
  - (a) Are bona fide expenses; and
  - (b) Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
  - (c) Are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

Regulation 14 (db) of the *Local Government (Planning and Reporting) Regulations 2020* requires that expenses, including reimbursements of expenses for each Councillor and member of a Council Committee paid by the Council are to be categorised separately as:

- Travel expenses (Includes remote allowance) – TR

- Car mileage expenses – CM
- Childcare expenses – CC
- Information and communication technology – IC; and
- Conference and training expenses – CT.

Under Section 41(2)(d) of the *Local Government Act 2020*, Council must have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*. This is a new requirement under the *Local Government Act 2020*, therefore is not addressed in *Regulation 10e, f & g of the Local Government (Planning and Reporting) Regulations 2020*.

Documentation is required to provide evidence of the expense specifying the business purpose for each claim.

Councillors are also required to maintain a logbook with each entry providing a clear description of the business purpose.

Following is a table of expenditure that has been incurred by Councillors during the period 1 October 2023 to 31 December 2023.

*Note: In some instances, journaling of some items may not necessarily appear in the month that they were expended and will appear in the next quarterly report.*

Councillor	TR	CM	CC	IC	CT	Grand Total	YTD
Carr				\$372		\$372	\$611
Hawker				\$245		\$245	\$484
Martin	\$1,752			\$372		\$2,124	\$7,277
A McDonald				\$53		\$53	\$53
R McDonald				\$53		\$53	\$53
Northcott	\$101			\$404		\$505	\$744
Smith				\$245		\$245	\$484
Stephens	\$2,802	\$3,569		\$427	\$65	\$6,863	\$15,266
Wilson	\$279	\$357		\$424		\$1,060	\$1,707
Grand Total	\$4,934	\$3,926		\$2,596	\$65	\$11,521	\$26,679

In accordance with Section 39 of the *Local Government Act 2020*, Councillors are entitled to receive an allowance whilst performing their duty as a Councillor. The Mayor or a Deputy Mayor are also entitled to receive a higher allowance with the Mayor being provided full use of a vehicle.

Following is a table of Councillor allowances paid for the period 1 October 2023 to 31 December 2023.



Councillor	Amount	YTD
Carr	\$7,217	\$14,435
Hawker	\$946	\$7,389
Martin	\$9,674	\$36,428
A McDonald	\$5,095	\$5,095
R McDonald	\$5,095	\$5,095
Northcott	\$8,104	\$13,777
Smith	\$1,794	\$11,583
Stephens	\$26,382	\$34,717
Wilson	\$8,104	\$16,438
Grand Total	\$66,930	\$144,956

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

- *Local Government Act 2020* – Section 39 Allowances for Mayors, Deputy Mayors and Councillors.
- *Local Government Act 2020* – Section 40 Reimbursement of Expenses of Councillors and members of a delegated committee.
- Regulation 10 e, f & g of the *Local Government (Planning and Reporting Regulations 2020)*.
- *Carers Recognition Act 2012*.

c. Consultation and/or communication processes implemented or proposed

Councillor Expenditure is reported on a quarterly basis to the Council Meeting and Audit and Risk Committee, and the quarterly expenditure is accessible via Council's website.

Councillor Expenditure is also reported annually in Council's Annual Report.

d. Financial Implications and Collaboration

Councillor Allowances and Councillor Expenditure are accounted for in the 2023-2024 Annual Council 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.

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

**Attachment List**

Nil

#### 8.4. CEO & EA EXPENDITURE - CREDIT CARD AND REIMBURSEMENTS

Author: Lauren Easson, Chief Finance Officer  
Director: David Hol, Director Corporate Services

##### Executive Summary

This report provides the Audit and Risk Committee with a report on Chief Executive Officer (CEO) and CEO Executive Assistant (EA) Expenditure. This report is required as a result of the actions resulting from an audit undertaken by VAGO on Fraud and Corruption Control in Local Government.

##### Recommendation

That the Audit and Risk Committee receives the report on CEO & EA Expenditure for the period 1 November to 31 January 2024.

##### MOTION

##### **MOVED Member Philip Saunders**

**That the Audit and Risk Committee receives the report on CEO & EA Expenditure for the period 1 November to 31 January 2024.**

##### **SECONDED Member Greg Tremewen**

##### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

##### Background/Key Information:

In June 2019 the Victorian Auditor-General tabled its report to Parliament on *Fraud and Corruption Controls – Local Government*. Council undertook a self-assessment of the VAGO Report findings and identified a number of areas for improvement. The actions from this assessment were considered by the Audit and Risk Committee at the meeting held on 5 December 2019.

In this report VAGO identified limitations in fraud and corruption controls over staff expenditure, particularly CEO expenditure. The following statement was included in the VAGO report for CEO expenditure:

*We consider better practice would be for the councils' CFOs or equivalent to approve CEO expenditure and for councils to refer the full transaction history to their ARC or council for periodic review. This increases financial scrutiny and ensures that mayors are not involved in daily council business, which is not their role.*

One of the recommendations from Internal Audit was to report CEO and CEO Executive Assistant expenditure, including petty cash, credit card and reimbursement expenditure, to the Audit and Risk Committee commencing at the March 2020 meeting. These transactions are documented in the separate circulation and a summary is provided in the table below:

**CEO and EA Expenditure for the period 1 Nov 2023 to 31 Jan 2024**

Employee	Credit Card	Petty Cash
Paul Phelan	\$ 370.00	\$ -
Greg Wood	\$ -	\$ 760.80
Laura Van Oosten	\$ 1,870.65	\$ -
<b>Total Expenditure</b>	<b>\$2,240.65</b>	<b>\$ 760.80</b>

Other expenditure accounts for employee reimbursements either through petty cash or the creditor system.

These expenditure transactions are now approved by the CFO or Director Corporate Services, rather than the Mayor.

a. Council Plan and Policy Linkage

Leading Glenelg - Create shared visions within the Community, ensuring agreed outcomes

b. Legislative, Legal and Risk Management Considerations

In June 2019 the Victorian Auditor-General tabled its report to Parliament on Fraud and Corruption Controls – Local Government. In this report VAGO identified limitations in fraud and corruption controls over staff expenditure, particularly CEO expenditure. Council have prepared this report on credit card and reimbursement expenditure for the CEO and CEO EA to improve these controls.

c. Consultation and/or communication processes implemented or proposed

The VAGO Report on Fraud and Corruption Control has been presented to Councillors, Audit and Risk Committee and the Executive Team.

d. Financial Implications and Collaboration

It is not possible to quantify the financial or resource implications relating to any improvements in internal controls.

e. Governance Principles

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

**Attachment List**

1. CEO and EA Credit Card Expenditure Nov 2023 to Jan 2024 [8.4.1 - 3 pages]
2. CEO and EA Creditor Reimbursements Nov 2023 to Jan 2024 [8.4.2 - 1 page]

8.5. INTERNAL AUDIT ACTION LIST

Author: Kylie Walford, Corporate Governance Coordinator  
 Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to brief the Audit and Risk Committee on the current status of the Internal Audit Action List.

Recommendation

That the Audit and Risk Committee receives the Internal Audit Action List Report.

**MOTION****MOVED Member Philip Saunders**

**That the Audit and Risk Committee receives the Internal Audit Action List Report.**

**SECONDED Member Bonnie Holmes****CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil

Background/Key Information:

In accordance with the Audit and Risk Committee Annual Workplan under 'Internal Control Environment', the Audit and Risk Committee is to receive a quarterly report on the status of the Internal Audit Action List.

The Internal Audit Action List details each recommendation from prior internal audits conducted, as well as external financial audits which contain recommendations requiring action.

Once items have been completed, they are removed from the list and documented in this report.

Management comments have been updated for items in progress and one item has been completed in the last quarter, which is reflected in this report.

No	Title	Audit Recommendation
cs3.1	External Audit 2022-23 Financial Report & Performance Statement of	Roads to Recovery (R2R) quality and review - (2023.4 September 2023) There were inaccuracies in previous financial years' calculations, resulting to an incorrect carry-forward amounts in the statements. In the current financial year, a discrepancy arose in the figures pertaining to GSC's own source expenditures. In addition, there

	Glenelg Shire Council	<p>were omissions of pertinent information in the statements for the preceding 3 financial years. In consequence, GSC is looking to resubmit 3 revised Roads to Recovery statements from 2020-21.</p> <p>We recommend conducting a thorough review of the R2R statements and transactions to identify errors and inconsistencies in the supports; this will maximise efficiency to ensure that it complies with the requirements. The quality review process should be performed prior to providing the information and supporting documentation for audit.</p>
<p><u>Management Comments:</u> VAGO have signed off on the previous 3-year audits and as a result Roads to Recovery reporting has been finalised and the December quarterly report submitted. R2R payments should be received around mid March and mid May.</p>		

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

In accordance with s53 of the *Local Government Act 2020*, Council must establish an Audit and Risk Committee.

The aim of the Audit and Risk register is to assist with adopting effective internal controls to mitigate the risk.

c. Consultation and/or communication processes implemented or proposed

Communication was undertaken with key staff with comments updated as required.

d. Financial Implications and Collaboration

Resource and budget implications will vary dependent upon the specific audit recommendation.

e. Governance Principles

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

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. Collaboration with other Councils (section 109 *Local Government 2020*) and Governments and statutory bodies is to be sought along with Financial and Resource Implications and Opportunities.

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.

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

### **Attachment List**

1. Internal Audit Action List for the financial year 2023 2024 Updated February 2024 [**8.5.1** - 10 pages]

## 8.6. AUDIT AND RISK COMMITTEE WORK PLAN YEAR ENDING 2024

Author: Kylie Walford, Corporate Governance Coordinator  
Director: David Hol, Director Corporate Services

### Executive Summary

In accordance with Section 54 (3) of the *Local Government Act 2020* an Audit and Risk Committee must adopt an annual work program (plan).

The Annual Work Plan is a standing item to the Audit and Risk Committee Agenda.

### Recommendation

That the Audit and Risk Committee receives the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2024, as a quarterly standing item, with the following amendments:

- a. Removal of VicRoads Information Protection Agreement Audit.
- b. Increased reporting on the Local Government Performance Reporting Framework (LGPRF) from annually to bi-annually.
- c. Removal of Cyber Crime Action Plan.
- d. Addition of Glenelg Shire Council Project Update.

### MOTION

#### **MOVED Member Philip Saunders**

**That the Audit and Risk Committee receives the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2024, as a quarterly standing item, with the following amendments:**

- a. **Removal of VicRoads Information Protection Agreement Audit.**
- b. **Increased reporting on the Local Government Performance Reporting Framework (LGPRF) from annually to bi-annually.**
- c. **Removal of Cyber Crime Action Plan.**
- d. **Addition of Glenelg Shire Council Project Update.**

#### **SECONDED Mayor Cr Stephens**

#### **CARRIED**

**FOR:** Member David Stafford, Member Philip Saunders, Member Bonnie Holmes, Member Greg Tremewen, Mayor Cr Stephens, Cr Carr and Cr Northcott

**AGAINST:** Nil



Background/Key Information:

The Audit and Risk Committee endorsed the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2024 at its meeting on 1 June 2023, with Council adoption on 27 June 2023.

The annual work plan sets the agenda for the Committee for the next 12 months.

There are four amendments to the Audit and Risk Committee Annual Work Plan this quarter, as outlined in the recommendation:

1. Removal of VicRoads Information Protection Agreement Audit.

The annual VicRoads Information Protection Agreement Audit has been removed due to it being an operational process. Any non-compliances identified in the audit will be reported through the quarterly Attestation Compliance Report.

2. Increase reporting on the Local Government Performance Reporting Framework (LGPRF) from annually to bi-annually.

Legislative requirement in accordance with the *Local Government (Planning & Reporting) Regulations 2014*.

3. Removal of Cyber Crime Action Plan.

Item completed.

4. Addition of Glenelg Shire Council Project Update.

Presented to the December Audit and Risk Committee and supported for future presentations bi-annually.

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 54 (3) of the *Local Government Act 2020* states that an Audit and Risk Committee must adopt an annual work program.

c. Consultation and/or communication processes implemented or proposed

Quarterly Audit and Risk Committee item to be reviewed prior to 30 June each year.

d. Financial Implications and Collaboration

Not Applicable.

e. Governance Principles

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

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.

Collaboration with other Councils (section 109 *Local Government 2020*) and Governments and statutory bodies is to be sought along with Financial and Resource Implications and Opportunities.

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.

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

**Attachment List**

1. Current Audit and Risk Committee Annual Work plan 1 July 2023 to 30 June 2024 [8.6.1 - 5 pages]

**9. CONFIDENTIAL REPORTS****10. ANY OTHER BUSINESS**

## 1. CEO Recruitment Process Update

Mayor Cr Stephens provided a verbal update on the Chief Executive Officer recruitment process.

**ACTION:** That members be updated when the advertising period commences.

## 2. Staffing Update

Acting Director Corporate Services Jayne Miller provided a staffing movement update. The Committee thanked Lauren Easson and Rachael Currie for their dedication to the organisation and Committee.

**ACTION:** That members are updated on key staff personnel movements through the Audit and Risk Committee meetings.

**11. NEXT AUDIT AND RISK COMMITTEE MEETING**

The next Audit and Risk Committee Meeting will be held on Thursday 6 June 2024.

**12. CLOSURE OF AUDIT AND RISK COMMITTEE MEETING**

The Audit and Risk Committee meeting closed at 2:39 pm.



# AUDIT AND RISK COMMITTEE

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## BIANNUAL REPORT

For the Period 1 July 2023 to 31 December  
2023

Presented to the Audit and Risk Committee on 7 March 2024.

To be adopted by Council at its meeting on 23 April 2024.

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## **PURPOSE OF THIS REPORT**

The purpose of this report is to provide to Council a bi-annual report on the activities of Council's Audit and Risk Committee in accordance with the *Local Government Act 2020*.

## **BACKGROUND**

Under Section 54 (5) of the *Local Government Act 2020* an Audit and Risk Committee must prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations. This biannual report must be provided to the Chief Executive Officer for tabling at the next Council Meeting.

Under Section 53 of the *Local Government Act 2020* it is a requirement that Council must establish an Audit and Risk Committee.

The Glenelg Shire Council Audit Committee (the Committee) was established in 1997 and the Audit and Risk Committee was reconstituted on 25 August 2020 following the introduction of the *Local Government Act 2020*.

## **AUDIT COMMITTEE CHARTER**

Under Section 54 (1) of the *Local Government Act 2020* it is a requirement for Council to prepare and approve an Audit and Risk Committee Charter.

The Committee reports to Council and provides advice, assurance and recommendations relevant to its charter.

Under Section 54 (2) of the *Local Government Act 2020*, the Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including the following:

- Monitor the compliance of Council policies and procedures with:
  - The overarching governance principles; and
  - The *Local Government Act 2020* and the regulations and any Ministerial directions.
- Monitor Council financial and performance reporting;
- Monitor and provide advice on risk management and fraud prevention systems and controls; and
- Oversee internal and external audit functions.

The Charter is reviewed bi-yearly. The revised Audit and Risk Committee Charter for 2023-2025 was received by the Audit and Risk Committee on 1 June 2023 and therefore is due for review by June 2025.

**MEMBERSHIP**

Membership of the Committee currently comprises of four independent representatives, one of whom is chair, and three Councillors including the Mayor. The Committee meets at least four times a year.

Membership for the period 1 July 2023 to 31 December 2023 was as follows:

<b>Name</b>	<b>Membership Type</b>	<b>Term Expiry Date</b>
<b>Independent Members</b>		
Mr David Stafford	Independent Member – <i>Chairperson (elected 7 December 2023)</i>	26 August 2024
Mr Philip Saunders	Independent Member	29 February 2024
Ms Bonnie Holmes	Independent Member	31 August 2025
Mr Greg Tremewen	Independent Member	26 April 2027
<b>Councillor Representatives</b>		
Cr Karen Stephens	Mayor	November 2024
Cr Michael Carr	Councillor	November 2024
Cr John Northcott	Councillor (Appointed 28 November 2023)	November 2024
Cr Scott Martin	Councillor	Expired 28 November 2023

The Chairperson of the Committee is appointed on an annual basis from the independent membership by all members of the Committee.

The Chief Executive Officer, Director Corporate Services, Chief Finance Officer and Corporate Governance Coordinator attend all meetings by invitation to assist the Committee, however they do not have voting rights. A standing invitation is also extended to the Council’s appointed VAGO representative (external auditor) KPMG and Council’s Internal Auditors (AFS & Associates).

**MEETINGS AND ATTENDANCE**

Two meetings were held between 1 July 2023 and 31 December 2023 and member attendance was as follows:

<b>Member Name</b>	<b>Meeting 1 14 September 2023</b>	<b>Meeting 2 7 December 2023</b>
Mr David Stafford	✓	✓
Mr Philip Saunders	✓	✓
Ms Bonnie Holmes	✓	✓
Mr Greg Tremewen	✓	✓
Cr Karen Stephens	✓	✓
Cr Michael Carr	✓	✓

Cr John Northcott	Not yet appointed	✓
Cr Scott Martin (Former Mayor)	✘	Expired 28 November 2023

✓ = Attended

✘ = Apology received

The Committee's meeting schedule for the remainder of the 2023/2024 year is as follows:

- 7 March 2024
- 6 June 2024.

## EXTERNAL AUDIT

Council's external auditor is the Victorian Auditor General. The Auditor-General appointed KPMG in November as its audit service provider to conduct the Glenelg Shire annual financial audit for the 2023/24 financial year.

The External Auditor's primary duty is to express an opinion on the financial statements, and to report to Council on any weakness in internal control identified during the audit.

## INTERNAL AUDIT

Council manages the internal audit function with audits being outsourced to a single service provider established via a public tender process to obtain specialist audit and financial advice and satisfy the requirements under the Council's Procurement Policy. AFS & Associates were awarded the contract on 1 August 2022, expiring 1 August 2024 with an option for one (1) two (2) year extension.

In accordance with the Audit and Risk Committee Charter, Council sets a Strategic Internal Audit Plan to direct the activities of the internal audit function. Internal audit provides a review of the effectiveness of governance, risk management and control processes.

A three-year Strategic Internal Audit Plan 2021-2024 was adopted by Council on 27 July 2021. The following Internal Audits were presented during the period 1 July 2023 and 31 December 2023:

- **Internal Audit – Climate Change Adaptation**  
(Internal Audit undertaken by AFS & Associates, presented to the Audit and Risk Committee on 7 December 2023)

For this review the objectives of the scope of works assessed the controls and processes associated within:



- Identify the framework for managing environmental sustainability and climate change including:
  - Strategies in place
  - Reporting against strategy, including management oversight
  - How environmental sustainability/risk factors are incorporated into decision making
  - Roles and responsibilities for implementation o the extent of disruption scenario analysis, stress testing, and assumptions reviewed.
- Benchmark the climate change risks identified and assessed within the risk register against other similar organisations/industry guidance.
- Evaluate the process to assess and identify future risks and impacts.
- Report on treatment plans and strategies promoted to address the risks and confirm the level of activity that has occurred.
- **Internal Audit – Human Resources Workforce Management**  
(Internal Audit undertaken by AFS & Associates, presented to the Audit and Risk Committee on 7 December 2023)

For this review the objectives of the scope of works assessed the controls and processes associated within:

- Review of staff attraction, recruitment and on boarding processes.
- Assess employee performance appraisal processes, ensuring basic requirements are met.
- Review staff development processes including assessing the existence of a training and skills management program, matrix and ensuring budget is made to allow for this.
- Confirm the existence of employee exit procedures and controls including return of Council assets, removal of IT and site access.

The internal audit reports contain recommendations regarding process and/or control improvements, along with management comments, which are included in the Audit and Risk Action Plan and reviewed quarterly by the Audit and Risk Committee to monitor the outstanding actions.

## **KEY ACTIVITIES – AUDIT AND RISK ANNUAL WORK PLAN**

Under Section 54 (3) of the *Local Government Act 2020* an Audit and Risk Committee must adopt an annual work program.

The Audit and Risk Committee Annual Work Plan sets the framework for the reports to be considered by the Committee throughout the year.

In addition, the Executive Team include additional items of interest during the year to keep the Committee briefed of emerging issues or changes.

The key activities of the Committee for the period 1 July 2023 to 31 December 2023 were as follows:

### Financial Reports

The Committee considered the following finance reports between 1 July 2023 and 31 December 2023:

- Audited Financial Statements as at 30 June 2023
- Glenelg Shire Council Financial September 2023
- Councillor Expenditure Report
- CEO and EA Expenditure Report – Credit Card reimbursements
- Outstanding Debtors at 30 June 2023
- Roads to Recovery 2022/2023
- Borrowings Policy
- Annual Update on Defined Benefits Superannuation vested benefit position.

### Risk Management

At each of its meetings the Committee considered a report that provides an overview of developments in relation to Council's organisational risk management function.

The Committee considered the following risk management reports between 1 July 2023 and 31 December 2023:

- Risk, Workcover and OHS Quarterly Report
- Review Council's Insurance Programme
- Council Litigation Matters

- Review Council's Risk Management Framework including Organisational Strategic Risk Register.

### Other Matters

The Committee also considered the following matters during the period 1 July 2023 and 31 December 2023 in accordance with its Charter and Annual Work Plan:

- Election of the Audit and Risk Committee Chairperson
- Audit and Risk Committee Biannual Report for the period 1 January 2023 to 30 June 2023;
- Information Assets Register
- Local Government Performance Reporting Framework 2022/2023
- Glenelg Shire Council Annual Report 2022-2023
- Audit and Risk Committee Self-Assessment Survey 2022-2023
- Review Key Policies – Fraud and Corruption Control Policy and Fraud and Corruption Control Plan
- Regulatory and Integrity Agency Reports:
  - VAGO Report Regulating Food Safety 2023 (June 2023)
- Audit and Risk Action List
- Cyber Security Incident Report
- Cyber Crime Action Plan
- Live Fire Business Continuity and Disaster Recovery Exercise Report
- Department of Transport and Planning Information Protection Agreement Audit 2022/2023
- Organisational Enterprise Resource Program (ERP) update
- People Matters Survey
- Attestation Compliance Report (Standing Item)
- Audit and Risk Committee Annual Work Plan Ending 30 June 2024 (Standing Item).

## **COMMITTEE PERFORMANCE**

As required by its Charter, the Committee is required to undertake a self-assessment of its performance measured against the Committee's obligations as detailed in the Charter. The results of the self-assessment were presented to the September 2023 Audit and Risk Committee Meeting.

The results of the self-assessment from seven respondents showed that members have rated the Audit and Risk Committee as having a special strength, performing as expected, with nil areas for focus.

## **MINUTES OF THE AUDIT AND RISK COMMITTEE**

In accordance with Section 54(6) of the *Local Government Act 2020* the Chief Executive Officer must ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee and table reports and annual assessments of the Audit and Risk Committee at Council meetings when required and when requested by the chairperson of the Audit and Risk Committee.

Accordingly, all minutes of the Audit and Risk Committee are presented to the next available Council Meeting.


## **CONCLUSION**

It is of the view that the Audit and Risk Committee has discharged its responsibilities under the Audit and Risk Committee Charter and that with the information presented to it, considers the Council has strong executive management, leadership and governance processes in place to proactively respond to organisational risks that may present.

The three-year Strategic Internal Audit Plan 2021-2024 and Internal Audit Annual Work Plan 2023-2024 have been developed taking into consideration both the organisation's operational and strategic risks as well as current emerging issues faced by the Glenelg Shire Council.

The Committee will continue to review Council's governance, accountability, risk and internal controls to reduce the risk to the organisation and recommend improvements where identified.

David Stafford, Chair



On behalf of the Audit & Risk Committee  
19 February 2024



**Glenelg Shire Council**  
**2023/2024 Financial Report - YTD March**

# Glenelg Shire Council 2023/2024 Financial Report - YTD March

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# Comprehensive Income Statement

For the Period ended March 2024

	2023/24 Adopted Budget	2023/24 Forecast Budget	March 2024 YTD Forecast	March 2024 YTD Actual
<b>Income</b>				
Rates and Charges	32,618,084	32,618,084	32,428,450	32,401,578
Statutory Fees and Fines	834,802	834,802	548,849	636,518
User Fees	2,760,794	2,636,479	1,941,030	1,864,183
Grants - Operating	15,163,792	6,233,179	5,243,332	5,790,237
Grants - Capital	7,989,264	25,971,143	14,082,576	14,939,642
Other Income	788,850	1,107,199	855,052	1,024,212
Contributions - Monetary	90,000	90,000	85,000	87,433
Net Gain (or Loss) on disposal of PP & E	340,000	340,000	262,395	248,509
<b>Total Income</b>	<b>60,585,586</b>	<b>69,870,886</b>	<b>55,486,684</b>	<b>56,992,311</b>
<b>Expenses</b>				
Employee Costs	(26,535,590)	(26,345,655)	(17,698,736)	(16,783,393)
Materials and Services	(17,694,600)	(19,721,445)	(14,502,535)	(13,532,340)
Borrowing Costs	0	0	0	(5,014)
Bad and Doubtful Debts	0	(150)	(150)	(250)
Other Expenses	(2,504,422)	(2,839,143)	(1,802,857)	(1,709,278)
Finance Costs - Leases	(17,098)	(17,098)	(12,819)	(11,479)
Depreciation and Amortisation	(12,747,713)	(12,747,713)	(9,577,652)	(9,572,145)
<b>Total Expenses</b>	<b>(59,499,423)</b>	<b>(61,671,204)</b>	<b>(43,594,749)</b>	<b>(41,613,899)</b>
<b>Surplus/(Deficit) for the year</b>	<b>1,086,163</b>	<b>8,199,682</b>	<b>11,891,935</b>	<b>15,378,412</b>

## Notes

Rates and Charges is equal to the total amount invoiced during this financial year (1 Jul 2023 to 30 Jun 2024)

Variance notes are based on a materiality threshold where the variance is greater or less than \$500,000 and this variance to YTD forecast or Full year budget is greater or less than 10 percent.

Category	Variance Notes
Statutory Fees and Fines	Statutory Fees and Fines Income is tracking \$88k above the 23/24 YTD budget. There has been increased income in the following areas: Planning Applications (\$45k); Building Fees (\$21k) and fees related to Subdivision Works (\$15k). Statutory Fees and Fines are on par with March 22/23.
Grants - Operating	Operating Grants are \$547k higher than March YTD budget. This is due to higher Childcare and Kindergarten Grant Income of \$242k; new VicHealth funding of \$72k; Flood related damage funding of \$172k; additional Rapid Antigen funding of \$60k; and a timing difference for L2P funding of \$45k; . This has been offset by \$45k of funding still to be received for various projects.
Grants - Capital	Capital Grants are \$857k above the March YTD Forecast. \$3.8M in Roads to Recovery (R2R) funding was received in March which was higher than the expected \$3M. We expect an additional \$842k of R2R funding to be received by 30 June 2024.
Borrowing Costs	YTD Borrowing Costs are \$5k. The \$7M loan is yet to be drawn down due to sufficient cash balances YTD.

## Balance Sheet

For the Period ended March 2024

	2023/24 Adopted Budget	2023/24 Forecast Budget	March 2024 YTD Actual
<b>Assets</b>			
<b>Current assets</b>			
Cash and Cash Equivalents	5,644,000	9,165,657	13,326,485
Trade and other receivables	3,204,000	3,204,000	8,776,746
Inventories	200,000	200,000	212,574
Prepayments	350,000	350,000	4,808
Other Assets	50,000	50,000	0
<b>Total current assets</b>	<b>9,448,000</b>	<b>12,969,657</b>	<b>22,320,614</b>
<b>Non-current assets</b>			
Non current Trade and other receivables	10,000	10,000	0
Property, infrastructure, plant and equipment	451,784,000	478,716,516	469,593,313
Right of Use Assets	116,000	230,000	292,891
<b>Total non-current assets</b>	<b>451,910,000</b>	<b>478,956,516</b>	<b>469,886,204</b>
<b>Total assets</b>	<b>461,358,000</b>	<b>491,926,173</b>	<b>492,206,818</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	2,100,000	2,100,000	466,527
Trust funds and deposits	1,000,000	1,000,000	1,168,120
Provisions	5,141,000	5,141,000	3,772,578
Interest-bearing loans and borrowings	587,000	587,000	68,878
Lease Liabilities - Current	86,000	86,000	58,081
<b>Total Current liabilities</b>	<b>8,914,000</b>	<b>8,914,000</b>	<b>5,534,184</b>
<b>Non-current liabilities</b>			
Non Current Provisions	8,046,000	8,046,000	10,705,517
Non Current Interest-bearing loans and borrowings	6,674,000	6,674,000	282,112
Lease Liabilities - Non Current	38,000	38,000	250,189
<b>Total Non-current liabilities</b>	<b>14,757,000</b>	<b>14,758,000</b>	<b>11,237,818</b>
<b>Total liabilities</b>	<b>23,671,000</b>	<b>23,672,000</b>	<b>16,772,002</b>
<b>Net assets</b>	<b>437,687,000</b>	<b>468,254,173</b>	<b>475,434,816</b>
<b>Equity</b>			
Accumulated surplus	142,267,837	127,895,000	127,896,703
Reserves	293,875,509	331,702,000	331,702,210
Reserves - Restricted Cash	457,491	457,491	457,491
Operating Surplus (Deficit)	1,086,163	8,199,682	15,378,412
<b>Total Equity</b>	<b>437,687,000</b>	<b>468,254,173</b>	<b>475,434,816</b>



## Balance Sheet variance analysis

For the Period ended March 2024

Category	Variance Notes
Cash and cash equivalents	Cash and Cash Equivalents increased by \$1.6M for the month of March to \$13.3M. Cash inflows consisted of Rates and User Fees income of \$2.5M, Grant Income of \$4.4M and Other income \$226k (total \$7.1M). This was offset by outgoings for the same period of \$1.9M in Employee Costs, \$1.4M in Materials & Services costs, \$1.6M for Fire Service Levy Payments to the Government and \$767k in Capital Works (total \$5.7M).
Trade and other receivables	Trade and other receivables have decreased by \$2.6M to \$8.8M for the period ending 31 March 2024. Rates debtors decreased by \$2.2M to \$6.3M at EOM. Other receivables includes - Grant debtors of \$941k and Fire Services Debtors of \$687k. The final rates instalment falls due at the end of May.
Right of use assets	The value of Right of Use Assets is higher than budget due to new Lease Agreements entered into during the year. A new lease for HP Devices was taken out in November.
Trade and other payables	Trade and Other payables decreased by \$1.5M during the month of March to \$467k. The majority of Trade and Other Payables is due to \$381k of Rates Overpayments.
Provisions	Current and Non Current provisions are made up of Employee, Landfill and Gravel Pit Provisions. Employee Provisions decreased by \$100k due to payments of Annual Leave and Long Service Leave made during March.
Interest Bearing Loans and borrowings	New borrowings of \$7M are budgeted for the 2023/24 Financial Year. These funds are expected to be drawn down in the coming months to finance major capital works projects.
Reserves	Council undertook an independent valuation on Land and Buildings in 2022/23. This movement is reflected in the Equity Reserve.

## Statement of Cash Flows

For the Period ended March 2024

	2023/24 Adopted Budget	2023/24 Forecast Budget	March 2024 YTD Actual
	Inflow (Outflow)	Inflow (Outflow)	Inflow (Outflow)
<b>Cash flows from operating activities</b>			
Rates, Charges & User Fees (including kerbside collection)	35,379,000	35,254,563	29,432,806
Grants	32,487,000	18,874,932	12,721,949
Statutory Fees and Fines	835,000	834,802	636,518
Contributions - monetary	90,000	90,000	87,433
Interest received	150,000	200,000	204,143
Other receipts	639,000	907,199	820,069
Employee costs	(26,536,000)	(26,345,655)	(19,428,976)
Materials and services	(19,027,000)	(20,978,924)	(14,788,635)
Short term, low value and variable lease payments	(17,000)	(50,000)	(77,272)
Trust funds and deposits repaid	0	(100,000)	(657,234)
Other payments	(2,503,000)	(2,839,143)	(1,455,969)
GST	0	0	(45,244)
<b>Net cash provided by/(used in) operating activities</b>	<b>21,497,000</b>	<b>5,847,774</b>	<b>7,449,587</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	(28,138,000)	(16,638,775)	(7,263,101)
Proceeds from sale of property, infrastructure, plant and equipment	340,000	340,000	248,509
Payments for investments	0		0
Proceeds from investments	0	0	0
Loans and advances made	0	0	0
Payments of loans and advances	0	0	0
<b>Net cash provided by/(used in) investing activities</b>	<b>(27,798,000)</b>	<b>(16,298,775)</b>	<b>(7,014,592)</b>
<b>Cash flows from financing activities</b>			
Finance costs	0	0	0
Proceeds from borrowings	7,000,000	7,000,000	0
Repayment of borrowings	(452,400)	(452,400)	(202,949)
Interest paid - Lease liabilities	(17,400)	(17,098)	(11,690)
Repayment of lease liabilities	(194,200)	(193,844)	(173,872)
<b>Net cash provided by/(used in) financing activities</b>	<b>6,336,000</b>	<b>6,336,658</b>	<b>(388,510)</b>
Net increase (decrease) in cash and cash equivalents	36,000	(4,114,343)	46,484
Cash and cash equivalents at the beginning of the financial year	5,608,000	13,280,000	13,280,000
<b>Cash and cash equivalents</b>	<b>5,644,000</b>	<b>9,165,657</b>	<b>13,326,484</b>

## Statement of Capital Works

For the Period ended March 2024

	2023/24 Adopted Budget	2023/24 Forecast Budget	March 2024 YTD Actual
<b>Property</b>			
Buildings	375,000	6,540,523	278,236
Land	0	0	0
<b>Total Property</b>	<b>375,000</b>	<b>6,540,523</b>	<b>278,236</b>
<b>Plant and Equipment</b>			
Cultural Collection Acquisitions	10,000	30,000	3,000
IT Equipment	0	0	0
Plant, machinery and equipment	1,135,000	1,436,203	714,716
Fixtures, fittings and furniture	10,000	0	0
Library Resources	95,000	95,000	58,247
<b>Total Plant and Equipment</b>	<b>1,250,000</b>	<b>1,561,203</b>	<b>775,963</b>
<b>Infrastructure</b>			
Roads	2,905,000	8,056,330	1,551,409
Roads - LRCI	1,311,000	1,311,000	0
Bridges	200,000	1,067,478	0
Footpaths and Street Furniture	100,000	100,000	0
Drainage	100,000	2,573,704	59,086
Recreational, Leisure and Community facilities	200,000	2,473,386	2,345,010
Waste Management	20,000	80,000	57,490
Parks, Open Space and Streetscapes	160,000	1,944,694	654,405
Aerodrome	50,000	147,080	39,628
Off Street Carparks	50,000	50,000	0
Other Infrastructure - LRCI	2,274,000	4,286,535	1,334,868
Other Infrastructure - Other	3,000,000	3,397,014	7,557
<b>Total Infrastructure</b>	<b>10,370,000</b>	<b>25,487,221</b>	<b>6,049,453</b>
<b>Total Capital Works Expenditure</b>	<b>11,995,000</b>	<b>33,588,947</b>	<b>7,103,652</b>
<b>Capital Works represented by:</b>			
New asset expenditure	5,274,000	22,442,416	4,554,501
Asset renewal expenditure	6,721,000	8,597,827	2,443,123
Asset upgrade expenditure	0	2,548,704	106,027
<b>Total Capital Works</b>	<b>11,995,000</b>	<b>33,588,947</b>	<b>7,103,652</b>

### Notes -

• The 2023/2024 Forecast Budget consists of \$12M of Capital works from the Adopted budget plus an additional \$21.6M of Capital Project Budget carried forward from the 2022/2023 financial year.

• We expect that \$13.5M of Capital works will be a carry forward to the 2024/2025 Financial Year and \$3M will be discontinued. The estimated value of works to be completed for 2023/2024 is \$17M. Of the \$17M of works we expect to complete, we have completed 42.77%.

Category	Variance Notes
Property	The Forecast Budget for "Property" Capital Works is now \$6.6M and includes carry forward budget of \$5.9M for the Foreshore Multipurpose Building and \$300k for Building Renewal works uncompleted at 30 June 2023. YTD \$88k has been spent on Building Renewals and \$173k on the Foreshore Multipurpose Building. It is estimated that \$5.7M of Property Capital works will not be completed at 30 June 2024 due to project delays.
Plant and equipment	The Forecast Budget for "Plant and Equipment" Capital Works is now \$1.6M and includes carry forward budget of \$200k for Light Fleet and \$80k for Backup Generator works that were uncompleted at 30 June 2023. YTD \$776k has been spent and it is estimated that \$323k of Budget will be carried forward to 2024/2025 to source heavy plant that is currently on order.
Infrastructure	The Forecast Budget for "Infrastructure" Capital Works is \$25.5M. Budget for major infrastructure projects include; \$4.6M for Local Freight Roads, \$2.5M for the Portland North Employment Precinct, \$2.2M for Alexandra Park Construction, \$5.6M for Local Roads and Community Infrastructure projects (LRCI) and \$11.7M for Roads, Bridges and Drainage works. \$6M has been spent YTD. It is estimated that \$7.5M of Infrastructure Capital works budget will be uncompleted at 30 June 2024 due to phasing of projects over financial years.

2024 - 2025

**GLENELG  
SHIRE  
COUNCIL  
BUDGET**

**DRAFT**



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## Mayor and CEO's Introduction

Glenelg Shire Council has prepared a draft budget for 2024/25 for community feedback.

This budget document outlines the revenue and expenditure required to deliver Council's extensive array of services and programs in the 2024/25 financial year and beyond.

It also includes income and expenditure allocated to maintain Council assets in accordance with prudent financial management.

The budget is a key contributor to the delivery of the Council plan.

This budget is a financially responsible document and makes the most of the limited funds available to Council as the Victorian Government's Fair Go Rates Cap continues to impact Local Government.

There are no changes to any of Council's rating differentials and no new loans are proposed.

A focus on the budget development has been to maintain existing service levels whilst ensuring expenditure is within the rates cap, which has been declared at 2.75% in 2024/25.

The 2.75% increase in the rates cap equates to a maximum increase in dollar terms of approximately \$688,000 that Council can increase its general rates income.

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.

Regrettably, the increase in the cost of living is significant to everyone at present and Council is not immune to this. The expenses incurred by Council to allow it to deliver services pose some significant financial challenges. For example, the costs of materials, utilities and insurances are all increasing at a rate far higher than the rate cap. The current economic climate has also seen a reduction in opportunities for grants, which in recent years Council has been extremely successful in obtaining.

Whilst the budget document outlines an operating result of a \$2.1M deficit, this figure includes depreciation and amortisation.

A total of \$25.8M is anticipated to be collected in general rates with \$2.7M also collected in kerbside waste collection (Kerbside collection is cost neutral for Council). Grant income recognised in 2024/25 is expected to total \$19M and is a significant decrease from 2022/23 grant income recognised of \$30M. The variance of \$11M is due to \$19.3M of Non-Recurrent (one-off) Capital Grant funding received which is offset by an increase in Operational Grant funding (due to a large amount of Victorian Local Government Grant Funding for 2023/24 being received in 2022/23.)

The valuation information received by Council indicates property values have remained steady across the Shire with general land increasing by just 2% whilst rural land experienced a 1% decrease in overall value.

Excluding depreciation, capital funds and internal cost allocations, Council expects to run its operations with an expenditure budget of \$49M and revenue of \$54M. This operational cash surplus of \$5.3M will then be used to fund the Capital Program (Capital Expenditure minus Capital Income) and repayment of Borrowings.

A summary of the key expenditure items and capital program is outlined within the budget document.

Glenelg Shire Council's cash position will be negatively impacted in 2024/25 with the delivery of the capital program including the carry forward projects from 2023/24, and is anticipated to be at \$3.3M at 30 June 2025.

At this time this position is expected to further drop in 2025/26 pending the capital program delivery.

This figure is significantly lower than ideal but is required for Council to make inroads into its capital program. The past few years of using unspent capital grants funding has essentially overstated the true cash position.

Council staff have diligently reviewed operational budgets and identified costs savings which have been included within the draft budget, particularly within the materials and services component.

Budget Information Sessions were conducted in Nelson, Dartmoor, Heywood, Portland and Casterton throughout February seeking community input into the development of the draft budget.

These information sessions generated many excellent suggestions for budget consideration, however Council's ability to fund many of these is restricted.

Feedback from the community was minimal in respect of areas of Council that the community wished to see service levels reduced, whilst requests for additional expenditure amounted to several million dollars.

Requests such as Food Organics Garden Organics (FOGO) collection have not been included at this time given the additional financial impact it would impose on households and the fact that it is not mandated until 2030.

The Draft budget includes the following items which were raised during the community sessions:

- 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.

Council has worked hard to deliver an enormous capital works program over the past four years generated from significant stimulus funding and grant opportunities.

In 2024/25 we are aiming to get through the backlog and deliver capital works that focus on renewing existing assets, not creating new ones.

This budget places a priority in completing the backlog of capital works programs already scheduled whilst responsibly providing ongoing funding for renewal.

A modest new capital program of \$7.9M is proposed which is predominantly allocated to the renewal of existing assets.

Key Renewal Projects include:

- Renewal of Shire wide Council buildings \$320k
- Renewal of plant, equipment and vehicles \$1.1M
- Renewal of Library resources at all libraries \$95k
- Road Renewal Shire wide \$3.5M
- Kerb & Channel renewal across the Shire \$200k
- Pathway renewal across the Shire \$150k
- Recreation Asset Renewal Shire Wide \$200K

New capital assets are limited to approximately \$1.3M and includes a new Street Sweeping Vacuum Truck, Lighting to pedestrian crossings and the first stage in the replacement of the Council core software system (ERP) which is end of life.

At this time Council expects to carry forward approximately \$13.5M of capital projects into 2024/25 and 2025/26.

The Fees and Charges have been reviewed against cost recovery objectives and benchmarked with similar Shires.

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.

Each year, the demands placed on Council exceed the revenue available. Council will continue to focus on identifying sustainable cost savings that will enable it to deliver on the Council Plan 2021-2025 and ensure the needs and aspirations of the community are realised.

Council will continue to seek community input and engage the Glenelg Shire community in these important decisions.

Whilst the budget information sessions undertaken in February were used to develop the budget and public submissions considered, Council would still welcome any feedback into the Draft Budget as proposed.

Feedback can be made through the Your Say Glenelg website from 26 April until 17 May 2024 and this feedback will be considered by Council at the May Council meeting.

Mayor Karen Stephens and Acting CEO Greg Wood

## 2024/25 Budget at a Glance

### Summary of Operational Result

	Budget 2024/25 \$'000
Income/Revenue	57,169
Expenses	(59,293)
<b>Total comprehensive result</b>	<b>(2,124)</b>

### Summary of Cash Flows

#### Operational Cash Position

	Budget 2024/25 \$'000
Income/Revenue	54,068
Expenses	(48,722)
<b>Total Operational Cash Position</b>	<b>5,346</b>

#### Capital Program Cash Position

	Budget 2024/25 \$'000
Capital Grants Income	3,060
2024/25 Capital Works Program - Asset Expenditure - New	(1,328)
2024/25 Capital Works Program - Asset Expenditure - Renewal	(6,315)
2024/25 Capital Works Program - Asset Expenditure - Upgrade	(250)
<b>Total Capital Program Cash Position</b>	<b>(4,833)</b>
<b>Net Cash Result - Operational &amp; Capital</b>	<b>514</b>

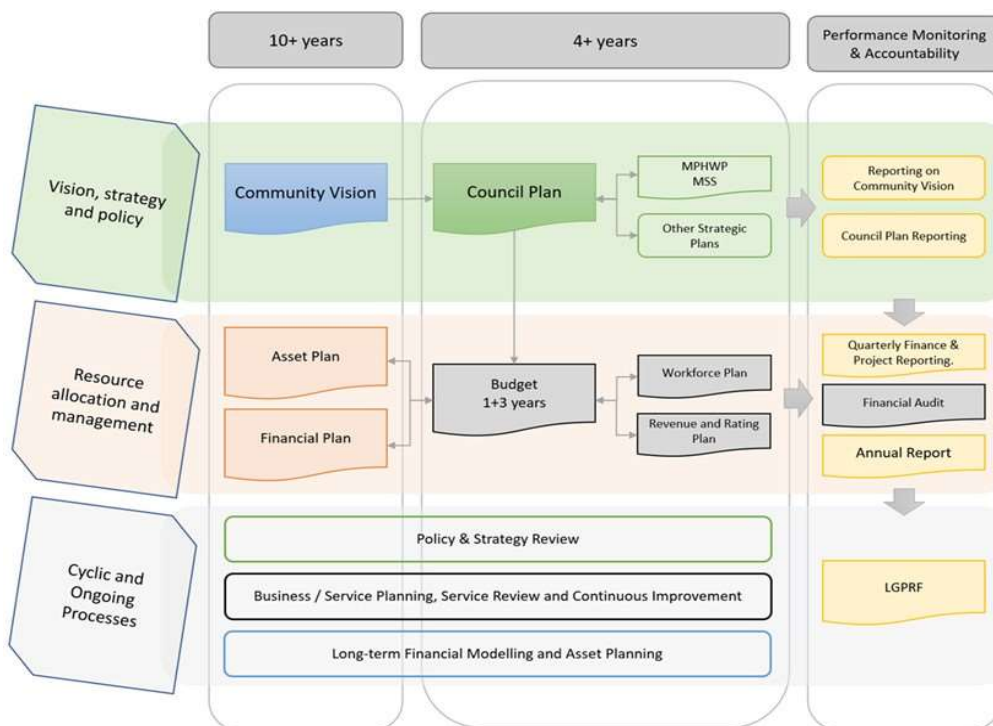


# 1. Link to the Integrated Planning and Reporting Framework

This Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

## 1.1 Legislative Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated Planning and Reporting Framework that applies to Local Government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

## 1.2 Key planning considerations

### Service level planning

Although councils have a legal obligation to provide some services — such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Councils have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils continuously engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation is undertaken in accordance with Council's adopted Community Engagement Policy and Public Transparency Policy.

## 1.3 Our purpose

### Our Vision

Glenelg Shire Council is forward thinking and inclusive. We will continue to innovate and develop our diverse economy to deliver services that meet the needs of our community.

### Our Values

Respect, Integrity, Service Excellence, Teamwork and Innovation

## 1.4 Strategic objectives

Council delivers services and initiatives through 50 major service categories. Each contributes to the achievement of one of the five strategic objectives as set out in the Council Plan 2021-25.

### Our Natural Environment

To strive towards a carbon neutral future to protect and enhance the natural environment for future generations.

### Our Education, Employment and Industry

To adapt and grow a diverse economy to embrace employment of the future and educational opportunities.

### Our Health and Wellbeing

To support the Glenelg community to thrive by being healthy, inclusive and well.

### Our Lifestyle, Neighbourhood and Culture

To create enriching and vibrant lives through experiences, safe and well planned neighbourhoods.

### Our Access, Transport and Technology

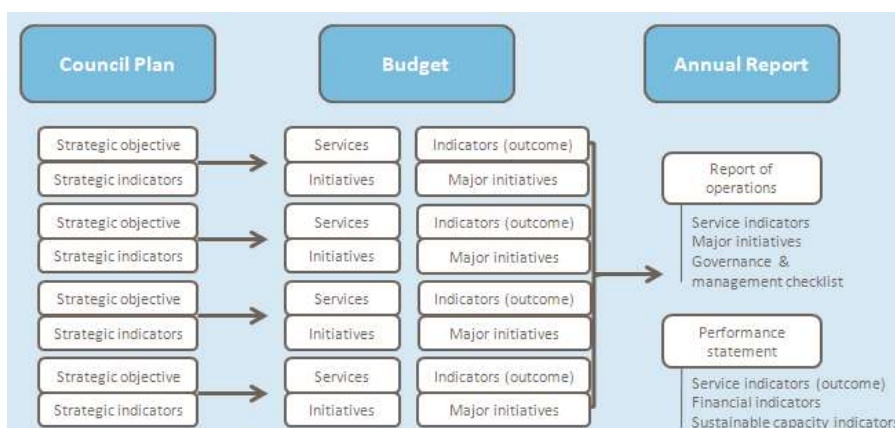
To make it easier for people to connect in and around the Glenelg Shire.

### Your Voice, Our Shared Action

To create a highly engaged and capable local government, leading Glenelg to ensure the needs and aspirations of our community are realised.

## 2. Services and service performance indicators

The following section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for the key areas of Council's operations. Council is required by legislation to identify major initiatives, and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

### 2.1 Strategic Objective - Our Natural Environment

The Strategic Objective 'Our Natural Environment' is to strive towards a carbon neutral future to protect and enhance the natural environment for future generations. The services, initiatives and performance indicators for each business area within 'Our Natural Environment' are described below -

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual \$'000	Forecast \$'000	Budget \$'000
Emergency Response	Emergency Management Act 1986 and 2013 requires councils to play a key role in emergency management, providing support to lead agencies in emergency relief and to lead emergency recovery on behalf of communities.	<i>Inc</i>	120	120	120
		<i>Exp</i>	527	227	277
		<i>Surplus / (deficit)</i>	(407)	(107)	(157)
		<u>2024/2025 Budget Includes:</u>			
	Municipal Emergency Plan			\$20k	
	Emergency Management Activities & Exercises			\$26k	
Waste Management - Waste Reforms	Initiatives implemented by Council to adhere to the requirements from the Circular Economy Act which was introduced to minimise waste, increase recycling and divert waste from landfill.	<i>Inc</i>	0	0	0
		<i>Exp</i>	130	232	118
		<i>Surplus / (deficit)</i>	(130)	(232)	(118)

Public Health	Ensure health and safety of the community in accordance with statutory requirements of the Food, Public Health and Wellbeing, Environment Protection and Residential Tenancies Acts. Inspection and liaison of premises registered under the Acts are undertaken to ensure appropriate food safety and public health standards are maintained. Approval and inspection services for installation of domestic wastewater systems, infectious disease investigations, pool water quality compliance for public swimming pools and investigation of public and/or environmental health complaints.	<i>Inc</i>	102	184	104
		<i>Exp</i>	304	417	384
		<i>Surplus / (deficit)</i>	(202)	(233)	(280)
Environmental and Sustainability Services	Strategic direction, advice and implementation on environmental and sustainability issues and actions of council's operations. Includes climate change, flora and fauna protection, coastal management, utility management and carbon footprint reduction in areas such as waste minimisation, renewable energy and water use.	<i>Inc</i>	75	77	77
		<i>Exp</i>	221	264	220
		<i>Surplus / (deficit)</i>	(146)	(187)	(143)
Thermal Loop	Managing Council's Thermal Loop system as a cost effective environmentally friendly alternative heating source.	<i>Inc</i>	0	0	0
		<i>Exp</i>	1	111	50
		<i>Surplus / (deficit)</i>	(1)	(111)	(50)

## 2.1 Our Natural Environment Initiatives and Major Projects -

- 1) Council is committed to the following major projects which meet this Objective in the Council Plan - Portland Foreshore, Bridgewater Infrastructure, Portland Employment Precinct & Multipurpose Building.
- 2) Council is committed to considering the introduction of the food and organics waste collection in future years and identifying funding opportunities to offset the costs to rate payers.

## 2.2 Strategic Objective - Our Education, Employment and Industry

The Strategic Objective 'Our Education, Employment and Industry' is to adapt and grow a diverse economy to embrace employment of the future and educational opportunities. The services, initiatives and performance indicators for each business area within 'Our Education, Employment and Industry' are described below -

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Chief Executive Officer and Executive Team	Oversee administrative function of council ensuring good governance practices, providing advice to both the Mayor and Councillors. The Executive Team provide strategic direction and high level advice to enable policies and decisions of council to be implemented in to the day to day operations.	<i>Inc</i>	126	44	55
		<i>Exp</i>	2,310	2,402	2,204
		<i>Surplus / (deficit)</i>	(2,184)	(2,358)	(2,149)
	<u>2024/2025 Budget Includes:</u>				
	Trainee				\$56k
Organisational Development	Oversees the recruitment process and also provides strategic advice to the Leadership Team, managers, and coordinators on a range of staffing matters. These include employee relations, industrial relations, learning and development, as well as performance management.	<i>Inc</i>	0	0	0
		<i>Exp</i>	737	1,126	1,084
		<i>Surplus / (deficit)</i>	(737)	(1,126)	(1,084)
Economy and Investment	Manages development and business enquiries, acts as a central support for local business capability and employment, and advocates for new initiatives and projects for the region.	<i>Inc</i>	0	250	0
		<i>Exp</i>	432	477	175
		<i>Surplus / (deficit)</i>	(432)	(227)	(175)
	<u>2024/2025 Budget Includes:</u>				
	Food & Fibre SouthWest Victoria Alliance				\$30k
Grants Management	Source external grant funding opportunities to assist in delivery of council projects.	<i>Inc</i>	0	0	0
		<i>Exp</i>	27	50	85
		<i>Surplus / (deficit)</i>	(27)	(50)	(85)
Tourism and Events Management	Manages tourism marketing initiatives and projects, supports local event organisers with event planning and delivers Council's annual community events calendar.	<i>Inc</i>	40	40	32
		<i>Exp</i>	845	696	760
		<i>Surplus / (deficit)</i>	(805)	(656)	(727)
	<u>2024/2025 Budget Includes:</u>				
	Events - Christmas				\$50k
	Events - Hooked on Portland				\$118k
	Events - New Years Eve				\$100k
Contracts and Procurement	Administers Council Contracts, lease agreements and procurement protocols.	<i>Inc</i>	77	73	92
		<i>Exp</i>	304	333	305
		<i>Surplus / (deficit)</i>	(227)	(260)	(213)

Childrens Services	Family orientated support services including kindergarten, long day care, occasional care, maternal and child health, immunisation and playgroup support.	<i>Inc</i>	3,487	3,707	3,970
		<i>Exp</i>	4,520	4,730	4,557
		<i>Surplus / (deficit)</i>	(1,033)	(1,023)	(588)
<u>2024/2025 Budget Includes:</u>					
	Kindergarten & Long Day Care Programs				\$303k
Library Services	To provide user-friendly accessible library services across the Shire, through our branches in Casterton, Heywood and Portland and our Library Outreach services. We care about our community and strive to ensure that every person's library experience – in our libraries, online or at community events – is the best it can be.	<i>Inc</i>	251	226	309
		<i>Exp</i>	707	625	742
		<i>Surplus / (deficit)</i>	(456)	(400)	(432)
Youth Services	Co-design and implement programs and events with, and for young people to support their development, and positive mental wellbeing and connection to community.	<i>Inc</i>	138	133	89
		<i>Exp</i>	273	325	308
		<i>Surplus / (deficit)</i>	(135)	(192)	(220)
<u>2024/2025 Budget Includes:</u>					
	Youth Programs				\$40k
Community Grants & Support	Council grants and contributions for various categories and projects including recreation, public halls, tourism, events funding, arts and culture and community support.	<i>Inc</i>	0	0	0
		<i>Exp</i>	230	224	282
		<i>Surplus / (deficit)</i>	(230)	(224)	(282)
<u>2024/2025 Budget Includes:</u>					
	Community Grants Program				\$163k
	Triennial Event Funding - Kelpie, Wood Wine & Roses & Upwelling festivals				\$52k
Casterton Saleyards	Operation of saleyards, hosting up to 6 store cattle sales plus a summer sheep sale per year.	<i>Inc</i>	98	126	115
		<i>Exp</i>	190	120	127
		<i>Surplus / (deficit)</i>	(93)	6	(12)

## 2.2 Our Education, Employment and Industry Initiatives and Major Projects -

- 1) Council is committed to the following major projects which meet this Objective in the Council Plan - Portland Foreshore, Bridgewater Infrastructure, Portland Employment Precinct & Multipurpose Building.
- 2) Continued allocation of \$282k for Community Grants Program
- 3) Undertake a strategic review of Children's Services.

## 2.3 Strategic Objective - Our Health and Wellbeing

The objective of 'Our Health and Wellbeing' is to support the Glenelg community to thrive by being healthy, inclusive and well. The services, initiatives and performance indicators for each business area within 'Our Health and Wellbeing' are described below -

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Risk Management	Risk management and insurance advice, management of principles and best practice in order to minimise council's exposure to liability. Management of insurance portfolio, claims and work cover obligations.	<i>Inc</i>	222	190	160
		<i>Exp</i>	1,647	1,939	2,066
		<i>Surplus/ (deficit)</i>	(1,426)	(1,749)	(1,906)
	<u>2024/2025 Budget Includes:</u>				
	Insurance				\$640k
	Workcover				\$682k
Local Laws	Education, regulation and enforcement of General Local Law and relevant State legislation. Conducts reactive and proactive inspections including footpath trading, litter control, fire prevention, issue and management of permits and offence prosecutions. Provides resources for supervision of school crossings and animal management.	<i>Inc</i>	272	238	245
		<i>Exp</i>	1,166	1,317	1,392
		<i>Surplus/ (deficit)</i>	(894)	(1,079)	(1,147)
	<u>2024/2025 Budget Includes:</u>				
	Animal Welfare Centre				\$440k
Aged and Disability Services	Range of services for the aged and disabled including home delivered meals, personal care, respite, home maintenance and planned activity groups. GSC transitioned out of Aged and Disability services from Oct 2023.	<i>Inc</i>	2,427	370	0
		<i>Exp</i>	2,684	1,106	0
		<i>Surplus/ (deficit)</i>	(257)	(737)	0
Maternal Child Health	Family orientated support services including maternal and child health, immunisation and playgroup support.	<i>Inc</i>	462	436	455
		<i>Exp</i>	577	581	596
		<i>Surplus/ (deficit)</i>	(116)	(145)	(141)
Access & Inclusion	Provide information, advocacy and resources to support access and inclusion across the shire.	<i>Inc</i>	8	28	0
		<i>Exp</i>	74	143	87
		<i>Surplus/ (deficit)</i>	(66)	(115)	(87)
Community Development and Wellbeing	Key facilitator of community strengthening activities and strategic planning. Initiating and partnering with agencies to address disadvantage, inequity, resilience, wellbeing and public health.	<i>Inc</i>	137	227	77
		<i>Exp</i>	368	483	396
		<i>Surplus/ (deficit)</i>	(231)	(256)	(319)
	<u>2024/2025 Budget Includes:</u>				
	Health & Wellbeing Plan				\$63k
	L2P Program				\$26k

Sports and Recreation	Provide access and opportunities to a range of activities and sporting facilities, playgrounds and open space recreation areas.	<i>Inc</i>	24	17	24
		<i>Exp</i>	867	582	536
		<i>Surplus/ (deficit)</i>	(842)	(565)	(512)
<u>2024/2025 Budget Includes:</u>					
	Sports & Community Facility & Grounds Improvements				\$237k
	Narrawong Beach Patrols				\$24k
	Events & Programs				\$42k
	Junior Sports Trust				\$5k

### 2.3 Our Health and Wellbeing Initiatives and Major Projects -

- 1) Council is committed to the following major projects which meet this Objective in the Council Plan - Portland Foreshore, Bridgewater Infrastructure, Portland Employment Precinct & Multipurpose Building.
- 2) A biennial survey has been implemented to measure progress initiatives of the Municipal Public Health and Wellbeing Plan.
- 3) Council is working with existing clubs and community organisations to deliver other social recreation opportunities.



## 2.4 Strategic Objective - Our Lifestyle, Neighbourhood and Culture

The objective of 'Our Lifestyle, Neighbourhood and Culture' is to create enriching and vibrant lives through experiences, safe and well planned neighbourhoods. The services, initiatives and performance indicators for each business area within 'Our Lifestyle, Neighbourhood and Culture' are described below -

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Facilities Maintenance	Ensuring Council facilities are kept to a standard, ensuring safety and appropriate maintenance for the community keeping them clean, safe and hygienic.	<i>Inc</i>	0	0	0
		<i>Exp</i>	1,361	1,306	1,344
		<i>Surplus / (deficit)</i>	(1,361)	(1,306)	(1,344)
Heritage Planning	Assistance and support for community in implementation of legislative requirements related to heritage places.	<i>Inc</i>	0	0	0
		<i>Exp</i>	42	38	30
		<i>Surplus / (deficit)</i>	(42)	(38)	(30)
Planning Services	Statutory planning services including assessment of planning permits, associated customer service and compliance with the Planning and Environment Act 1987. Strategic planning services including local policy development, amendments to the Glenelg Planning Scheme and representation at Panels and Tribunals.	<i>Inc</i>	406	466	255
		<i>Exp</i>	852	1,279	976
		<i>Surplus / (deficit)</i>	(446)	(813)	(721)
	<u>2024/2025 Budget Includes:</u>				
	Planning Scheme Amendments				\$35k
	Strategic Planning Projects				\$485k
Building Services	Responsible for compliance with Building Act 1993 and Building Regulations 2018. This includes assessment of Building permit applications, report and consents, undertake building audits, swimming pool and essential safety measure inspections.	<i>Inc</i>	310	280	320
		<i>Exp</i>	531	636	616
		<i>Surplus / (deficit)</i>	(221)	(356)	(296)
Arts and Culture	Coordination, administration and delivery of a range of creative experiences for the Community and support of local not-for-profit arts organisations. Council provides an annual program of professional touring performances with support from State Government, as well as promoting the development of our creative economy, and improved community outcomes by implementing the Arts and Culture Strategy.	<i>Inc</i>	161	152	163
		<i>Exp</i>	551	549	447
		<i>Surplus / (deficit)</i>	(390)	(397)	(285)

Collection Conservation	Coordination, administration and support of conservation, storage and display of cultural and heritage artefacts. Council holds approximately 10,000 collection items, conserving and displaying these works of art and historical objects for the benefit of current and future audiences. The service also supports tourism in the area with management and displays in History House, Maritime Discovery Centre, Portland Rocket Shed and Portland and Casterton Customer Service Centres.	<i>Inc</i>	28	145	12
		<i>Exp</i>	211	297	179
		<i>Surplus / (deficit)</i>	(184)	(152)	(167)
	<u>2024/2025 Budget Includes:</u> History House				\$11k
Aboriginal Partnership	Ongoing partnership between Gunditj Mirring Traditional Owners Aboriginal Corporation, Dhauwurrd Wurrung Elderly and Community Health Services, Winda Mara Aboriginal Corporation and Glenelg Shire Council providing place based responses through leadership, engagement, advocacy, and education to strengthen the voices of Aboriginal people living in the far Southwest of Victoria.	<i>Inc</i>	0	0	0
		<i>Exp</i>	17	23	24
		<i>Surplus / (deficit)</i>	(17)	(23)	(24)
	<u>2024/2025 Budget Includes:</u> Scholarships National Reconciliation Week				\$6k \$7k
Casterton Caravan Park	Manage and maintain the council owned caravan park at Casterton.	<i>Inc</i>	66	55	66
		<i>Exp</i>	79	27	25
		<i>Surplus / (deficit)</i>	(14)	29	41
Caravan Park Portland	A Long Term Lease has been entered into with a National Caravan Park Operator to manage the Caravan Park.	<i>Inc</i>	122	127	127
		<i>Exp</i>	0	0	0
		<i>Surplus / (deficit)</i>	122	127	127
Visitor Information Centres	Manage three Visitor Information Centres; Portland, Casterton and Nelson. Provide local and Regional tourist advice.	<i>Inc</i>	151	152	154
		<i>Exp</i>	615	603	676
		<i>Surplus / (deficit)</i>	(464)	(451)	(522)
	<u>2024/2025 Budget Includes:</u> Cruise Ship Visitation Costs				\$11k
Aquatic Facilities	Swimming Pools are located at Portland, Heywood, Merino and Casterton allowing a range of leisure activities.	<i>Inc</i>	0	0	0
		<i>Exp</i>	1,531	1,425	1,438
		<i>Surplus / (deficit)</i>	(1,531)	(1,425)	(1,438)
	<u>2024/2025 Budget Includes:</u> Maintenance of Aquatic Facilities				\$250k
Infrastructure, Management and Planning	Design, tender and project management of a broad range of council capital works.	<i>Inc</i>	564	0	0
		<i>Exp</i>	1,029	989	970
		<i>Surplus / (deficit)</i>	(465)	(989)	(970)
	<u>2024/2025 Budget Includes:</u> Asset Condition Assessments				\$100k

Waste Management	Kerbside and Public Place collection of waste and recyclables from most urban and selected rural areas. Includes the operation of 6 Waste Transfer Stations.	<i>Inc</i>	3,791	3,759	4,089
		<i>Exp</i>	6,312	4,524	5,133
		<i>Surplus/ (deficit)</i>	(2,521)	(765)	(1,044)

2024/2025 Budget Includes:

Waste Management - Kerbside Collection - Expenditure \$2.74M

Management of Engineering Services	Management of Assets to ensure service requirements of council assets are met.	<i>Inc</i>	0	0	0
		<i>Exp</i>	498	611	570
		<i>Surplus/ (deficit)</i>	(498)	(611)	(570)

Public Buildings and Foreshore Management	Council provides a large range of services many utilising a council building or facility.	<i>Inc</i>	400	147	0
		<i>Exp</i>	1,830	2,071	2,081
		<i>Surplus/ (deficit)</i>	(1,430)	(1,924)	(2,081)

2024/2025 Budget Includes:

Operational Costs \$545k  
Maintenance Costs \$950k  
Foreshore Management \$12k

Parks and Gardens	Upkeep of playgrounds, recreation reserves, garden beds, street and park trees including crown land reserves.	<i>Inc</i>	0	0	0
		<i>Exp</i>	2,234	2,261	2,536
		<i>Surplus/ (deficit)</i>	(2,234)	(2,261)	(2,536)

2024/2025 Budget Includes:

Electric Line Clearance Mgmt Plan \$200k  
Maintenance of Street Trees \$80k

## 2.4 Our Lifestyle, Neighbourhood and Culture Initiatives and Major Projects -

- 1) Council is committed to the following major projects which meet this Objective in the Council Plan - Portland Foreshore, Bridgewater Infrastructure, Portland Employment Precinct, Tracks and Trails Construct & Multipurpose Building.
- 2) Increased budget allocation for the maintenance of Council owned buildings.
- 3) Improvements in Collection Conservation to value, maintain and keep artwork.
- 4) Engage expert skills to address Asset Management Plans for Council's assets and future capital works.

## 2.4 Service Performance Outcome Indicators -

Service	Indicator	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Statutory Planning	<b>Service Standard*</b> - Planning applications decided within required time frames	71.36%	72.00%	74.00%
	<b>Decision Making</b> - Council planning decisions upheld at VCAT	100.00%	100.00%	100.00%
Waste Management	<b>Waste Diversion*</b> - Kerbside collection waste diverted from landfill	30.40%	32.00%	32.33%

\* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

## 2.5 Strategic Objective - Our Access, Transport and Technology

The objective of 'Our Access, Transport and Technology' is to make it easier for people to connect in and around the Glenelg Shire. The services, initiatives and performance indicators for each business area within 'Our Access, Transport and Technology' are described below -

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Digital Glenelg	Digital Glenelg leads the implementation of Councils Business Transformation program. Engendering change across people, process and technology to affect outcomes that benefit community and increase operational effectiveness in the provision of Council services to residents.	<i>Inc</i>	94	0	0
		<i>Exp</i>	969	1,476	1,104
		<i>Surplus/ (deficit)</i>	(875)	(1,476)	(1,104)
Information Technology	Support and maintain reliable and cost effective communications and computing systems, facilities and infrastructure. This enables council staff to deliver services in an efficient manner.	<i>Inc</i>	5	0	0
		<i>Exp</i>	1,885	2,254	2,425
		<i>Surplus/ (deficit)</i>	(1,649)	(2,153)	(2,425)
	<u>2024/2025 Budget Includes:</u>				
	Software & Business Applications				\$1.165M
	Computer, Printer, Network & Server Expenditure				\$381k
School Crossings	Provision of School Crossings across the shire.	<i>Inc</i>	74	74	76
		<i>Exp</i>	171	185	172
		<i>Surplus/ (deficit)</i>	(97)	(111)	(96)
Information & Data	Document, archival and information management including compliance with relevant legislation. Provides advice and support in development and promotion of records and information management systems, standards and procedures.	<i>Inc</i>	0	0	0
		<i>Exp</i>	218	350	483
		<i>Surplus/ (deficit)</i>	(218)	(350)	(483)
	<u>2024/2025 Budget Includes:</u>				
	Public Records Act Compliance				\$90k
Quarries	Management of Limestone quarry for material to maintain and construct Roads.	<i>Inc</i>	4	0	(50)
		<i>Exp</i>	4	0	0
		<i>Surplus/ (deficit)</i>	(0)	0	(50)
Aerodromes	Council owned and operated airport at Portland. Users include Royal Flying Doctor, charter, private and emergency services. The Casterton Airfield is used strategically for aerial fire operations and air ambulance.	<i>Inc</i>	82	94	79
		<i>Exp</i>	342	362	347
		<i>Surplus/ (deficit)</i>	(260)	(268)	(268)
Local Port	Management of multiple maritime facilities within the Portland Harbour including commercial and recreational fishing and boating.	<i>Inc</i>	564	626	615
		<i>Exp</i>	741	627	628
		<i>Surplus/ (deficit)</i>	(177)	(1)	(13)

Asset Management and Maintenance	Sustainably maintain assets and ensure service requirements of council assets are met. Manage rolling replacement of heavy plant and light plant, including fleet vehicles.	<i>Inc</i>	0	0	0
		<i>Exp</i>	873	345	876
		<i>Surplus/ (deficit)</i>	(873)	(345)	(876)
<u>2024/2025 Budget Includes:</u>					
	Mechanical Workshop Costs				\$487k
Road Infrastructure Maintenance	Regulatory compliance of Road infrastructure with in a Road Reserve.	<i>Inc</i>	1	0	0
		<i>Exp</i>	4,699	4,913	5,302
		<i>Surplus/ (deficit)</i>	(4,698)	(4,913)	(5,302)
<u>2024/2025 Budget Includes:</u>					
	Street Lighting				\$300k
	Management of Roadside Vegetation				\$400k
	Footpath Maintenance				\$200k
	Street Cleaning				\$130k
	Maintenance of Roads, Drainage, Signage & Furniture				\$1.594M

## 2.5 Our Access, Transport and Technology Initiatives and Major Projects -

- 1) Council is committed to the following major projects which meet this Objective in the Council Plan - Portland Employment Precinct, Local Freight Roads Project-Portland & Tracks and Trails Construct.
- 2) Additional budget allocation to the annual footpath and renewal program.
- 3) Budget allocation to investigate Council's Enterprise Resource System.

## 2.5 Service Performance Outcome Indicators -

Service	Indicator	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Roads	<b>Condition*</b> - Sealed local roads maintained to condition standards	95.00%	94.90%	94.90%

\* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

## 2.6 Strategic Objective - Your Voice, Our Shared Action

The objective of 'Your Voice, Our Shared Action' is to create a highly engaged and capable local government, leading Glenelg to ensure the needs and aspirations of our community are realised. The services, initiatives and performance indicators for each business area within 'Your Voice, Our Shared Action' are described below -

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Mayor and Council	The role of the Mayor and Councillors is to provide good governance and strategic direction to achieve the best outcomes for the benefit of the community, including future generations.	<i>Inc</i>	2	0	12
		<i>Exp</i>	450	596	524
		<i>Surplus/ (deficit)</i>	(448)	(596)	(512)
	<u>2024/2025 Budget Includes:</u>				
	Councillor Allowances				\$307k
	Council Meeting Costs incl Livestreaming				\$48k
	Councillor Insurance				\$70k
	Municipal Monitor Costs				\$14k
Communication and Media	Provide timely information and promotion on council activities and programs, both internally and externally.	<i>Inc</i>	0	0	0
		<i>Exp</i>	120	164	159
		<i>Surplus/ (deficit)</i>	(120)	(164)	(159)
Corporate Governance	Statutory and corporate support to council. This includes coordinating business papers, minutes of council meetings, maintenance of statutory registers and the conduct of municipal elections.	<i>Inc</i>	1	0	0
		<i>Exp</i>	215	143	420
		<i>Surplus/ (deficit)</i>	(215)	(143)	(420)
	<u>2024/2025 Budget Includes:</u>				
	Council Elections				\$200k
Customer Service	First line response for customer enquiries at the 3 customer service centres at Portland, Heywood and Casterton. Request for works taken directly from customers, recorded and sent to the relevant service units. Casterton and Heywood centres also provide library services.	<i>Inc</i>	42	33	46
		<i>Exp</i>	766	755	770
		<i>Surplus/ (deficit)</i>	(724)	(722)	(724)
Finance	Development of the annual Council Budget, annual Financial Report and the Strategic Financial Plan. Co-ordination of external auditors and input into the audit committee requirements. Administer the accounts payable and accounts receivables services for the council. Supports all units in financial analysis of variances to budget.	<i>Inc</i>	2	0	0
		<i>Exp</i>	869	756	803
		<i>Surplus/ (deficit)</i>	(867)	(756)	(803)

Rating / Property Services	Rating and valuation services including raising and collection of rates and charges and valuation of properties through the shire. Assist Victorian Electoral Commission in preparation for the Voters Roll for council elections.	<i>Inc</i>	64	47	50
		<i>Exp</i>	384	383	390
		<i>Surplus/ (deficit)</i>	(320)	(336)	(340)
Internal Audit	Council's Internal Audit function provides assurance on the effectiveness of internal controls, systems and processes by improving performance, reducing risk and increasing accountability.	<i>Inc</i>	0	0	0
		<i>Exp</i>	168	207	221
		<i>Surplus/ (deficit)</i>	(168)	(207)	(221)
Community Engagement & Planning	Provision of the Your Say Engagement Platform, ensuring Principles of Engagement are adhered to, and the voice of community is incorporated into planning and strategic development across the business, including Council Plan Development, annual action planning, quarterly reporting and annual report development.	<i>Inc</i>	0	0	0
		<i>Exp</i>	106	129	226
		<i>Surplus/ (deficit)</i>	(106)	(129)	(226)
<u>2024/2025 Budget Includes:</u>					
Council Plan					\$73k
Glenelg 2040 Community Plan					\$20k

## 2.6 Your Voice, Our Shared Action Initiatives and Major Projects -

- 1) Council is committed to the following major projects which meet this Objective in the Council Plan - Portland Foreshore, Bridgewater Infrastructure, Portland Employment Precinct, Multipurpose Building, Local Freight Roads Project - Portland & Tracks and Trails Construct.
- 2) Council continues to undertake community engagement in alignment with the Community Engagement Policy and Framework for Major Projects and initiatives.
- 3) Continued budget allocation for Livestreaming Council Meetings.
- 4) Continue to hold Council Meetings across the Shire where possible.
- 5) Promote and deliver Listening Posts across the shire.

## 2.6 Service Performance Outcome Indicators -

Service	Indicator	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Governance	<b>Consultation and engagement*</b> - Satisfaction with community consultation and engagement (rating out of 100)	45	57	58

\* refer to table in section 2.7 for information on the calculation of Service Performance Outcome Indicators

## 2.7 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Service standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100



## 2.8 Reconciliation with Budgeted Operating Result

	Surplus/ (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
Strategic Objective 1 - Our Natural Environment	(747)	1,049	301
Strategic Objective 2 - Our Education, Employment and Industry	(5,967)	10,629	4,662
Strategic Objective 3 - Our Health and Wellbeing	(4,113)	5,074	961
Strategic Objective 4 - Our Lifestyle, Neighbourhood and Culture	(11,860)	17,045	5,185
Strategic Objective 5 - Our Access, Transport and Technology	(10,618)	11,338	720
Strategic Objective 5 - Your Voice, Our Shared Action	(3,405)	3,513	108
<b>Total</b>	<b>(36,710)</b>	<b>48,648</b>	<b>11,937</b>
<b>Expenses added in:</b>			
Depreciation	(11,020)		
Depreciation - Right of Use Assets	(223)		
Finance costs - Leases	(17)		
Finance costs - Loans	(359)		
Others	1,063		
<b>Deficit before funding sources</b>	<b>(47,266)</b>		
<b>Funding sources added in:</b>			
Rates and charges revenue (Excluding Waste Management Charge)	30,631		
Other Rates and Revenue (Fire Services)	46		
VLGGC Income - General Purpose and Roads Funding	11,239		
Capital Grants Income	3,060		
Finance Income	150		
Other Income	16		
<b>Total funding sources</b>	<b>45,142</b>		
<b>Operating deficit for the year</b>	<b>(2,124)</b>		

## 2.9 Adjusted underlying surplus/deficit

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items. This is not reflected in the operating result reporting figure under accountancy standards.

	Budget 2023/24 \$'000	Budget 2024/25 \$'000
Total income	60,586	57,169
Total expenses	59,500	59,293
<b>Operational Surplus (deficit) for the year</b>	<b>1,086</b>	<b>(2,124)</b>
Grants - capital non-recurrent	5,585	-
Contributions - non monetary assets	-	-
Capital contributions - other sources	-	-
<b>Adjusted Operational underlying result</b>	<b>(4,499)</b>	<b>(2,124)</b>

The adjusted underlying result for the 2024/25 year is a deficit of \$2.1M which is a decrease of \$2.3M when compared to the Budget for 2023/24.

It is important that Council continues to reduce this gap as part of prudent financial management. This will be an ongoing challenge as revenue streams are limited and Council is operating within a rate capped environment, however increased scrutiny of operating services budgets will be at the forefront of Council's focus to ensure financial sustainability. Further reference to this financial performance indicator is provided in Section 5 of this document.

### **3. Financial Statements**

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024/25 has been supplemented with projections to 2027/28.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement  
Balance Sheet  
Statement of Changes in Equity  
Statement of Cash Flows  
Statement of Capital Works  
Statement of Human Resources  
Summary of Planned Human Resources Expenditure

## Comprehensive Income Statement

For the four years ending 30 June 2028

	Notes	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	2025/26 \$'000	Projections 2026/27 \$'000	2027/28 \$'000
<b>Income/Revenue</b>						
Rates and charges	4.1.1	32,618	<b>33,379</b>	34,183	35,026	35,893
Statutory fees and fines	4.1.2	835	<b>937</b>	963	989	1,016
User fees	4.1.3	2,636	<b>2,782</b>	2,858	2,937	3,018
Grants - Operating	4.1.4	6,233	<b>16,104</b>	16,547	17,002	17,469
Grants - Capital	4.1.4	23,971	<b>3,060</b>	3,060	3,060	3,060
Contributions - Monetary	4.1.5	90	<b>38</b>	38	38	38
Contributions - Non Monetary	4.1.5	40	<b>40</b>	40	40	40
Other income	4.1.6	1,107	<b>828</b>	850	874	898
Net Gain (or Loss) on disposal of PP & E		340	<b>1</b>	-	-	-
<b>Total income/revenue</b>		<b>67,871</b>	57,169	<b>58,539</b>	<b>59,966</b>	<b>61,432</b>
<b>Expenses</b>						
Employee costs	4.1.7	26,346	<b>27,055</b>	27,799	28,564	29,349
Materials and services	4.1.8	20,269	<b>19,203</b>	19,731	20,274	20,831
Depreciation	4.1.9	12,525	<b>11,020</b>	10,777	10,577	10,377
Depreciation - Right of Use Assets	4.1.10	223	<b>223</b>	223	223	223
Allowance for Impairment Losses		0	-	-	-	-
Borrowing costs		-	<b>354</b>	337	320	302
Finance Costs - Leases		17	<b>17</b>	17	17	17
Other expenses	4.1.11	1,032	<b>1,421</b>	1,446	1,471	1,496
<b>Total expenses</b>		<b>60,412</b>	59,293	<b>60,331</b>	<b>61,445</b>	<b>62,595</b>
<b>Surplus/(deficit) for the year</b>		<b>7,459</b>	(2,124)	<b>(1,791)</b>	<b>(1,480)</b>	<b>(1,163)</b>
Items that may be reclassified to surplus or deficit in future periods		-	-	-	-	-
<b>Total comprehensive result</b>		<b>7,459</b>	(2,124)	<b>(1,791)</b>	<b>(1,480)</b>	<b>(1,163)</b>

## Balance Sheet

	Notes	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	2025/26 \$'000	Projections 2026/27 \$'000	2027/28 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		6,400	3,372	255	604	1,751
Trade and other receivables		2,500	2,500	2,500	2,500	2,500
Inventories		200	200	200	200	200
Prepayments		350	350	350	350	350
Other assets		50	50	50	50	50
<b>Total current assets</b>		<b>9,500</b>	6,472	<b>3,355</b>	<b>3,704</b>	<b>4,851</b>
<b>Non-current assets</b>						
Property, infrastructure, plant & equipment		490,880	485,123	485,985	483,715	480,974
Right-of-use assets	4.2.2	589	347	154	21	-
<b>Total non-current assets</b>		<b>491,468</b>	485,470	<b>486,138</b>	<b>483,736</b>	<b>480,974</b>
<b>Total assets</b>		<b>500,968</b>	491,942	<b>489,493</b>	<b>487,439</b>	<b>485,824</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		2,100	2,100	2,100	2,100	2,100
Trust funds and deposits		1,000	1,000	1,000	1,000	1,000
Unearned Income		5,997	-	-	-	-
Provisions		5,795	5,947	6,104	6,266	6,433
Interest-bearing liabilities	4.2.1	582	339	357	375	394
Lease liabilities	4.2.2	257	203	138	-	-
<b>Total current liabilities</b>		<b>15,731</b>	9,590	<b>9,699</b>	<b>9,741</b>	<b>9,926</b>
<b>Non-current liabilities</b>						
Provisions		10,706	10,461	10,217	9,974	9,731
Interest-bearing liabilities	4.2.1	6,677	6,337	5,981	5,606	5,212
Lease liabilities	4.2.2	341	163	-	-	-
<b>Total non-current liabilities</b>		<b>17,724</b>	16,963	<b>16,197</b>	<b>15,580</b>	<b>14,943</b>
<b>Total liabilities</b>		<b>33,455</b>	26,553	<b>25,896</b>	<b>25,321</b>	<b>24,870</b>
<b>Net assets</b>		<b>467,513</b>	465,389	<b>463,598</b>	<b>462,119</b>	<b>460,955</b>
<b>Equity</b>						
Accumulated surplus		135,354	133,230	131,439	129,959	128,796
Reserves		332,159	332,159	332,159	332,159	332,159
<b>Total equity</b>		<b>467,513</b>	465,389	<b>463,598</b>	<b>462,119</b>	<b>460,955</b>

## Statement of Changes in Equity

For the four years ending 30 June 2028

	Total \$'000	Accum. Surplus \$'000	Reval. Reserve \$'000	Other Reserves \$'000
<b>2024 Forecast</b>				
Balance at beginning of the financial year	460,054	127,895	332,159	-
Surplus/(deficit) for the year	7,459	7,459	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>467,513</b>	<b>135,354</b>	<b>332,159</b>	<b>-</b>
<b>2025 Budget</b>				
Balance at beginning of the financial year	467,513	135,354	332,159	-
Surplus/(deficit) for the year	(2,124)	(2,124)	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>465,389</b>	<b>133,230</b>	<b>332,159</b>	<b>-</b>
<b>2026</b>				
Balance at beginning of the financial year	465,389	133,230	332,159	-
Surplus/(deficit) for the year	(1,791)	(1,791)	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>463,598</b>	<b>131,439</b>	<b>332,159</b>	<b>-</b>
<b>2027</b>				
Balance at beginning of the financial year	463,598	131,439	332,159	-
Surplus/(deficit) for the year	(1,480)	(1,480)	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>462,119</b>	<b>129,959</b>	<b>332,159</b>	<b>-</b>
<b>2028</b>				
Balance at beginning of the financial year	462,119	129,959	332,159	-
Surplus/(deficit) for the year	(1,163)	(1,163)	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	-	-	-
Transfers from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>460,955</b>	<b>128,796</b>	<b>332,159</b>	<b>-</b>

## Statement of Cash Flows

For the four years ending 30 June 2028

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	2025/26 \$'000	Projections 2026/27 \$'000	2027/28 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	32,618	<b>33,379</b>	34,183	35,026	35,893
Statutory fees and fines	835	<b>937</b>	963	989	1,016
User fees	2,636	<b>2,782</b>	2,858	2,937	3,018
Grants - operating	5,011	<b>16,104</b>	16,547	17,002	17,469
Grants - capital	10,104	<b>10,915</b>	3,060	3,060	3,060
Contributions - monetary	90	<b>38</b>	38	38	38
Interest received	200	<b>150</b>	100	100	100
Other receipts	907	<b>678</b>	750	774	798
Employee costs	(26,346)	<b>(27,055)</b>	(27,799)	(28,564)	(29,349)
Materials and services	(20,219)	<b>(19,144)</b>	(19,672)	(20,214)	(20,772)
Short-term, low value and variable lease	(50)	<b>(60)</b>	(60)	(60)	(60)
Other payments	(2,339)	<b>(2,463)</b>	(2,488)	(2,513)	(2,538)
<b>Net cash provided by/(used in) operating activities</b>	<b>3,447</b>	16,261	<b>8,481</b>	<b>8,576</b>	<b>8,674</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(17,005)	<b>(7,893)</b>	(7,305)	(7,395)	(6,485)
Payments for carry forward property, infrastructure, plant and equipment	-	<b>(10,188)</b>	(3,396)	-	-
Proceeds from sale of plant & equipment	340	<b>1</b>	-	-	-
<b>Net cash provided by/ (used in) investing activities</b>	<b>(16,665)</b>	(18,079)	<b>(10,701)</b>	<b>(7,395)</b>	<b>(6,485)</b>
<b>Cash flows from financing activities</b>					
Finance costs	-	<b>(354)</b>	(337)	(320)	(302)
Proceeds from borrowings	7,000	-	-	-	-
Repayment of borrowings	(452)	<b>(583)</b>	(339)	(357)	(375)
Interest paid - lease liability	(17)	<b>(17)</b>	(17)	(17)	(17)
Repayment of lease liabilities	(194)	<b>(257)</b>	(203)	(138)	(348)
<b>Net cash provided by/(used in) financing activities</b>	<b>6,338</b>	(1,210)	<b>(897)</b>	<b>(832)</b>	<b>(1,042)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>(6,880)</b>	(3,028)	<b>(3,117)</b>	<b>349</b>	<b>1,147</b>
Cash and cash equivalents at the beginning of the financial year	13,280	<b>6,400</b>	3,372	255	604
<b>Cash and cash equivalents at the end of the financial year</b>	<b>6,400</b>	3,372	<b>255</b>	<b>604</b>	<b>1,751</b>

## Statement of Capital Works

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Property</b>						
Building Renewal Improvements		6,541	375	375	375	395
<b>Total property</b>		<b>6,541</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>395</b>
<b>Plant and Equipment</b>						
Arts & Cultural Heritage Renewal Program		30	10	10	10	10
Plant, machinery and equipment		1,436	1,685	1,155	1,155	1,135
Fixtures, fittings and furniture		-	10	10	10	10
Library books		95	95	95	95	95
Other Plant and Equipment		-	778	970	460	150
<b>Total Plant and Equipment</b>		<b>1,561</b>	<b>2,578</b>	<b>2,240</b>	<b>1,730</b>	<b>1,400</b>
<b>Infrastructure</b>						
Roads		9,367	3,810	3,810	3,810	3,810
Bridges		1,067	100	200	200	200
Footpaths and cycleways		100	150	150	150	150
Drainage		2,574	100	50	50	50
Recreational, leisure and community facilities		2,473	200	200	200	200
Waste management		80	20	20	20	20
Parks, open space and streetscapes		1,945	110	160	160	160
Aerodromes		147	50	50	50	50
Off street car parks		50	50	50	50	50
Other infrastructure		4,684	350	-	600	-
<b>Total infrastructure</b>		<b>22,487</b>	<b>4,940</b>	<b>4,690</b>	<b>5,290</b>	<b>4,690</b>
<b>Total capital works expenditure</b>	4.3.1	<b>30,589</b>	<b>7,893</b>	<b>7,305</b>	<b>7,395</b>	<b>6,485</b>
<b>Represented by:</b>						
New asset expenditure		19,442	1,328	970	1,060	150
Asset renewal expenditure		8,598	6,315	6,335	6,335	6,335
Asset upgrade expenditure		2,549	250	-	-	-
<b>Total capital works expenditure</b>	4.3.1	<b>30,589</b>	<b>7,893</b>	<b>7,305</b>	<b>7,395</b>	<b>6,485</b>
<b>Funding sources represented by:</b>						
Grants		25,971	3,060	3,060	3,060	3,060
Contributions		-	-	-	-	-
Council cash		4,618	4,833	4,245	4,335	3,425
Borrowings		-	-	-	-	-
<b>Total capital works expenditure</b>	4.3.1	<b>30,589</b>	<b>7,893</b>	<b>7,305</b>	<b>7,395</b>	<b>6,485</b>

## Statement of Human Resources

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	26,696	<b>27,405</b>	28,149	28,914	29,699
Employee costs - capital	(350)	<b>(350)</b>	(350)	(350)	(350)
<b>Total staff expenditure</b>	<b>26,346</b>	<b>27,055</b>	<b>27,799</b>	<b>28,564</b>	<b>29,349</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	269.6	<b>271.8</b>	271.8	271.8	271.8
<b>Total staff numbers</b>	<b>269.6</b>	<b>271.8</b>	<b>271.8</b>	<b>271.8</b>	<b>271.8</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2024/25 \$'000	Comprises			
		Permanent		Casual	Temp
		Full Time \$'000	Part time \$'000	\$'000	\$'000
Chief Executive Office	<b>1,683</b>	1,356	317	-	10
Glenelg Futures	<b>1,882</b>	1,029	585	-	268
Corporate Services	<b>5,629</b>	3,668	1,661	148	152
Community Services	<b>7,902</b>	4,017	3,112	381	392
Infrastructure Services	<b>9,608</b>	7,619	1,676	214	99
Total permanent staff expenditure	26,705	17,690	7,350	744	920
Capitalised labour costs	<b>350</b>				
<b>Total expenditure</b>	<b>27,055</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2024/25	Comprises			
		Permanent		Casual	Temp
		Full Time	Part time		
Chief Executive Office	<b>14.4</b>	11.0	3.2	-	0.1
Glenelg Futures	<b>16.0</b>	9.0	5.0	-	2.0
Corporate Services	<b>52.4</b>	31.0	18.2	1.3	1.8
Community Services	<b>84.8</b>	40.2	36.1	4.2	4.4
Infrastructure Services	<b>96.3</b>	75.0	17.8	2.3	1.2
Total permanent staff expenditure	263.8	166.2	80.4	7.8	9.5
Capitalised labour costs	<b>8.0</b>				
<b>Total staff</b>	<b>271.8</b>				



## Summary of Planned Human Resources Expenditure

For the four years ended 30 June 2028

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Chief Executive Office</b>				
Permanent - Full time	1,356	<b>1,356</b>	<b>1,356</b>	<b>1,356</b>
Female	<b>931</b>	931	931	931
Male	<b>425</b>	425	425	425
Self-described gender	<b>0</b>	0	0	0
Permanent - Part time	317	<b>317</b>	<b>317</b>	<b>317</b>
Female	<b>317</b>	317	317	317
Male	<b>0</b>	0	0	0
Self-described gender	<b>0</b>	0	0	0
<b>Total Chief Executive Office</b>	<b>1,674</b>	<b>1,674</b>	<b>1,674</b>	<b>1,674</b>
<b>Glenelg Futures</b>				
Permanent - Full time	1,029	<b>1,029</b>	<b>1,029</b>	<b>1,029</b>
Female	<b>397</b>	397	397	397
Male	<b>632</b>	632	632	632
Self-described gender	<b>0</b>	0	0	0
Permanent - Part time	585	<b>585</b>	<b>585</b>	<b>585</b>
Female	<b>471</b>	471	471	471
Male	<b>114</b>	114	114	114
Self-described gender	<b>0</b>	0	0	0
<b>Total Glenelg Futures</b>	<b>1,614</b>	<b>1,614</b>	<b>1,614</b>	<b>1,614</b>
<b>Corporate Services</b>				
Permanent - Full time	3,668	<b>3,668</b>	<b>3,668</b>	<b>3,668</b>
Female	<b>2,443</b>	2,443	2,443	2,443
Male	<b>1,225</b>	1,225	1,225	1,225
Self-described gender	<b>0</b>	0	0	0
Permanent - Part time	1,661	<b>1,661</b>	<b>1,661</b>	<b>1,661</b>
Female	<b>1,408</b>	1,408	1,408	1,408
Male	<b>253</b>	253	253	253
Self-described gender	<b>0</b>	0	0	0
<b>Total Corporate Services</b>	<b>5,329</b>	<b>5,329</b>	<b>5,329</b>	<b>5,329</b>
<b>Community Services</b>				
Permanent - Full time	4,017	<b>4,017</b>	<b>4,017</b>	<b>4,017</b>
Female	<b>3,173</b>	3,173	3,173	3,173
Male	<b>845</b>	845	845	845
Self-described gender	<b>0</b>	0	0	0
Permanent - Part time	3,112	<b>3,112</b>	<b>3,112</b>	<b>3,112</b>
Female	<b>3,008</b>	3,008	3,008	3,008
Male	<b>103</b>	103	103	103
Self-described gender	<b>0</b>	0	0	0
<b>Total Community Services</b>	<b>7,129</b>	<b>7,129</b>	<b>7,129</b>	<b>7,129</b>
<b>Infrastructure Services</b>				
Permanent - Full time	7,619	<b>7,619</b>	<b>7,619</b>	<b>7,619</b>
Female	<b>681</b>	681	681	681
Male	<b>6,938</b>	6,938	6,938	6,938
Self-described gender	<b>0</b>	0	0	0
Permanent - Part time	1,676	<b>1,676</b>	<b>1,676</b>	<b>1,676</b>
Female	<b>544</b>	544	544	544
Male	<b>1,132</b>	1,132	1,132	1,132
Self-described gender	<b>0</b>	0	0	0
<b>Total Infrastructure Services</b>	<b>9,295</b>	<b>9,295</b>	<b>9,295</b>	<b>9,295</b>
<b>Casuals, temporary and other expenditure</b>	<b>1,664</b>	<b>1,664</b>	<b>1,664</b>	<b>1,664</b>
<b>Capitalised labour costs</b>	<b>350.0</b>	<b>350.0</b>	<b>350.0</b>	<b>350.0</b>
<b>Total staff expenditure</b>	<b>27,055</b>	<b>27,055</b>	<b>27,055</b>	<b>27,055</b>

	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE
<b>Chief Executive Office</b>				
Permanent - Full time	11.0	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>
Female	<b>9.0</b>	9.0	9.0	9.0
Male	<b>2.0</b>	2.0	2.0	2.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
Permanent - Part time	3.2	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>
Female	<b>3.2</b>	3.2	3.2	3.2
Male	<b>0.0</b>	0.0	0.0	0.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
<b>Total Chief Executive Office</b>	<b>14.2</b>	<b>14.2</b>	<b>14.2</b>	<b>14.2</b>
<b>Glenelg Futures</b>				
Permanent - Full time	9.0	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>
Female	<b>3.0</b>	3.0	3.0	3.0
Male	<b>6.0</b>	6.0	6.0	6.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
Permanent - Part time	5.0	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
Female	<b>4.0</b>	4.0	4.0	4.0
Male	<b>1.0</b>	1.0	1.0	1.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
<b>Total Glenelg Futures</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
<b>Corporate Services</b>				
Permanent - Full time	31.0	<b>31.0</b>	<b>31.0</b>	<b>31.0</b>
Female	<b>23.0</b>	23.0	23.0	23.0
Male	<b>8.0</b>	8.0	8.0	8.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
Permanent - Part time	18.2	<b>18.2</b>	<b>18.2</b>	<b>18.2</b>
Female	<b>15.0</b>	15.0	15.0	15.0
Male	<b>3.2</b>	3.2	3.2	3.2
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
<b>Total Corporate Services</b>	<b>49.2</b>	<b>49.2</b>	<b>49.2</b>	<b>49.2</b>
<b>Community Services</b>				
Permanent - Full time	40.2	<b>40.2</b>	<b>40.2</b>	<b>40.2</b>
Female	<b>33.2</b>	33.2	33.2	33.2
Male	<b>7.0</b>	7.0	7.0	7.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
Permanent - Part time	36.1	<b>36.1</b>	<b>36.1</b>	<b>36.1</b>
Female	<b>34.9</b>	34.9	34.9	34.9
Male	<b>1.2</b>	1.2	1.2	1.2
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
<b>Total Community Services</b>	<b>76.2</b>	<b>76.2</b>	<b>76.2</b>	<b>76.2</b>
<b>Infrastructure Services</b>				
Permanent - Full time	75.0	<b>75.0</b>	<b>75.0</b>	<b>75.0</b>
Female	<b>7.0</b>	7.0	7.0	7.0
Male	<b>68.0</b>	68.0	68.0	68.0
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
Permanent - Part time	17.8	<b>17.8</b>	<b>17.8</b>	<b>17.8</b>
Female	<b>6.1</b>	6.1	6.1	6.1
Male	<b>11.7</b>	11.7	11.7	11.7
Self-described gender	<b>0.0</b>	0.0	0.0	0.0
<b>Total Infrastructure Services</b>	<b>92.8</b>	<b>92.8</b>	<b>92.8</b>	<b>92.8</b>
<b>Casuals and temporary staff</b>	<b>17.3</b>	<b>17.3</b>	<b>17.3</b>	<b>17.3</b>
<b>Capitalised labour</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>
<b>Total staff numbers</b>	<b>271.8</b>	<b>271.8</b>	<b>271.8</b>	<b>271.8</b>

## 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges. Glenelg Shire Council does not have a municipal charge.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.75% in line with the rate cap.

The ad valorem rates below are based on the current valuation as supplied by the valuer general which is subject to confirmation.

Council will raise total rates and charges for 2024/25 to \$33.3M.

#### 4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2023/24 Forecast \$'000	2024/25 Budget \$'000	Change \$'000	%
General Service Rates and Charges *	25,064	<b>25,751</b>	687	2.74%
Rates and Charges - Cultural & Recreational Lands Act	28	<b>28</b>	1	3.49%
Special rates and charges	4,874	<b>4,701</b>	(172)	-3.54%
Supplementary rates and rate adjustments	128	<b>150</b>	22	17.19%
Interest on rates and charges	6	-	(6)	-100.00%
<b>Total Rates and charges</b>	<b>30,099</b>	<b>30,631</b>	<b>531</b>	<b>1.76%</b>

\*These items are subject to the rate cap established under the FGRS

#### 4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year:

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

**4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year:**

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
General land *	13,255	<b>13,766</b>	511	3.86%
Commercial land *	1,736	<b>1,770</b>	35	2.01%
Primary production land *	10,074	<b>10,214</b>	141	1.40%
<b>Total amount to be raised by general rates</b>	<b>25,064</b>	25,751	<b>687</b>	<b>2.74%</b>

\*These items are subject to the rate cap established under the FGRS

**4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year:**

Type or class of land	2023/24	2024/25	Change	
	Number	Number	Number	%
General land	10,173	<b>10,204</b>	31	0.30%
Commercial land	1,021	<b>1,011</b>	(10)	-0.98%
Primary production land	2,751	<b>2,757</b>	6	0.22%
<b>Total General Rates assessments</b>	<b>13,945</b>	13,972	27	<b>0.19%</b>
Cultural and recreational land	30	<b>30</b>	-	0.00%
Rate agreements	6	<b>6</b>	-	0.00%
<b>Total number of assessments</b>	<b>13,981</b>	14,008	27	<b>0.19%</b>

**4.1.1(e) The basis of valuation to be used is the Capital Improved Value.**

**4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year:**

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
General land	3,932,029	<b>4,008,720</b>	76,691	1.95%
Commercial land	514,834	<b>515,535</b>	701	0.14%
Primary production land	4,270,314	<b>4,248,909</b>	(21,405)	-0.50%
Cultural and recreational land	16,324	<b>16,583</b>	259	1.59%
Rate agreements	347,776	<b>491,248</b>	143,472	41.25%
<b>Total value of land</b>	<b>9,081,277</b>	9,280,995	<b>199,718</b>	<b>2.20%</b>

**4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year**

Type of Charge	Per Rateable Property 2023/24	Per Rateable Property 2024/25	Change	
	\$	\$	\$	%
Municipal*	-	-	-	0.00%
<b>Total</b>	-	-	-	<b>0.00%</b>

\* Council does not charge any Municipal charges

**4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year**

Type of Charge	2023/24	2024/25	Change	
	\$'000	\$'000	\$	%
Municipal*	-	-	-	0.00%
<b>Total</b>	-	-	-	<b>0.00%</b>

\* Council does not charge any Municipal charges

**4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year**

Type of Charge	Per	Per	Change	
	Rateable Property 2023/24	Rateable Property 2024/25	\$	%
Waste Management charge - Kerbside Collection	296.00	<b>316.00</b>	20	6.76%
<b>Total</b>	<b>296.00</b>	<b>316.00</b>	<b>20</b>	<b>6.76%</b>

**4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year**

Type of Charge	2023/24	2024/25	] Change	%
	\$'000	\$'000		
Waste Management charge - Kerbside Collection	2,519	<b>2,748.29</b>	229	9.10%
<b>Total</b>	<b>2,519</b>	<b>2,748</b>	<b>229</b>	<b>9.10%</b>

**4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year**

Type of Charge	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
General Rates	25,064	<b>25,751</b>	687	2.74%
Cultural and recreational land	28	<b>28</b>	1	3.49%
Rate agreements	4,874	<b>4,701</b>	(172)	-3.54%
Waste Management charge - Kerbside Collection	2,519	<b>2,748</b>	229	9.10%
Supplementary rates and rate adjustments	128	<b>150</b>	22	17.19%
Interest on Rates and Charges	6	-	(6)	(100.00%)
<b>Total</b>	<b>32,618</b>	<b>33,379</b>	<b>760</b>	<b>2.33%</b>

**4.1.1(l) Fair Go Rates System Compliance**

Glenelg Shire Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023/24	2024/25
Total Rates (excludes rate agreements & cultural and recreational	\$ 25,064	\$ 25,751
Number of rateable properties	13,945	13,972
Base Average Rate	\$ 1,797	\$ 1,794
Maximum Rate Increase (set by the State Government)	<b>3.50%</b>	<b>2.75%</b>
Capped Average Rate	\$ 1,797.35	\$ 1,843.02
Maximum General Rates and Municipal Charges Revenue	\$ 25,064	\$ 25,753
Budgeted General Rates and Municipal Charges Revenue	\$ 25,013	\$ 25,751
Budgeted Supplementary Rates	\$ 128	\$ 150
Budgeted Total Rates and Municipal Charges Revenue	\$ 30,099	\$ 30,631

Data provided for 2024/25 is consistent with Annual Compliance Information submitted to the ESC for 2024/2025

**4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges:**

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024/25: estimated \$150k)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes Commercial land and vice versa.

**4.1.1(n) Differential rates**

Refer to better practice guide for details on disclosing differential rates.

Differential Rates Schedule	
General land	100%
Commercial land	100%
Primary production land	70%
Cultural and recreational land	50%

#### 4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Planning	490	550	60	12.24%
Registrations	220	227	7	3.30%
Permits	109	132	23	20.84%
Other	16	28	12	75.94%
<b>Total Statutory fees and fines</b>	<b>835</b>	<b>937</b>	<b>102</b>	<b>12.23%</b>

#### 4.1.3 User fees

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Aged and health services	79	-	(79)	(100.00%)
Contracts and Leases	255	285	31	11.98%
Child care/Children's programs	615	689	75	12.14%
Local Port	356	345	(11)	(3.17%)
Waste, recycling or resource recovery services	1,200	1,300	100	8.37%
Other fees and charges	132	162	30	22.38%
<b>Total User fees</b>	<b>2,636</b>	<b>2,782</b>	<b>145</b>	<b>5.51%</b>

#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Summary of grants</b>				
Commonwealth funded grants	13,041	15,933	2,891	22.17%
State funded grants	17,163	3,231	(13,931)	(81.17%)
<b>Total Grants received</b>	<b>30,204</b>	<b>19,164</b>	<b>(11,040)</b>	<b>-36.55%</b>

##### (a) Operating Grants

##### **Recurrent - Commonwealth Government**

Financial Assistance Grants	474	11,239	10,765	2271.54%
Aged and Disability Services	280	-	(280)	-100.00%

##### **Recurrent - State Government**

Aged and Disability Services	55	-	(55)	-100.00%
Emergency Response	120	120	-	0.00%
Environmental Health	4	13	9	198.21%
Libraries	210	210	-	0.00%
Local Port	186	186	-	0.00%
Maternal and child health	436	455	19	4.43%
Family & Children	863	950	87	10.06%
Community Wellbeing - L2P	66	77	11	16.33%
Youth Services	36	36	-	-
<b>Total Recurrent grants</b>	<b>2,729</b>	<b>13,286</b>	<b>10,556</b>	<b>386.80%</b>

##### **Non-recurrent - Commonwealth Government**

Aged and Disability Services	(45)	-	45	-100.00%
Planning Services	181	25	(156)	-86.21%
Family and children	1,372	1,608	236	17.23%

##### **Non-recurrent - State Government**

Arts and Culture	90	90	-	0.00%
Collection Conservation	134	-	(134)	-100.00%
Community Wellbeing	161	-	(161)	-100.00%
Environmental Health	100	-	(100)	-100.00%
Environmental Sustainability	77	77	-	0.00%
Economy and Investment	250	-	(250)	-100.00%
Family and children	857	722	(136)	-15.81%
Planning Services	75	-	(75)	-100.00%
Organisational Development	28	-	(28)	-100.00%
Libraries	12	84	72	630.05%
Local Port	84	84	-	0.00%
School crossing supervisors	74	76	2	3.01%
Sports and Recreation	2	-	(2)	100.00%
Youth Services	52	52	-	-
<b>Total Non-recurrent grants</b>	<b>3,504</b>	<b>2,818</b>	<b>(685)</b>	<b>-19.56%</b>

<b>Total Operating Grants</b>	<b>6,233</b>	<b>16,104</b>	<b>9,871</b>	<b>158.37%</b>
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	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads to Recovery	4,604	3,060	- 1,544	-33.54%
<b>Total Recurrent grants</b>	<b>4,604</b>	<b>3,060</b>	<b>(1,544)</b>	<b>-33.54%</b>
<b>Non-recurrent - Commonwealth Government</b>				
LRCI Funding - Phase #1	227	-	(227)	-100.00%
LRCI Funding - Phase #2	203	-	(203)	-100.00%
LRCI Funding - Phase #3	2,159	-	(2,159)	-100.00%
LRCI Funding - Phase #4	3,585	-	(3,585)	-100.00%
<b>Non-recurrent - State Government</b>				
Alexandra Park Redevelopment	100	-	(100)	100.00%
Living Local Project	46	-	(46)	-100.00%
Portland Foreshore Ceremonial Space Project	873	-	(873)	-100.00%
Foreshore Multi-Purpose Building	4,696	-	(4,696)	-100.00%
Local Freight Roads Project	4,635	-	(4,635)	-100.00%
Portland Trawler Wharf Refuelling Facility	367	-	(367)	-100.00%
Portland North Industrial Precinct	2,476	-	(2,476)	-100.00%
<b>Total Non-recurrent grants</b>	<b>19,367</b>	<b>-</b>	<b>(19,367)</b>	<b>-100.00%</b>
<b>Total Capital grants</b>	<b>23,971</b>	<b>3,060</b>	<b>(20,911)</b>	<b>-87.23%</b>
<b>Total Grants</b>	<b>30,204</b>	<b>19,164</b>	<b>(11,040)</b>	<b>-36.55%</b>

#### 4.1.5 Contributions

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Monetary	90	38	(52)	-57.47%
Non-Monetary	40	40	-	-
<b>Total Contributions</b>	<b>130</b>	<b>78</b>	<b>(52)</b>	<b>-39.79%</b>

#### 4.1.6 Other income

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Interest income	200	150	(50)	-25.00%
Reimbursements	502	285	(217)	-43.28%
Sales and commission	405	393	(12)	-3.02%
<b>Total Other income</b>	<b>1,107</b>	<b>828</b>	<b>(280)</b>	<b>-25.26%</b>

#### 4.1.7 Employee costs

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Wages and salaries	21,404	21,903	498	2.33%
WorkCover	591	602	11	1.93%
Superannuation	2,349	2,400	51	2.15%
Fringe Benefits Tax	148	150	3	1.69%
Other employee costs	2,203	2,350	147	6.66%
Salary expenses capitalised	(350)	(350)	-	0.00%
<b>Total Employee costs</b>	<b>26,346</b>	<b>27,055</b>	<b>709</b>	<b>2.69%</b>

#### 4.1.8 Materials and services

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Contract payments	11,729	10,775	(954)	-8.13%
Material expenses	2,545	2,662	117	4.60%
Utilities	1,466	1,395	(72)	-4.88%
Office administration	203	212	8	4.17%
Information technology	1,315	1,455	140	10.64%
Insurance	874	895	21	2.37%
Legal and Consulting expenses	1,386	1,009	(377)	-27.17%
Maintenance	750	800	50	6.67%
<b>Total Materials and services</b>	<b>20,269</b>	<b>19,203</b>	<b>(1,066)</b>	<b>-5.26%</b>

#### 4.1.9 Depreciation

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Property	2,456	2,161	(295)	-12.02%
Plant & equipment	1,084	954	(130)	-12.02%
Infrastructure	8,985	7,905	(1,080)	-12.02%
<b>Total Depreciation</b>	<b>12,525</b>	<b>11,020</b>	<b>(1,505)</b>	<b>-12.02%</b>

#### 4.1.10 Depreciation - Right of Use Assets (ROU)

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Right of use assets	223	223	-	0.00%
<b>Total Depreciation - ROU Assets</b>	<b>223</b>	<b>223</b>	<b>-</b>	<b>0.00%</b>

#### 4.1.11 Other expenses

	Forecast	Budget	Change	
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Audit fee expenses	53	56	3	5.00%
Councillor Allowances	312	307	(5)	-1.70%
Seminar and training fees	297	355	58	19.51%
Memberships	325	331	6	1.73%
Communication expenses	272	295	23	8.62%
Advertising	118	123	5	4.00%
Travel and accommodation	113	102	(11)	-10.10%
Statutory expenses	155	169	14	9.20%
Bank fees	56	100	44	77.99%
Contributions and donations	381	398	17	4.38%
Other expenses	51	23	(28)	-54.64%
Registrations	205	205	(0)	-0.04%
Internal cost allocations	(1,307)	(1,042)	291	-22.22%
<b>Total Other expenses</b>	<b>1,032</b>	<b>1,421</b>	<b>390</b>	<b>37.77%</b>

\* Other expenses includes an amount allocated for investigation into Council's Enterprise Resource System.



## 4.2 Balance Sheet

### 4.2.1 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Projections 2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Amount borrowed as at 30 June of the prior year	678	7,259	6,677	6,337	5,981
Amount proposed to be borrowed	7,000	-	-	-	-
Amount projected to be redeemed	(419)	(582)	(339)	(357)	(375)
<b>Amount of borrowings as at 30 June</b>	<b>7,259</b>	<b>6,677</b>	<b>6,337</b>	<b>5,981</b>	<b>5,606</b>

Loan borrowings is a legitimate and responsible financial management tool used to fund major projects and is best utilised to spread the payments for such projects across the generations who benefit.

As part of the development of this Budget, Council has proposed borrowings that are affordable and flexible, ensures on-going financial sustainability, and provides an alternative funding option for specific major projects that are intergenerational.

New borrowings of \$7M are required for major capital project expenditure that has occurred over several years relating to the Landfill Rehabilitation Works. Cash inflows from grant funding in prior years has financed the landfill works in the respective years these works were carried out.

### 4.2.2 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000
<b>Right-of-use (ROU) assets</b>		
Plant and Equipment	589	347
<b>Total ROU assets</b>	<b>589</b>	<b>347</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Plant and Equipment	257	203
<b>Total Current lease liabilities</b>	<b>257</b>	<b>203</b>
<b>Non-current lease liabilities</b>		
Plant and Equipment	341	163
<b>Total Non-current lease liabilities</b>	<b>341</b>	<b>163</b>
<b>Total Lease liabilities</b>	<b>598</b>	<b>367</b>

### 4.3 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024/25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

#### 4.3.1 Summary

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Property	6,541	375	(6,166)	-94.27%
Plant and equipment	1,561	2,578	1,016	65.10%
Infrastructure	22,487	4,940	(17,547)	-78.03%
<b>Total</b>	<b>30,589</b>	<b>7,893</b>	<b>(22,696)</b>	<b>-74.20%</b>

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	375	-	375	-	-	-	-	375	-
Plant and equipment	2,578	1,328	1,250	-	-	-	-	2,578	-
Infrastructure	4,940	-	4,690	250	-	3,060	-	1,880	-
<b>Total</b>	<b>7,893</b>	<b>1,328</b>	<b>6,315</b>	<b>250</b>	<b>-</b>	<b>3,060</b>	<b>-</b>	<b>4,833</b>	<b>-</b>

4.3.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>PROPERTY</b>									
<b>Buildings</b>									
<i>Building Renewal Plan</i>	320	-	320	-	-	-	-	320	-
<i>Casterton Saleyard Renewal</i>	30	-	30	-	-	-	-	30	-
<i>DDA Compliance Program</i>	25	-	25	-	-	-	-	25	-
<b>TOTAL PROPERTY</b>	<b>375</b>	-	<b>375</b>	-	-	-	-	<b>375</b>	-
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
<i>Heavy Plant Renewal Program</i>	500	-	500	-	-	-	-	500	-
<i>Light Fleet Renewal Program</i>	615	-	615	-	-	-	-	615	-
<i>Light Plant Renewal Program</i>	20	-	20	-	-	-	-	20	-
<i>New Asset - Heavy Plant</i>	550	550	-	-	-	-	-	550	-
<b>Fixtures, Fittings and Furniture</b>									
<i>Furniture Renewal Program</i>	10	-	10	-	-	-	-	10	-
<b>Arts &amp; Cultural Heritage Renewal Program</b>									
<i>Arts &amp; Cultural Heritage Renewal Program</i>	10	-	10	-	-	-	-	10	-
<b>Library books</b>									
<i>Library Resources Renewal Program</i>	95	-	95	-	-	-	-	95	-
<b>Other Plant and Equipment</b>									
<i>Priority Project - ERP</i>	778	778	-	-	-	-	-	778	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,578</b>	<b>1,328</b>	<b>1,250</b>	-	-	-	-	<b>2,578</b>	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>Road Resheeting Program</i>	800	-	800	-	-	800	-	-	-
<i>Sealed Road Resurfacing Program</i>	1,000	-	1,000	-	-	1,000	-	-	-
<i>Sealed Road Rehabilitation Program</i>	1,630	-	1,630	-	-	1,160	-	470	-
<i>Local Area Traffic Facilities Renewal Works</i>	30	-	30	-	-	-	-	30	-
<i>Urban Kerb and Channel Renewal Program</i>	200	-	200	-	-	-	-	200	-
<i>Rural Drainage Renewal Program</i>	50	-	50	-	-	-	-	50	-
<i>Major Road Patching Program</i>	100	-	100	-	-	-	-	100	-
<b>Bridges</b>									
<i>Bridge Annual Renewal Program</i>	100	-	100	-	-	100	-	-	-
<b>Footpaths and Cycleways</b>									
<i>Path Annual Renewal Program</i>	150	-	150	-	-	-	-	150	-
<b>Drainage</b>									
<i>Stormwater Assets Renewal Program</i>	100	-	100	-	-	-	-	100	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
<i>Recreation &amp; Open Space Renewal Program</i>	200	-	200	-	-	-	-	200	-
<b>Waste Management</b>									
<i>Waste Management Facilities Renewal</i>	20	-	20	-	-	-	-	20	-
<b>Parks, Open Space and Streetscapes</b>									
<i>Street Lighting Renewal Program</i>	10	-	10	-	-	-	-	10	-
<i>Street Furniture Renewal Program</i>	20	-	20	-	-	-	-	20	-
<i>Street Tree Replacement Program</i>	30	-	30	-	-	-	-	30	-
<i>Local Port Renewal Program</i>	50	-	50	-	-	-	-	50	-
<b>Off Street Car Parks</b>									
<i>Parking Facilities Renewal Program</i>	50	-	50	-	-	-	-	50	-
<b>Aerodrome</b>									
<i>Aerodrome Renewal Program</i>	50	-	50	-	-	-	-	50	-
<b>Other Infrastructure</b>									
<i>Pedestrian Crossings - Lighting</i>	150	-	-	150	-	-	-	150	-
<i>Transfer Station Improvements Upgrades</i>	40	-	-	40	-	-	-	40	-
<i>Casterton Livestock Saleyards Upgrades</i>	60	-	-	60	-	-	-	60	-
<i>Other</i>	100	-	100	-	-	-	-	100	-
<b>TOTAL INFRASTRUCTURE</b>	<b>4,940</b>	-	<b>4,690</b>	<b>250</b>	-	<b>3,060</b>	-	<b>1,880</b>	-
<b>TOTAL NEW CAPITAL WORKS</b>	<b>7,893</b>	<b>1,328</b>	<b>6,315</b>	<b>250</b>	-	<b>3,060</b>	-	<b>4,833</b>	-

4.3.3 Works carried forward from the 2023/2024 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>PROPERTY</b>									
<b>Building</b>									
<i>Multipurpose Building - Portland Foreshore</i>	<b>5,680</b>	5,680	-	-	-	4,680	-	1,000	-
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>Local Freight Roads Projects</i>	<b>1,237</b>	1,237	-	-	-	1,237	-	-	-
<b>Drainage</b>									
<i>Portland North Industrial Precinct - Stage 2</i>	<b>2,382</b>	-	-	2,382	-	2,382	-	-	-
<i>Building Renewal Works - Fire Panels</i>	<b>100</b>		100	-		-		100	
<b>Parks, Open Space and Streetscapes</b>									
<i>LRCI 3 Projects - Henty St Toilet Upgrade</i>	<b>493</b>	-	-	493	-	493	-	-	-
<i>LRCI 3 Projects - Thermal Loop Upgrade</i>	<b>310</b>	-	-	310	-	310	-	-	-
<i>LRCI 4 Projects - Various</i>	<b>2,939</b>	1,628	1,311	-	-	2,939		-	
<b>Other</b>									
<i>Other Infrastructure - Trawler Wharf Refuel Facility</i>	<b>121</b>	121	-	-	-	61	-	60	-
<b>PLANT &amp; EQUIPMENT</b>									
<b>Plant, Machinery &amp; Equipment</b>									
<i>Heavy Plant Renewal Program</i>	<b>323</b>	-	323	-	-	-	-	323	-
<b>TOTAL CARRIED FORWARD CAPITAL WORKS FROM 2023/2024</b>	<b>13,584</b>	<b>8,665</b>	<b>1,734</b>	<b>3,185</b>	<b>-</b>	<b>12,101</b>	<b>-</b>	<b>1,483</b>	<b>-</b>
<b>TOTAL NEW &amp; CARRIED FORWARD CAPITAL WORKS</b>	<b>21,477</b>	<b>9,993</b>	<b>8,049</b>	<b>3,435</b>	<b>-</b>	<b>15,161</b>	<b>-</b>	<b>6,316</b>	<b>-</b>

advance for large capital works projects that have allowed Council in previous years to utilise cash reserves rather than draw down on new loans.

**Summary of Planned Capital Works Expenditure  
For the years ending 30 June 2026, 2027 & 2028**

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Building improvements	375	0	375	0	0	375	0	0	375	0
<b>Total Buildings</b>	<b>375</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>
<b>Total Property</b>	<b>375</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>
<b>Plant and Equipment</b>										
Arts & Cultural Heritage Renewal Program	10	0	10	0	0	10	0	0	10	0
Plant, machinery and equipment	1,155	0	1,155	0	0	1,155	0	0	1,155	0
Fixtures, fittings and furniture	10	0	10	0	0	10	0	0	10	0
Library books	95	0	95	0	0	95	0	0	95	0
Priority Project - ERP	970	970	0	0	0	970	0	0	970	0
<b>Total Plant and Equipment</b>	<b>2,240</b>	<b>970</b>	<b>1,270</b>	<b>0</b>	<b>0</b>	<b>2,240</b>	<b>0</b>	<b>0</b>	<b>2,240</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	3,810	0	3,810	0	0	3,810	3,060	0	750	0
Bridges	200	0	200	0	0	200	0	0	200	0
Footpaths and cycleways	150	0	150	0	0	150	0	0	150	0
Drainage	50	0	50	0	0	50	0	0	50	0
Recreational, leisure and community facilities	200	0	200	0	0	200	0	0	200	0
Waste management	20	0	20	0	0	20	0	0	20	0
Parks, open space and streetscapes	160	0	160	0	0	160	0	0	160	0
Aerodromes	50	0	50	0	0	50	0	0	50	0
Off street car parks	50	0	50	0	0	50	0	0	50	0
<b>Total Infrastructure</b>	<b>4,690</b>	<b>0</b>	<b>4,690</b>	<b>0</b>	<b>0</b>	<b>4,690</b>	<b>3,060</b>	<b>0</b>	<b>1,630</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>7,305</b>	<b>970</b>	<b>6,335</b>	<b>0</b>	<b>0</b>	<b>7,305</b>	<b>3,060</b>	<b>0</b>	<b>4,245</b>	<b>0</b>

**Summary of Planned Capital Works Expenditure  
For the years ending 30 June 2026, 2027 & 2028**

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Building improvements	375	0	375	0	0	375	0	0	375	0
<b>Total Buildings</b>	<b>375</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>
<b>Total Property</b>	<b>375</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>
<b>Plant and Equipment</b>										
Arts & Cultural Heritage Renewal Program	10	0	10	0	0	10	0	0	10	0
Plant, machinery and equipment	1,155	0	1,155	0	0	1,155	0	0	1,155	0
Fixtures, fittings and furniture	10	0	10	0	0	10	0	0	10	0
Library books	95	0	95	0	0	95	0	0	95	0
New Asset - Heavy Plant	600	600	0	0	0	600	0	0	600	0
Priority Project - ERP	460	460	0	0	0	460	0	0	460	0
<b>Total Plant and Equipment</b>	<b>2,330</b>	<b>1,060</b>	<b>1,270</b>	<b>0</b>	<b>0</b>	<b>2,330</b>	<b>0</b>	<b>0</b>	<b>2,330</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	3,810	0	3,810	0	0	3,810	3,060	0	750	0
Bridges	200	0	200	0	0	200	0	0	200	0
Footpaths and cycleways	150	0	150	0	0	150	0	0	150	0
Drainage	50	0	50	0	0	50	0	0	50	0
Recreational, leisure and community facilities	200	0	200	0	0	200	0	0	200	0
Waste management	20	0	20	0	0	20	0	0	20	0
Parks, open space and streetscapes	160	0	160	0	0	160	0	0	160	0
Aerodromes	50	0	50	0	0	50	0	0	50	0
Off street car parks	50	0	50	0	0	50	0	0	50	0
<b>Total Infrastructure</b>	<b>4,690</b>	<b>0</b>	<b>4,690</b>	<b>0</b>	<b>0</b>	<b>4,690</b>	<b>3,060</b>	<b>0</b>	<b>1,630</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>7,395</b>	<b>1,060</b>	<b>6,335</b>	<b>0</b>	<b>0</b>	<b>7,395</b>	<b>3,060</b>	<b>0</b>	<b>4,335</b>	<b>0</b>

**Summary of Planned Capital Works Expenditure  
For the years ending 30 June 2026, 2027 & 2028**

2027/28	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Building improvements	395	0	395	0	0	395	0	0	395	0
<b>Total Buildings</b>	<b>395</b>	<b>0</b>	<b>395</b>	<b>0</b>	<b>0</b>	<b>395</b>	<b>0</b>	<b>0</b>	<b>395</b>	<b>0</b>
<b>Total Property</b>	<b>395</b>	<b>0</b>	<b>395</b>	<b>0</b>	<b>0</b>	<b>395</b>	<b>0</b>	<b>0</b>	<b>395</b>	<b>0</b>
<b>Plant and Equipment</b>										
Arts & Cultural Heritage Renewal Program	10	0	10	0	0	10	0	0	10	0
Plant, machinery and equipment	1,135	0	1,135	0	0	1,135	0	0	1,135	0
Fixtures, fittings and furniture	10	0	10	0	0	10	0	0	10	0
Library books	95	0	95	0	0	95	0	0	95	0
Priority Project - Replacement Fence Bentinck St, Portland	150	0	150	0	0	150	0	0	150	0
<b>Total Plant and Equipment</b>	<b>1,400</b>	<b>0</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>1,400</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	3,810	0	3,810	0	0	3,810	3,060	0	750	0
Bridges	200	0	200	0	0	200	0	0	200	0
Footpaths and cycleways	150	0	150	0	0	150	0	0	150	0
Drainage	50	0	50	0	0	50	0	0	50	0
Recreational, leisure and community facilities	200	0	200	0	0	200	0	0	200	0
Waste management	20	0	20	0	0	20	0	0	20	0
Parks, open space and streetscapes	160	0	160	0	0	160	0	0	160	0
Aerodromes	50	0	50	0	0	50	0	0	50	0
Off street car parks	50	0	50	0	0	50	0	0	50	0
<b>Total Infrastructure</b>	<b>4,690</b>	<b>0</b>	<b>4,690</b>	<b>0</b>	<b>0</b>	<b>4,690</b>	<b>3,060</b>	<b>0</b>	<b>1,630</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>6,485</b>	<b>0</b>	<b>6,485</b>	<b>0</b>	<b>0</b>	<b>6,485</b>	<b>3,060</b>	<b>0</b>	<b>3,425</b>	<b>0</b>



## 5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

### Targeted performance indicators - Service

Indicator	Measure	Actual	Forecast	Budget	Target Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
<b>Governance *</b>								
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	45	57	58	58	59	60	+
<b>Roads</b>								
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	93.52%	95%	94.90%	94.90%	94.90%	94.90%	o
<b>Statutory planning</b>								
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	71.36%	72%	74.00%	76.00%	78.00%	80.00%	+
<b>Waste management</b>								
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	30.40%	32%	32.33%	32.33%	32.33%	32.33%	o

#### Notes to indicators

1. **Satisfaction with community consultation and engagement**

Continued focus on active community consultation and engagement including the reactivation of listening posts as per the 4 year council action plan (year 4).

2. **Sealed local roads below the intervention level**

Council aims to have 95% of sealed roads maintained to condition standards. This may vary due to intense weather events.

3. **Planning applications decided within the relevant required time**

This target is difficult to control with limited influence. Council is only able to estimate the number of applications and enquiries it will receive.

4. **Kerbside collection waste diverted from landfill**

Waste Education Strategy is currently being developed for release to public to assist in Waste Diversion.

### Targeted performance indicators - Financial

Indicator	Measure	Actual	Forecast	Budget	Target Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
<b>Liquidity</b>								
Working Capital	Current assets / current liabilities	94.14%	60%	67.49%	34.59%	38.02%	48.87%	+
<b>Obligations</b>								
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	55.97%	89.0%	59.57%	58.78%	59.89%	61.05%	-
<b>Stability</b>								
Rates concentration*	Rate revenue / adjusted underlying revenue	46.17%	74.30%	61.69%	61.61%	61.55%	61.49%	o
<b>Efficiency</b>								
Expenditure level	Total expenses / no. of property assessments	\$4,440.01	\$4,323.76	\$4,240.98	\$4,315.18	\$4,394.92	\$4,477.18	o

\* The significant change between 2022/23 & 2023/24 is due to the Victorian Local Governments being paid in advance for 2023/24 in 2022/23 distorting the adjusted underlying revenue amount

## 5b. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Actual	Forecast	Budget	Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
<b>Operating position</b>								
Adjusted underlying result*	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	-7.63%	-37.6%	-9.6%	-8.7%	-8.0%	-7.2%	+
<b>Liquidity</b>								
Unrestricted cash^	Unrestricted cash / current liabilities	25.27%	40.7%	35.2%	2.6%	6.2%	17.6%	+
<b>Obligations</b>								
Loans and borrowings~	Interest bearing loans and borrowings / rate revenue	2.54%	22.3%	20.0%	18.5%	17.1%	15.6%	+
Loans and borrowings~	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	2.22%	1.4%	2.8%	2.0%	1.9%	1.9%	+
Indebtedness~	Non-current liabilities / own source revenue	29.71%	47.2%	44.7%	41.6%	39.1%	36.6%	+
<b>Stability</b>								
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.33%	0.36%	0.36%	0.37%	0.38%	0.39%	o
<b>Efficiency</b>								
Revenue level	Total rate revenue / no. of property assessments	\$1,720.49	\$1,806,808	\$1,843,020	\$1,887,415	\$1,933,960	\$1,981,811	o

\* This result is impacted by our Depreciation costs

^ This result is impacted by a catch up effect for Capital Works carried forward from prior years

~ This result is impacted by the \$7M loan expected to be drawn down in 2023/24

### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

# 2024 - 2025

# FEES AND CHARGES

GLENELG SHIRE COUNCIL



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# Airports

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
AP007	Airport Fuel Supply - Jet A1 Fuel	Each	Market Price	Y
AP006	Airport Landing Fees - Aircraft (Commercial) - (Maximum Take Off Weight)	Each	\$ 14.60	Y
AP003	Portland Airport - Conference Room - PORTLAND - Full Day Rate	Each	\$ 191.00	Y
AP002	Portland Airport - Conference Room - PORTLAND - Half Day Rate (4 hours)	Each	\$ 100.00	Y
AP001	Portland Airport - Conference Room - PORTLAND - Hourly Rate (minimum hire 3 hrs)	Per Hour	\$ 31.30	Y
AP004	Portland Airport Fees - RPT Head Tax - Adult	Each	\$ 13.60	Y
AP005	Portland Airport Fees - RPT Head Tax - Child	Each	\$ 6.70	Y

# Animals

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
AF042	Dogs - Exempt	Each	\$ -	N
AF012	Domestic Animal - Cat Registrations – Full Fee	Each	\$ 77.00	N
AF013	Domestic Animal - Cat Registrations – Reduced Fee	Each	\$ 25.60	N
AF004	Domestic Animal - Dog Registrations - Declared Dangerous or Restricted Breed - no discounts apply	Each	\$ 210.00	N
AF001	Domestic Animal - Dog Registrations – Full Fee	Each	\$ 115.00	N
AF002	Domestic Animal - Dog Registrations – Reduced Fee	Each	\$ 37.70	N
AF022	Domestic Animal - Microchipping (\$35.00)	Each	\$ 40.00	Y
AF042	Domestic Animal - Registration Tags	Each	\$15	Y
AF040	Domestic Animals Act 1994 (Per entry) - 18(2) Inspect Register	Each	\$ 11.30	Y
AF039	Domestic Animals Act 1994 (Per entry) - 18(3a) Make Records	Each	\$ 11.30	Y
AF038	Domestic Animals Act 1994 (Per entry) - 18(3b) Issue Certificate	Each	\$ 11.30	Y

AF041	Domestic Animals Act 1994 (Per entry) - Register Business	Per Year	\$	328.20	Y
AF033	Emergency Boarding Fee - Domestic Animals emergency boarding fee	Each	\$	7.70	Y
AF034	Local Laws - Administration Fee	Each	\$	50.00	Y
AF035	Permit Fee - Excess Domestic Animals (dog, cat)	Each	\$	28.70	N
AF036	Permit Fee - Non Domestic Animals (Livestock)	Each	\$	28.70	N
AF021	Pound Release Fee - Daily Impound Sustenance Fee for Domestic Animals	Each	\$	7.60	Y
AF030	Daily Impound Sustenance (includes pasture hay) Fee per livestock (ie horse, goat, cow, sheep etc)	Each	\$	15.00	Y
AF031	Daily Impound Sustenance (includes pasture hay, daily feeding) Fee per livestock (ie horse, goat, cow, sheep etc) - within business hours	Each	\$	15.00	Y
AF032	Daily Impound Sustenance (includes pasture hay, daily feeding) Fee per livestock (ie horse, goat, cow, sheep etc) - after hours	Each	\$	75.00	Y
AF037	Additional Sustenance Fees (includes hard feed, high protein type hays, supplements)	Each		At cost	Y
AF028	Pound Release Fee - Livestock (large animal; e.g. horse, cow) - impounded after hours	Each	\$	231.10	N
AF027	Pound Release Fee - Livestock (large animal; e.g. horse, cow) - impounded during business hours	Each	\$	115.00	N
AF026	Pound Release Fee - Livestock (sheep, goat, pig) - impounded after hours	Each	\$	115.00	N
AF025	Pound Release Fee - Livestock (sheep, goat, pig) - impounded during business hours	Each	\$	57.00	N
AF019	Pound Release Fee - Per Domestic Animal - 50% discount - within first 24 hours	Each	\$	50.30	N
AF020	Pound Release Fee - Per Domestic Animal - After 24 hours of Impounding	Each	\$	100.60	N

# Assets and Works

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
ISE002	Asset Protection - General Local Law 2018 Fee - Bond (Refundable)	Each	\$ 900.00	N
ISE001	Asset Protection - General Local Law 2018 Fee - Permit Application	Each	\$ 165.00	N
ISE015	Reinstatement Fees - Drainage Information Fees - Provision Drainage information only	Each	\$ 82.20	N
ISE016	Reinstatement Fees - Drainage Information Fees - Site inspections of constructed connections within property easements	Each	\$ 164.40	N
ISE017	Reinstatement Fees - Drainage Information Fees - Site inspections of constructed connections within road reserves	Each	Each	N
ISE014	Reinstatement Fees - Drainage Information Fees - Storm water connection advice for commercial and industrial properties	Each	\$ 82.20	N
ISE006	Reinstatement Fees - Footpath / Driveway - Concrete (single panel)	Per m2	\$ 423.50	Y
ISE009	Reinstatement Fees - Footpath / Driveway - Construct with sprayed Bitumen seal	Per m2	\$ 379.40	Y
ISE008	Reinstatement Fees - Footpath / Driveway - Spray Bitumen Seal	Per m2	\$ 106.40	Y
ISE012	Reinstatement Fees - Other services - Cut concrete, jack hammer, cut away	Per m2	\$ 122.56	Y
ISE013	Reinstatement Fees - Other services - Pavers	Per m2	\$ 168.90	Y
ISE011	Reinstatement Fees - Other services - Side Entry Pit Lids	Each	\$ 387.20	Y
ISE004	Reinstatement Fees - Road Pavement - Pavement Replacement and sprayed bitumen seal	Per m2	\$ 528.50	Y
ISE003	Reinstatement Fees - Road Pavement - Pre-mix	Per m2	\$ 271.20	Y
ISE005	Reinstatement Fees - Road Pavement - Sprayed bitumen seal only	Per m2	\$ 106.40	Y



# Building Services

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
RSB049	Other - Amended Plans - Major	Each	\$ 300.00	Y
RSB048	Other - Amended Plans - Minor	Each	\$ 150.00	Y
RSB021	Building Permit - Commercial Work-Commercial (\$100,001 to \$150,000)	Each	\$ 3,050.00	Y
RSB019	Building Permit - Commercial Work-Commercial (\$20,001 to \$50,000)	Each	\$ 1,750.00	Y
RSB023	Building Permit - Commercial Work-Commercial (\$200,001 to \$300,000)	Each	\$ 3,950.00	Y
RSB018	Building Permit - Commercial Work-Commercial (\$10,001 to \$20,000)	Each	\$ 1,350.00	Y
RSB022	Building Permit - Commercial Work-Commercial (\$150,001 to \$200,000)	Each	\$ 3,350.00	Y
RSB024	Building Permit - Commercial Work-Commercial (\$300,001 to \$500,000)	Each	\$ 4,550.00	Y
RSB017	Building Permit - Commercial Work-Commercial (\$0 to \$10,000)	Each	\$ 950.00	Y
RSB020	Building Permit - Commercial Work-Commercial (\$50,001 to \$100,000)	Each	\$ 2,850.00	Y
RSB025	Building Permit - Commercial Work-Commercial (\$500,000 + )	Each	Quote provided on enquiry	Y
RSB026	Building Permit - Fence	Each	\$ 300.00	Y
RSB009	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$10,001 to \$20,000)	Each	\$ 850.00	Y
RSB013	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$100,001 - \$200,000)	Each	\$ 2,650.00	Y
RSB010	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$20,001 - \$40,000)	Each	\$ 1,050.00	Y

RSB014	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$200,001 - \$300,000)	Each	\$ 2,950.00	Y
RSB011	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$40,001 - \$70,000)	Each	\$ 1,250.00	Y
RSB008	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$0 to \$10,000)	Each	\$ 750.00	Y
RSB012	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions (\$70,001 - \$100,000)	Each	\$ 1,750.00	Y
RSB015	Building Permit - Minor Building works Class 1a and 10a, 10b, 10c (excludes pools)-Alterations/Additions/Outbuildings (\$300,001+)	Each	Quote provided on enquiry	Y
RSB001	Building Permit - New Dwelling \$0 to - \$150,000	Each	\$ 2,650.00	Y
RSB048	Building Permit - New Dwelling \$150,001 - \$300,000	Each	\$ 2,950.00	Y
RSB049	Building Permit - New Dwelling \$300,001 - \$500,000	Each	\$ 3,250.00	Y
RSB050	Building Permit - New Dwelling \$500,001 - \$650,000	Each	\$ 3,550.00	Y
RSB051	Building Permit - New Dwelling \$650,001 - \$800,000	Each	\$ 3,850.00	Y
RSB052	Building Permit - New Dwelling \$800,001+	Each	Quote provided on enquiry	Y
RSB027	Building Permit - Swimming Pools & Fence - Above ground pool	Each	\$ 450.00	Y
RSB028	Building Permit - Swimming Pools & Fence - In ground pool	Each	\$ 650.00	Y
RSB047	Enforcement Administration Fee (Plus additional fee of equivalent costs if a building permit was lodged)	Each	\$ 450.00	Y
RSB046	Other - Additional Building Inspections - after maximum number	Each	\$ 200.00	Y
RSB037	Other - Additional Mandatory Inspections	Each	\$ 200.00	Y
RSB039	Other - Building Notices / Order (Estimate of building permit fee + 50% based on fees that would have been payable had a building permit been taken out)	Each	\$ 450.00	Y

RSB044	Other - ESM Audit Service	Each	\$ 200.00	Y
RSB043	Other - Essential Safety Measures Initial Inspection	Each	\$ 500.00	Y
RSB031	Other - Extensions of Time	Each	\$ 300.00	Y
RSB041	Other - Foundations, footings, finals	Each	\$ 345.00	Y
RSB042	Other - Frame	Each	\$ 445.00	Y
RSB035	Other - Lodgement of certificate of compliance (Pool)*	Each	STATUTORY FEE - TBA	Y
RSB038	Other - Occupancy Permit / Places of Public Entertainment	Each	\$ 1,070.00	Y
RSB030	Other - Pool Certification Re-Inspection Fee	Each	\$ 150.00	Y
RSB033	Other - Registration of Pool*	Each	STATUTORY FEE - TBA	Y
RSB036	Other - Request for search of building plans	Each	\$ 115.00	Y
RSB034	Other - Search Fee for information on age of pool where it is unknown*	Each	STATUTORY FEE - TBA	Y
RSB029	Other - Swimming Pool - Inspection for Certification	Each	\$ 250.00	Y
RSB040	Other - Travel time for additional inspections requested by applicant	Per km	\$ 1.10	Y

# Casterton Caravan Park

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
CCP001	Powered Site - Daily	Per Day	\$ 29.00	Y
CCP002	Powered Site - Daily - Peak Rate (Kelpie Weekend, Christmas and Easter)	Per Day	\$ 45.00	Y
CCP003	Powered Site - Weekly	Per Week	\$ 174.00	Y
CCP004	Unpowered Site - Daily	Per Day	\$ 25.00	Y
CCP005	Unpowered Site - Daily - Peak Rate (Kelpie Weekend, Christmas and Easter)	Per Day	\$ 35.00	Y
CCP006	Unpowered Site - Weekly	Per Week	\$ 150.00	Y

# Casterton Saleyards

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
CSY014	Administration fee to supply and fit tags when fitted by agents	Each	\$ 18.60	Y
CSY017	Bull Yarding Fee - outside of sale dates	Per Head/Per Day	\$ 11.20	Y
CSY010	Occasional Use - Yard opening charge - for resting/interchange - 4 Deck semi	Per Day	\$ 113.50	Y
CSY011	Occasional Use - Yard opening charge - for resting/interchange - B-Double	Per Day	\$ 151.00	Y
CSY003	Saleyards - Bull	Each	\$ 11.20	Y
CSY004	Saleyards - Calf (under 6 months)	Each	\$ 3.80	Y
CSY006	Saleyards - Cow and Calf	Each	\$ 11.20	Y
CSY002	Saleyards - Head of Cattle	Each	\$ 11.20	Y
CSY001	Saleyards - Horse, Ass or Mule	Each	\$ 11.20	Y
CSY007	Saleyards - Ram	Each	\$ 1.00	Y
CSY005	Saleyards - Sheep, Lamb, Goat, Pig or Like	Each	\$ 1.00	Y
CSY015	Stock Agent Charge - Fixed Charge (per sale)	Per Sale	\$ 434.10	Y
CSY016	Stock Agent Charge - Variable Charge (% of GST exc. sale value)	Per \$	\$ 0.00	Y
CSY012	Truck Wash - Truck wash use - AVDATA	Per minute	\$ 0.85	Y
CSY013	Use of Cattle Scales - Weighing	Per Head	\$ 2.50	Y

CSY009	Use of Crush - Additional fee per head when more than 20	Per Head	\$ 1.85	Y
CSY008	Use of Crush - Minimum Charge Daily rate up to 20 head	Per Day	\$ 40.60	Y

# Children Services

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
CS007	Dartmoor Children's Centre - After Kinder Care (Thurs) 2pm-5pm	Per Session	\$ 34.71	N
CS006	Dartmoor Children's Centre - Childcare Program - Thursday 9am-5pm	Per Day	\$ 92.56	N
CS005	Dartmoor Children's Centre - Childcare Program - Tuesday & Wednesday 9am-2pm (5hrs per day)	Per Session	\$ 57.85	N
CS001	Enrolment Administration Fee (Non-refundable)	Per Year	\$ 50.00	N
CS003	Four Year Old program- Heywood,Jaycee,Kalbarri,KMC,PCFC - Annual fee (1 Jan to 31 Dec) - fully funded program from the Department for Education per enrolled child	Per Year	\$ -	N
CS012	Kathleen Millikan Centre - Casterton - Daily Fee (7:45 am - 5:45 pm) - No meal provision	Per Day	\$ 115.70	N
CS014	Kathleen Millikan Centre - Casterton - Half Day - Afternoon (12:45 pm - 5:45 pm) - No meal provision	Per Session	\$ 57.85	N
CS013	Kathleen Millikan Centre - Casterton - Half day - Morning (7:45 am - 12:45 pm) - No meal provision	Per session	\$ 57.85	N
CS015	Kathleen Millikan Centre - Casterton - Hourly fee - before/after kindergarten - No meal provision	Per Hour	\$ 11.57	N
CS004	Kindergarten Program Dartmoor - Annual Fee - Tuesday, Wednesday, Thursday 9am-2pm (5hrs per day) - fully funded program from the Department for Education per enrolled child	Per Year	\$ -	N
CS008	KPM - Portland Child & Family Complex - Daily Fee (7:30 am - 6:00 pm)	Per Day	\$ 132.83	N
CS010	KPM - Portland Child & Family Complex - Half Day - Afternoon (1:00 pm - 6:00 pm)	Per Session	\$ 63.25	N
CS009	KPM - Portland Child & Family Complex - Half day - Morning (7:30 am - 1:00 pm)	Per session	\$ 69.58	N
CS011	KPM - Portland Child & Family Complex - Hourly fee - before/after kindergarten	Per Hour	\$ 11.57	N
CS002	Three Year Old program - Annual fee for 15 hour program (1 Jan to 31 Dec) Pro rata for sessions under 15 hours - fully funded program from the Department for Education per enrolled child	Per Year	\$ -	N

# Council Venues

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
FVH032	Casterton Senior Citizens Centre - Full Day Rate	Each	\$ 192.60	Y
FVH031	Casterton Senior Citizens Centre - Half Day Rate (4 hours)	Each	\$ 107.30	Y
FVH029	Casterton Town Hall - Chambers & President's Room - Full Day Rate	Each	\$ 203.40	Y
FVH028	Casterton Town Hall - Chambers & President's Room - Half Day Rate (4 hours)	Each	\$ 107.30	Y
FVH021	Casterton Town Hall - Main Hall - Full Day Rate	Each	\$ 397.60	Y
FVH020	Casterton Town Hall - Main Hall - Half Day Rate (4 hours)	Each	\$ 202.40	Y
FVH024	Casterton Town Hall - Supper Room - Full Day Rate	Each	\$ 244.50	Y
FVH023	Casterton Town Hall - Supper Room - Half Day Rate (4 hours)	Each	\$ 125.80	Y
FVH017	Casterton Town Hall (Whole Building) - Full Day Rate	Each	\$ 791.10	Y
FVH016	Casterton Town Hall (Whole Building) - Half Day Rate (4 hours)	Each	\$ 401.70	Y
FVH018	Casterton Town Hall (Whole Building) - Rehearsals (max 4 rehearsals per event)	Each	\$ 58.50	Y
FVH060	Civic Hall - Portland - Supper Room - Full Day Rate	Each	\$ 321.60	Y
FVH059	Civic Hall - Portland - Supper Room - Half Day Rate (4 hours)	Each	\$ 164.40	Y
FVH055	Civic Hall - PORTLAND - Main Hall - Full Day Rate	Each	\$ 694.00	Y
FVH054	Civic Hall - PORTLAND - Main Hall - Half Day Rate (4 hours)	Each	\$ 352.40	Y



FVH057	Civic Hall - PORTLAND - Main Hall - Rehearsals (max 4 rehearsals per event)	Each	\$	104.20	Y
FVH070	Drill Hall - Portland - Full Day Rate	Each	\$	330.30	Y
FVH069	Drill Hall - Portland - Half Day Rate (4 hours)	Each	\$	166.90	Y
FVH065	Fawthrop Community Centre - Portland - Full Day Rate	Each	\$	386.80	Y
FVH064	Fawthrop Community Centre - Portland - Half Day Rate (4 hours)	Each	\$	196.70	Y
FVH035	Heywood Hall - Main Hall - Full Day Rate	Each	\$	322.10	Y
FVH034	Heywood Hall - Main Hall - Half Day Rate (4 hours)	Each	\$	177.20	Y
FVH036	Heywood Hall - Main Hall - Rehearsals (max 4 rehearsals per event)	Each	\$	52.90	Y
FVH039	Heywood Hall - Supper Room - Full Day Rate	Each	\$	117.10	Y
FVH038	Heywood Hall - Supper Room - Half Day Rate (4 hours)	Each	\$	63.10	Y
FVH067	Heywood Hot Desk - Full Day rate	Each	\$	92.00	Y
FVH066	Heywood Hot Desk - Half Day Date (4 hours)	Each	\$	46.00	Y
FVH044	Heywood Office - Community Room - Full Day Rate	Each	\$	158.20	Y
FVH043	Heywood Office - Community Room - Half Day Rate (4 hours)	Each	\$	87.30	Y
FVH065	Heywood Senior Citizens Building - Hunter Street - Full Day Rate	Each	\$	285.50	Y
FVH064	Heywood Senior Citizens Building - Hunter Street - Half Day Rate (4 hours)	Each	\$	146.50	Y
FVK002	Kelpie Centre Casterton - Meeting Room - Full Day Rate (During VIC Opening Hours only)	Each	\$	154.00	Y

FVK001	Kelpie Centre Casterton - Meeting Room - Hourly Rate (minimum hire 3 hrs)	Each	\$ 22.00	Y
FVH047	Old Heywood Kindergarten - Playgroup Building - Full Day Rate	Each	\$ 158.20	Y
FVH046	Old Heywood Kindergarten - Playgroup Building - Half Day Rate (4 hours)	Each	\$ 86.30	Y
FVH001	Venue Hire - Bond	Each	\$ 375.00	Y
FVH073	Venue Hire - Bond Crockery and Cutlery	Each	\$ 103.70	Y
	Venue Hire - Cancellation Fee	Each	To be determined by council	Y
FVH074	Venue Hire - Cleaning Fee	Each	\$ 60.00	Y
FVH076	Venue Hire - Crockery & Cutlery	Each	\$ 53.90	Y
FVH075	Venue Hire - Kitchen	Each	\$ 36.40	Y
FVH008	Venue Hire - Non Compliance - Clean up	Each	At cost	Y
FVH009	Venue Hire - Non Compliance - Damage	Each	At cost	Y
FVH010	Venue Hire - Non Compliance - Failure to lock doors	Each	At cost	Y
FVH011	Venue Hire - Non Compliance - Failure to turn off electricity, gas, heating and/or cooling	Each	At cost	Y
FVH012	Venue Hire - Non Compliance - Fire Alarm	Each	At cost	Y
FVH013	Venue Hire - Non Compliance - Lost Key	Each	\$ 85.00	Y
FVH014	Venue Hire - Non Compliance - Waste Disposal	Each	To be determined by council	Y
FVH006	Venue Hire - Public Liability Insurance cover	Each	At cost	Y

FVH071	Venue Set up/Pack up Hourly Rate	Per Hour	\$ 45.00	Y
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# Immigration/Seafarers Wall

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
ASW001	Wall Plaque - Immigration Wall	Each	\$ 105.00	N
ASW002	Wall Plaque - Seafarers Wall	Each	\$ 105.00	N

# Libraries

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
ASL007	Library - Equipment Hire - Projector - Discounted Rate (Community Groups)	Per Day	\$ 28.00	Y
ASL006	Library - Equipment Hire - Projector - Standard Rate	Per Day	\$ 43.00	Y
ASL008	Library - Equipment Hire - Security Bond (Refundable)	Per Hire	\$ 50.00	N
ASL001	Library - Inter Library Loans - Fiction	Each	\$ 7.00	Y
ASL002	Library - Inter Library Loans - Non-Fiction	Each	\$ 4.00	Y
ASL005	Library - Invigilator Charge	Per Hour	\$ 50.00	Y
ASL010	Photocopy Services - Photocopying/Printing - A3 (B&W per page)	Each	\$ 0.50	Y
ASL009	Photocopy Services - Photocopying/Printing - A4 (B&W per page)	Each	\$ 0.30	Y
ASL012	Photocopy Services - Photocopying/Printing- A3 (Colour per page)	Each	\$ 1.00	Y
ASL011	Photocopy Services - Photocopying/Printing- A4 (Colour per page)	Each	\$ 0.50	Y
FVL003	Portland Library - Large Meeting Room - Full Day Rate - (Business Hours)	Each	\$ 154.00	Y
FVL002	Portland Library - Large Meeting Room - Half Day Rate (4 hours) (Business Hours)	Each	\$ 76.00	Y
FVL004	Portland Library - Large Meeting Room - Hourly Rate - After Hours - Minimum 4 hours	Each	\$ 40.00	Y
FVL001	Portland Library - Large Meeting Room - Hourly Rate (Business Hours)	Each	\$ 22.00	Y
FVL005	Portland Library Large Meeting Room (After Hours) - 4 hour minimum	Each	\$ 200.00	Y

FVL009	Portland Library Small Meeting Room - Full Day Rate (Business Hours)	Each	\$ 89.00	Y
FVL008	Portland Library Small Meeting Room - Half Day rate (4 hours) (Business Hours)	Each	\$ 43.00	Y
FVL007	Portland Library Small Meeting Room - Hourly Rate (Business Hours)	Each	\$ 14.00	Y

# Local Laws - Impoundment

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
LL016	Release Fee - Impounded bulk rubbish container Release Fee	Each	\$ 118.00	Y
LL017	Release Fee - Impounded equipment used in works release fee	Each	\$ 118.10	Y
LL013	Release Fee - Impounded Goods & Equipment Release Fee	Each	\$ 118.10	Y
LL014	Release Fee - Impounded Goods left on Road Release Fee	Each	\$ 118.10	Y
LL010	Release Fee - Impounded Shopping Trolley Release Fee	Each	\$ 118.10	Y
LL012	Release Fee - Impounded Sign Release Fee	Each	\$ 118.10	Y
LL015	Release Fee - Impounded Tables, Chairs & Equipment Release Fee	Each	\$ 118.10	Y
LL018	Release Fee - Impounded vehicle release fee	Each	\$ 118.10	Y
LL011	Release Fee - Impounded Wheeled Recreational Device Release Fee	Each	\$ 118.10	Y

# Local Laws - Other

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
LL026	OTHER - Permit Application FEES - Application to Burn Permit	Each	\$ 130.00	N
LL027	OTHER - Permit Application FEES - Application to Burn Permit - During Fire Danger Period	Each	\$ 300.00	N
LL028	OTHER - Permit Application FEES - Application to Graze/Drove Permit	Each	\$ 130.00	N
LL019	OTHER - Permit Application FEES - Camping/Caravan Application Permit Fee - Council Land or in a public place (2.11)	Each	\$ 160.00	N
LL020	OTHER - Permit Application FEES - Camping/Caravan Application Permit Fee - on Privately own land (2.12)	Each	\$ 160.00	N
LL022	OTHER - Permit Application FEES - Commercial event on Council owned or managed land - Bond only (Discretionary measure)	Each	\$ 719.20	N
LL021	OTHER - Permit Application FEES - Commercial event on Council owned or managed land - per day	Each	\$ 297.90	Y
LL029	OTHER - Permit Application FEES - Local Laws Permit Inspection	Each	\$ 85.00	N
LL024	OTHER - Permit Application FEES - Signage - Commercial (Daily)	Per Day	\$ 130.00	N
LL025	OTHER - Permit Application FEES - Skip Bin or Bulk Container	Per Day	\$ 130.00	N
LL030	OTHER - Permit Application FEES - SIGNAGE - Commercial (Annual)	Per Year	\$ 279.40	N



# Local Port

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
LP007	Local Port (Trawler Wharf) Itinerant Vessels- All Utilities included (<16m)	Per Day	\$ 50.80	Y
LP013	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (<16m)	Per Month	\$ 1,039.80	Y
LP017	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (<16m)	Per 3 Months	\$ 2,069.10	Y
LP010	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (>30m)	Per Day	\$ 143.00	Y
LP016	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (>30m)	Per Month	\$ 2,929.60	Y
LP020	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (>30m)	Per 3 Months	\$ 6,279.20	Y
LP008	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (16m-20m)	Per Day	\$ 78.50	Y
LP014	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (16m-20m)	Per Month	\$ 1,631.60	Y
LP018	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (16m-20m)	Per 3 Months	\$ 3,494.90	Y
LP009	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (20m-30m)	Per Day	\$ 112.40	Y
LP015	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (20m-30m)	Per Month	\$ 2,283.30	Y
LP019	Local Port (Trawler Wharf) Itinerant Vessels- All utilities included (20m-30m)	Per 3 Months	\$ 4,884.40	Y
LP003	Local Port (Trawler Wharf) Permanent- Utilities not included (<16m)	Per Year	\$ 3,767.00	Y
LP006	Local Port (Trawler Wharf) Permanent- Utilities not included (>30m)	Per Year	\$ 9,478.20	Y
LP004	Local Port (Trawler Wharf) Permanent- Utilities not included (16m - 20m)	Per Year	\$ 5,282.80	Y

LP005	Local Port (Trawler Wharf) Permanent- Utilities not included (20m-30m)	Per Year	\$ 7,383.20	Y
LP011	Local Port (Trawler Wharf) Squid Fishing Vessels- Squid Block Fees- All utilities included (<20m)	Per Month	\$ 659.40	Y
LP012	Local Port (Trawler Wharf) Squid Fishing Vessels- Squid Block Fees- All utilities included (20m-30m)	Per Month	\$ 921.20	Y
LP001	Local Port Moorings- Old Marina Pens	Each	\$ 667.70	Y
LP002	Local Port Moorings- Swing Mooring Administration Fee	Each	\$ 165.20	Y
LP021	Local Port- Pensioner discount to pensioners that reside in the GSC		50% reduction in fees	NA
LP022	Local Port- Vessel is on 'The Australian Register of Historic Vessels		25% reduction in fees	NA
LP057	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - <7.5 m	Per Day	\$ 21.40	Y
LP056	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - <7.5 m	Per Week	\$ 129.60	Y
LP055	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - <7.5 m	Per Month	\$ 248.90	Y
LP054	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - <7.5 m	Per 3 Months	\$ 1,087.70	Y
LP053	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - <7.5 m	Per Year	\$ 3,054.90	Y
LP062	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 10 m	Per Day	\$ 24.00	Y
LP061	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 10 m	Per Week	\$ 150.60	Y
LP060	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 10 m	Per Month	\$ 506.00	Y
LP059	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 10 m	Per 3 Months	\$ 1,262.60	Y
LP058	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 10 m	Per Year	\$ 3,543.40	Y

LP067	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 12 m	Per Day	\$	28.30	Y
LP066	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 12 m	Per Week	\$	174.80	Y
LP065	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 12 m	Per Month	\$	584.70	Y
LP064	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 12 m	Per 3 Months	\$	1,470.00	Y
LP063	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 12 m	Per Year	\$	4,114.30	Y
LP072	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 15 m	Per Day	\$	31.10	Y
LP071	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 15 m	Per Week	\$	189.90	Y
LP070	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 15 m	Per Month	\$	630.90	Y
LP069	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 15 m	Per 3 Months	\$	1,595.60	Y
LP068	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 15 m	Per Year	\$	4,456.80	Y
LP077	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 18 m	Per Day	\$	33.10	Y
LP076	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 18 m	Per Week	\$	203.90	Y
LP075	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 18 m	Per Month	\$	683.80	Y
LP074	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 18 m	Per 3 Months	\$	1,712.40	Y
LP073	Marina SECURE RATE Berth Numbers (B2-B10, C2-C10, D2-D9, E2-E8, F2-F8, G2-G7 & H2-H7) - 18 m	Per Year	\$	4,803.60	Y
LP042	Marina UNSECURE RATE - Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 15m - 20m	Per Day	\$	27.20	Y
LP041	Marina UNSECURE RATE - Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 15m - 20m	Per Week	\$	166.20	Y

LP040	Marina UNSECURE RATE - Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 15m - 20m	Per Month	\$	563.10	Y
LP039	Marina UNSECURE RATE - Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 15m - 20m	Per 3 Months	\$	1,410.70	Y
LP038	Marina UNSECURE RATE - Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 15m - 20m	Per Year	\$	3,925.70	Y
LP027	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - <7.5 m	Per Day	\$	19.10	Y
LP026	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - <7.5 m	Per Week	\$	116.70	Y
LP025	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - <7.5 m	Per Month	\$	382.20	Y
LP024	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - <7.5 m	Per 3 Months	\$	958.40	Y
LP023	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - <7.5 m	Per Year	\$	2,692.60	Y
LP052	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - > 30m	Per Day	\$	42.40	Y
LP051	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - > 30m	Per Week	\$	252.40	Y
LP050	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - > 30m	Per Month	\$	843.70	Y
LP049	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - > 30m	Per 3 Months	\$	2,107.70	Y
LP048	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - > 30m	Per Year	\$	5,913.00	Y
LP037	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 12m - 15m	Per Day	\$	25.10	Y
LP036	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 12m - 15m	Per Week	\$	154.40	Y
LP035	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 12m - 15m	Per Month	\$	516.90	Y
LP034	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 12m - 15m	Per 3 Months	\$	1,297.70	Y

LP033	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 12m - 15m	Per Year	\$	3,629.60	Y
LP047	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 20m -30m	Per Day	\$	28.90	Y
LP046	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 20m -30m	Per Week	\$	179.70	Y
LP045	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 20m -30m	Per Month	\$	603.00	Y
LP044	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 20m -30m	Per 3 Months	\$	1,507.70	Y
LP043	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 20m -30m	Per Year	\$	4,232.10	Y
LP032	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 7.5m - 12m	Per Day	\$	22.50	Y
LP031	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 7.5m - 12m	Per Week	\$	131.20	Y
LP030	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 7.5m - 12m	Per Month	\$	443.50	Y
LP029	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 7.5m - 12m	Per 3 Months	\$	1,114.60	Y
LP028	Marina UNSECURE RATE Berth Numbers (A1-A7, B1, C1, D1, E1,F1,G2, J1-J4, H1 & H8-H9) - 7.5m - 12m	Per Year	\$	3,139.50	Y

# Maritime Discovery Centre

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
MDC006	- Guided Tour- up to 30 pax	Per Group	\$ 50.00	Y
MDC001	Museum - Adult	Each	\$ 7.00	Y
MDC002	Museum - Child	Each	FREE	Y
MDC004	Museum - Pensioner	Each	\$ 6.00	Y
MDC003	Museum - Student	Each	\$ 6.00	Y

# Parking Fines

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
PFF002	Parking Fines - For Period longer than indicated	Each	\$ 58.00	N
PFF003	Parking Fines - No Parking Area	Each	\$ 58.00	N
PFF001	Parking Fines - Not completely within Parking Bay	Each	\$ 58.00	N

# Permit Fees

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
LL003	Food & Non Food Vendors - Permit (15 Days - 1 month) (CHANGE TO MONTH)	Each	\$ 285.10	N
LL002	Food & Non Food Vendors - Permit (2 - 14 days) (CHANGE TO WEEKLY)	Each	\$ 174.60	N
LL005	Food & Non Food Vendors - Permit (2 - 3 months) (CHANGE TO 3 MONTH)	Each	\$ 508.60	N
LL031	Food & Non Food Vendors - Permit (3-6 months) (NEW)	Each	\$ 1,017.00	N
LL032	Food & Non Food Vendors - Permit (6-12 months) (New)	Each	\$ 1,825.00	N
LL008	Footpath Trading Permit - Advertising Signs/Tear Drop Flags (Footpath Trading Permit)	Each	\$ 260.00	N
LL009	Footpath Trading Permit - Outdoor eating facilities on Footpaths - per table & 4 chairs (Footpath Trading Permit)	Each	\$ 260.00	N
LL007	Footpath Trading Permit - Sale of Goods (Footpath Trading Permit)	Each	\$ 260.00	N
LL033	Footpath Trading Permit - for additional items (including table & 4 - 6 chairs; signage, flags and brick-a-brack)	Each	\$40 per additional items	N



# Photocopying/Printing

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
ASL010	Photocopy Services - Photocopying/Printing - A3 (B&W per page)	Each	\$ 0.50	Y
ASL009	Photocopy Services - Photocopying/Printing - A4 (B&W per page)	Each	\$ 0.30	Y
ASL012	Photocopy Services - Photocopying/Printing- A3 (Colour per page)	Each	\$ 1.00	Y
ASL011	Photocopy Services - Photocopying/Printing- A4 (Colour per page)	Each	\$ 0.50	Y

# Planning Services

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
RSP005	Other - Advertising Notice in Newspaper	Each	At Cost	Y
RSP011	OTHER - Electronic File Search (simple file search)	Each	\$ 40.00	Y
RSP010	OTHER - Enquiry Whole File Search (all permits & certificates)	Each	\$ 150.00	N
RSP007	OTHER - Extension of Time (per application)	Each	\$ 250.00	N
RSP004	OTHER - Planning Notices (Council to place sign on site)	Each	\$ 150.00	N
RSP008	OTHER - Second Extension of Time (per application)	Each	\$ 350.00	N
RSP013	OTHER - Secondary Consent	Each	\$ 300.00	Y
RSP014	OTHER - Secondary Consent - VIC Smart/Simple	Each	\$ 125.00	Y
RSP009	OTHER - Third or more Extension of Time (per application)	Each	\$ 550.00	N
RSP012	OTHER - Written Advice	Each	\$ 150.00	Y
RSP006	OTHER - Title Search Fee	Each	At Cost	Y
RSP002	SUBDIVISION ENGINEERING SUPERVISION - Check Engineering Plans – Projects \$0 - \$500,000		0.75% Value of Works	N
RSP003	SUBDIVISION ENGINEERING SUPERVISION - Check Engineering Plans – Projects \$500,000+		0.5% Value of Works	N
RSP001	SUBDIVISION ENGINEERING SUPERVISION - Supervision of Works		2.5% VALUE OF Works	N

# Portland Arts Centre

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
PAC017	PAC - Concerto Grand Piano	Per Hour	\$ 17.00	Y
PAC016	PAC - Duty Officer / Front of House / Box Office / Kitchen / Service Staff *	Per Hour	\$ 43.50	Y
PAC031	PAC - Electronic Direct Mail - Dedicated	Each	\$ 250.00	Y
PAC030	PAC - Electronic Direct Mail - Shared	Each	\$ 90.00	Y
PAC018	PAC - Grand Piano Tuning	Each	\$ 240.00	Y
PAC029	PAC - Graphic Design Services	Per Hour	\$ 49.00	Y
PAC021	PAC - Merchandise Sales	%	\$ 0.10	Y
PAC030	PAC - Poster, Printing and distribution Package	Per Event	\$ 185.00	Y
PAC031	PAC - Social Media Boost	Each	At Cost	Y
PAC015	PAC - Technician	Per Hour	\$ 46.50	Y
PAC029	PAC - Technician - After Hours	Per Hour	\$ 85.00	Y
PAC020	PAC - Ticket Booking fee - Only Ticketed community events	Per Ticket	\$ 1.50	Y
PAC019	PAC - Ticket Booking fee - Only Ticketed events	Per Ticket	\$ 3.00	Y
PAC028	PAC Equipment Hire - Other equipment requirements subject to approval by venue manager	Per Item	Price on Application	Y
PAC012	Portland Arts Centre - Anderson Theatre - Full Day Rate (maximum 8 hours) - Discounted Rate	Each	\$ 900.00	Y

PAC009	Portland Arts Centre - Anderson Theatre - Full Day Rate (maximum 8 hours) - Standard Rate	Each	\$ 250.00	Y
PAC011	Portland Arts Centre - Anderson Theatre - Half Day Rate (maximum 4 hours) - Discounted Rate	Each	\$ 450.00	Y
PAC008	Portland Arts Centre - Anderson Theatre - Half Day Rate (maximum 4 hours) - Standard Rate	Each	\$ 125.00	Y
PAC010	Portland Arts Centre - Anderson Theatre - Hourly Rate - Discounted Rate	Each	\$ 112.00	Y
PAC007	Portland Arts Centre - Anderson Theatre - Hourly Rate - Standard Rate	Each	\$ 32.00	Y
PAC014	Portland Arts Centre - Foyer Spaces, Kitchen and Meeting Room - Hourly Rate - Discounted Rate	Per Hour	\$ 13.50	Y
PAC013	Portland Arts Centre - Foyer Spaces, Kitchen and Meeting Room - Hourly Rate - Standard Rate	Per Hour	\$ 55.00	Y

# Portland History House

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
PHH001	History House - Adult	Each	\$ 3.00	Y
PHH002	History House - Child	Each	\$ 2.00	Y
PHH004	History House - Pensioner	Each	\$ 2.00	Y
PHH005	History House - School Groups (per Student)	Each	\$ 0.50	Y
PHH003	History House - Student	Each	\$ 2.00	Y

# Public Health

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
RSH009	Environment Protection Act 2017 - On-site Wastewater Management System - Application for a Permit to Alter an On-site Wastewater Management System (minor alteration only)	Per Application	STATUTORY FEE - TBA	N
RSH008	Environment Protection Act 2017 - On-site Wastewater Management System - Application for a Permit to Construct, Install or Alter (other than a minor alteration) an On-site Wastewater Management System	Per Application	STATUTORY FEE - TBA	N
RSH014	Environment Protection Act 2017 - On-site Wastewater Management System - Application for exemption from Permit to Install/Alter an On-site Wastewater Management System	Per Application	STATUTORY FEE - TBA	N
RSH013	Environment Protection Act 2017 - On-site Wastewater Management System - Application to Amend a Permit to Install/Alter an On-site Wastewater Management System	Per Application	STATUTORY FEE - TBA	N
RSH015	Environment Protection Act 2017 - On-site Wastewater Management System - Application to Renew a Permit to Install/Alter an On-site Wastewater Management System	Per Year	STATUTORY FEE - TBA	N
RSH012	Environment Protection Act 2017 - On-site Wastewater Management System - Application to Transfer a Permit to Install/Alter an On-site Wastewater Management System	Per Application	STATUTORY FEE - TBA	N
RSH010	Environment Protection Act 2017 - On-site Wastewater Management System - Domestic Onsite Wastewater Management System Inspection	Each	STATUTORY FEE - TBA	N
RSH011	Environment Protection Act 2017 - On-site Wastewater Management System - Request for search of files/plans	Each	STATUTORY FEE - TBA	Y
RSH016	Food Act Registrations - Class 1 - Commercial (e.g. Hospitals, nursing homes)	Per Year	\$ 400.00	N
RSH017	Food Act Registrations - Class 2 - Commercial (e.g. Take-Away Food Establishments, Restaurants, Supermarkets, General Stores, Motels)	Per Year	\$ 320.00	N
RSH018	Food Act Registrations - Class 2 - Community/Not for Profit Organisation; the total number of food manufacturing/selling days is less than twelve (12) days per year	Per Year	Nil	N
RSH019	Food Act Registrations - Class 2 - Community/Not for Profit Organisation; the total number of food manufacturing/selling days is more than twelve (12) days per year	Per Year	\$ 150.00	N
RSH020	Food Act Registrations - Class 3 - Commercial (e.g. Convenience stores)	Per Year	\$ 150.00	N
RSH021	Food Act Registrations - Class 3 - Community Not for Profit Organisation where the total number of food selling days is less than twelve (12) days per year	Per Year	Nil	N
RSH022	Food Act Registrations - Class 3 - Community Not for Profit Organisation where the total number of food selling days is more than twelve (12) days per year	Per Year	\$ 75.00	N

RSH036	Food Act Registrations - Class 3A - Commercial	Each	\$ 150.00	N
RSH028	Health Inspection Fee - Inspection Fee (Follow-up inspections/at request of proprietor)	Each	\$ 147.40	Y
RSH029	Late Fee - Renewal of Registration - Late Fee	Each	20% of Registration	N
RSH002	Public Health and Wellbeing Act 2008 Registration - Health premises - High Risk	Per Year	\$ 130.00	N
RSH001	Public Health and Wellbeing Act 2008 Registration - Health Premises - Low Risk	Each	\$ 180.00	N
RSH003	Public Health and Wellbeing Act 2008 Registration - Prescribed Accommodation Premises	Per Year	\$ 225.00	N
RSH006	Public Health and Wellbeing Act 2008 Registration - Registration of Category 1 Aquatic Facility	Per Year	\$ 150.00	N
RSH007	Public Health and Wellbeing Act 2008 Registration - Transfer of Category 1 Aquatic Facility	Per Transfer	\$ 100.00	N
RSH005	Public Health and Wellbeing Act 2008 Registration - Transfer of Registration - Caravan Park	Per Transfer	STATUTORY FEE - TBA	N
RSH004	Public Health and Wellbeing Act 2008 Registration - Transfer of Registration - Health and/or Accommodation Premises	Per Transfer	\$ 100.00	N
RSH035	Residential Tenancies Act 1997 – Caravan Park New Registration Fee	Each	STATUTORY FEE - TBA	N
RSH030	Residential Tenancies Act 1997 – Caravan Park Registration Fee < 25 Sites	Each	STATUTORY FEE - TBA	N
RSH033	Residential Tenancies Act 1997 – Caravan Park Registration Fee 101-150 sites	Each	STATUTORY FEE - TBA	N
RSH034	Residential Tenancies Act 1997 – Caravan Park Registration Fee 151-200 sites	Each	STATUTORY FEE - TBA	N
RSH031	Residential Tenancies Act 1997 – Caravan Park Registration Fee 26–50 Sites	Each	STATUTORY FEE - TBA	N
RSH032	Residential Tenancies Act 1997 – Caravan Park Registration Fee 51–100 Sites	Each	STATUTORY FEE - TBA	N

# Rates and Valuations

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
ASR003	Administration Fee - Rates	Each	\$ 28.60	Y
ASR008	Debt Collection - Skip Trace (locate)	Each	\$ 294.80	Y
ASR009	Debt Collection - Skip Trace (unallocated)	Each	\$ 107.30	Y
ASR010	Land information Certificate - Standard	Each	STATUTORY FEE - TBA	N
ASR004	Land information Certificate - Urgent Request	Each	\$ 57.00	Y
ASR002	Rate Charges - Rates Information Search Fee - per hour	Each	\$ 104.80	Y
ASR001	Rate Charges - Re-issue of Rates Notice (current and previous years)	Each	\$ 11.30	Y



# Recreation Reserves

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
FVR076	Alexandra Park Function Room incl Kitchen - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 200.00	Y
FVR112	Alexandra Park Function Room incl Kitchen - Commercial/Private Use - Full-Day	Full Day	\$ 700.00	Y
FVR094	Alexandra Park Function Room incl Kitchen - Commercial/Private Use - Half-Day	Half Day	\$ 350.00	Y
FVR022	Alexandra Park Function Room incl Kitchen - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 100.00	Y
FVR058	Alexandra Park Function Room incl Kitchen - Community/NFP/School Use - Full-Day	Full Day	\$ 350.00	Y
FVR040	Alexandra Park Function Room incl Kitchen - Community/NFP/School Use - Half-Day	Half Day	\$ 175.00	Y
FVR078	Alexandra Park Oval - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 70.00	Y
FVR114	Alexandra Park Oval - Commercial/Private Use - Full-Day	Full Day	\$ 210.00	Y
FVR096	Alexandra Park Oval - Commercial/Private Use - Half-Day	Half Day	\$ 105.00	Y
FVR024	Alexandra Park Oval - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 50.00	Y
FVR060	Alexandra Park Oval - Community/NFP/School Use - Full-Day	Full Day	\$ 180.00	Y
FVR042	Alexandra Park Oval - Community/NFP/School Use - Half-Day	Half Day	\$ 90.00	Y
FVR077	Alexandra Park Oval & Changerooms - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 140.00	Y
FVR113	Alexandra Park Oval & Changerooms - Commercial/Private Use - Full-Day	Full Day	\$ 460.00	Y
FVR095	Alexandra Park Oval & Changerooms - Commercial/Private Use - Half-Day	Half Day	\$ 230.00	Y

FVR023	Alexandra Park Oval & Changerooms - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 60.00	Y
FVR059	Alexandra Park Oval & Changerooms - Community/NFP/School Use - Full-Day	Full Day	\$ 200.00	Y
FVR041	Alexandra Park Oval & Changerooms - Community/NFP/School Use - Half-Day	Half Day	\$ 100.00	Y
FVR062	Category A Oval - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 80.00	Y
FVR098	Category A Oval - Commercial/Private Use - Full-Day	Full Day	\$ 260.00	Y
FVR080	Category A Oval - Commercial/Private Use - Half-Day	Half Day	\$ 130.00	Y
FVR008	Category A Oval - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 50.00	Y
FVR044	Category A Oval - Community/NFP/School Use - Full-Day	Full Day	\$ 180.00	Y
FVR026	Category A Oval - Community/NFP/School Use - Half-Day	Half Day	\$ 90.00	Y
FVR063	Category A Oval incl.Pavilion - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 140.00	Y
FVR099	Category A Oval incl.Pavilion - Commercial/Private Use - Full-Day	Full Day	\$ 460.00	Y
FVR081	Category A Oval incl.Pavilion - Commercial/Private Use - Half-Day	Half Day	\$ 230.00	Y
FVR009	Category A Oval incl.Pavilion - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 80.00	Y
FVR045	Category A Oval incl.Pavilion - Community/NFP/School Use - Full-Day	Full Day	\$ 260.00	Y
FVR027	Category A Oval incl.Pavilion - Community/NFP/School Use - Half-Day	Half Day	\$ 130.00	Y
FVR064	Category B Oval - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 70.00	Y
FVR100	Category B Oval - Commercial/Private Use - Full-Day	Full Day	\$ 210.00	Y

FVR082	Category B Oval - Commercial/Private Use - Half-Day	Half Day	\$ 105.00	Y
FVR010	Category B Oval - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 40.00	Y
FVR046	Category B Oval - Community/NFP/School Use - Full-Day	Full Day	\$ 160.00	Y
FVR028	Category B Oval - Community/NFP/School Use - Half-Day	Half Day	\$ 80.00	Y
FVR065	Category B Oval incl. Pavilion/Building - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 120.00	Y
FVR101	Category B Oval incl. Pavilion/Building - Commercial/Private Use - Full-Day	Full Day	\$ 400.00	Y
FVR083	Category B Oval incl. Pavilion/Building - Commercial/Private Use - Half-Day	Half Day	\$ 200.00	Y
FVR011	Category B Oval incl. Pavilion/Building - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 65.00	Y
FVR047	Category B Oval incl. Pavilion/Building - Community/NFP/School Use - Full-Day	Full Day	\$ 210.00	Y
FVR029	Category B Oval incl. Pavilion/Building - Community/NFP/School Use - Half-Day	Half Day	\$ 125.00	Y
FVR066	Category C Oval - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 55.00	Y
FVR102	Category C Oval - Commercial/Private Use - Full-Day	Full Day	\$ 170.00	Y
FVR084	Category C Oval - Commercial/Private Use - Half-Day	Half Day	\$ 85.00	Y
FVR012	Category C Oval - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 30.00	Y
FVR048	Category C Oval - Community/NFP/School Use - Full-Day	Full Day	\$ 100.00	Y
FVR030	Category C Oval - Community/NFP/School Use - Half-Day	Half Day	\$ 50.00	Y
FVR067	Category C Oval incl. Pavilion/Building - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 105.00	Y

FVR103	Category C Oval incl. Pavilion/Building - Commercial/Private Use - Full-Day	Full Day	\$	340.00	Y
FVR085	Category C Oval incl. Pavilion/Building - Commercial/Private Use - Half-Day	Half Day	\$	170.00	Y
FVR013	Category C Oval incl. Pavilion/Building - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	45.00	Y
FVR049	Category C Oval incl. Pavilion/Building - Community/NFP/School Use - Full-Day	Full Day	\$	150.00	Y
FVR031	Category C Oval incl. Pavilion/Building - Community/NFP/School Use - Half-Day	Half Day	\$	75.00	Y
FVR068	Category D Oval - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	55.00	Y
FVR104	Category D Oval - Commercial/Private Use - Full-Day	Full Day	\$	170.00	Y
FVR086	Category D Oval - Commercial/Private Use - Half-Day	Half Day	\$	85.00	Y
FVR014	Category D Oval - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	30.00	Y
FVR050	Category D Oval - Community/NFP/School Use - Full-Day	Full Day	\$	100.00	Y
FVR032	Category D Oval - Community/NFP/School Use - Half-Day	Half Day	\$	50.00	Y
FVR069	Category D Oval incl. Pavilion/Building - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	75.00	Y
FVR105	Category D Oval incl. Pavilion/Building - Commercial/Private Use - Full-Day	Full Day	\$	250.00	Y
FVR087	Category D Oval incl. Pavilion/Building - Commercial/Private Use - Half-Day	Half Day	\$	125.00	Y
FVR015	Category D Oval incl. Pavilion/Building - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	45.00	Y
FVR051	Category D Oval incl. Pavilion/Building - Community/NFP/School Use - Full-Day	Full Day	\$	150.00	Y
FVR033	Category D Oval incl. Pavilion/Building - Community/NFP/School Use - Half-Day	Half Day	\$	75.00	Y

FVR075	Fitzgerald Street Stadium Basketball/Squash Court Hire - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	105.00	Y
FVR111	Fitzgerald Street Stadium Basketball/Squash Court Hire - Commercial/Private Use - Full-Day	Full Day	\$	340.00	Y
FVR093	Fitzgerald Street Stadium Basketball/Squash Court Hire - Commercial/Private Use - Half-Day	Half Day	\$	170.00	Y
FVR021	Fitzgerald Street Stadium Basketball/Squash Court Hire - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	45.00	Y
FVR057	Fitzgerald Street Stadium Basketball/Squash Court Hire - Community/NFP/School Use - Full-Day	Full Day	\$	150.00	Y
FVR039	Fitzgerald Street Stadium Basketball/Squash Court Hire - Community/NFP/School Use - Half-Day	Half Day	\$	75.00	Y
FVR079	Football Oval, Netball Courts & Pavilion/s - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	165.00	Y
FVR115	Football Oval, Netball Courts & Pavilion/s - Commercial/Private Use - Full-Day	Full Day	\$	540.00	Y
FVR097	Football Oval, Netball Courts & Pavilion/s - Commercial/Private Use - Half-Day	Half Day	\$	270.00	Y
FVR025	Football Oval, Netball Courts & Pavilion/s - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	75.00	Y
FVR061	Football Oval, Netball Courts & Pavilion/s - Community/NFP/School Use - Full-Day	Full Day	\$	250.00	Y
FVR043	Football Oval, Netball Courts & Pavilion/s - Community/NFP/School Use - Half-Day	Half Day	\$	125.00	Y
FVR070	Level 1 Pavilion/Building - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	120.00	Y
FVR106	Level 1 Pavilion/Building - Commercial/Private Use - Full-Day	Full Day	\$	400.00	Y
FVR088	Level 1 Pavilion/Building - Commercial/Private Use - Half-Day	Half Day	\$	200.00	Y
FVR016	Level 1 Pavilion/Building - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	60.00	Y
FVR052	Level 1 Pavilion/Building - Community/NFP/School Use - Full-Day	Full Day	\$	200.00	Y

FVR034	Level 1 Pavilion/Building - Community/NFP/School Use - Half-Day	Half Day	\$	100.00	Y
FVR071	Level 2 Pavilion/Building - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	100.00	Y
FVR107	Level 2 Pavilion/Building - Commercial/Private Use - Full-Day	Full Day	\$	340.00	Y
FVR089	Level 2 Pavilion/Building - Commercial/Private Use - Half-Day	Half Day	\$	170.00	Y
FVR017	Level 2 Pavilion/Building - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	50.00	Y
FVR053	Level 2 Pavilion/Building - Community/NFP/School Use - Full-Day	Full Day	\$	170.00	Y
FVR035	Level 2 Pavilion/Building - Community/NFP/School Use - Half-Day	Half Day	\$	85.00	Y
FVR072	Level 3 Pavilion/Building - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	60.00	Y
FVR108	Level 3 Pavilion/Building - Commercial/Private Use - Full-Day	Full Day	\$	200.00	Y
FVR090	Level 3 Pavilion/Building - Commercial/Private Use - Half-Day	Half Day	\$	100.00	Y
FVR018	Level 3 Pavilion/Building - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	30.00	Y
FVR054	Level 3 Pavilion/Building - Community/NFP/School Use - Full-Day	Full Day	\$	100.00	Y
FVR036	Level 3 Pavilion/Building - Community/NFP/School Use - Half-Day	Half Day	\$	50.00	Y
FVR073	Netball/Tennis Court Hire - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$	105.00	Y
FVR109	Netball/Tennis Court Hire - Commercial/Private Use - Full-Day	Full Day	\$	340.00	Y
FVR091	Netball/Tennis Court Hire - Commercial/Private Use - Half-Day	Half Day	\$	170.00	Y
FVR019	Netball/Tennis Court Hire - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$	45.00	Y

FVR055	Netball/Tennis Court Hire - Community/NFP/School Use - Full-Day	Full Day	\$ 150.00	Y
FVR037	Netball/Tennis Court Hire - Community/NFP/School Use - Half-Day	Half Day	\$ 75.00	Y
FVR074	Netball/Tennis Court Hire incl. Pavilion - Commercial/Private Use - 3 Hours	Session of 3 Hours	\$ 165.00	Y
FVR110	Netball/Tennis Court Hire incl. Pavilion - Commercial/Private Use - Full-Day	Full Day	\$ 540.00	Y
FVR092	Netball/Tennis Court Hire incl. Pavilion - Commercial/Private Use - Half-Day	Half Day	\$ 270.00	Y
FVR020	Netball/Tennis Court Hire incl. Pavilion - Community/NFP/School Use - 3 Hours	Session of 3 Hours	\$ 75.00	Y
FVR056	Netball/Tennis Court Hire incl. Pavilion - Community/NFP/School Use - Full-Day	Full Day	\$ 250.00	Y
FVR038	Netball/Tennis Court Hire incl. Pavilion - Community/NFP/School Use - Half-Day	Half Day	\$ 125.00	Y

# Waste & Recycling

Fee Code	Fee Description	Unit of Measure	FY 2024/2025	GST (Y/N)
WAS022	Commercial and Industrial Waste (EPA Levy inclusive) - 120L Wheelie Bin - Green Waste	Each	\$ 2.40	Y
WAS023	Commercial and Industrial Waste (EPA Levy inclusive) - 240L Wheelie Bin - Green Waste	Each	\$ 4.70	Y
WAS017	Commercial and Industrial Waste (EPA Levy inclusive) - Animal Waste and Offal	Each	\$ 254.40	Y
WAS024	Commercial and Industrial Waste (EPA Levy inclusive) - Boot Load - Green Waste (per item)	Each	\$ 7.00	Y
WAS014	Commercial and Industrial Waste (EPA Levy inclusive) - Boot Load - Waste per item	Each	\$ 18.70	Y
WAS025	Commercial and Industrial Waste (EPA Levy inclusive) - Bulk Green Waste - Volume	Each	\$ 20.80	Y
WAS026	Commercial and Industrial Waste (EPA Levy inclusive) - Bulk Green Waste - Weighed	Each	\$ 148.00	Y
WAS015	Commercial and Industrial Waste (EPA Levy inclusive) - Dead Livestock - Small Single Trailer	Each	\$ 87.00	Y
WAS016	Commercial and Industrial Waste (EPA Levy inclusive) - Dead Livestock - Tandem Trailer	Each	\$ 162.65	Y
WAS018	Commercial and Industrial Waste (EPA Levy inclusive) - Trailer - Comm/Ind per m3	Each	\$ 93.10	Y
WAS019	Commercial and Industrial Waste (EPA Levy inclusive) - Trailer - Comm/Ind per tonne	Each	\$ 299.00	Y
WAS021	Commercial and Industrial Waste (EPA Levy inclusive) - Trucks - Comm/Ind per m3	Each	\$ 93.10	Y
WAS020	Commercial and Industrial Waste (EPA Levy inclusive) - Trucks - Comm/Ind per tonne	Each	\$ 299.00	Y
WAS042	Domestic Garbage Charge - Annual Charge for Kerbside Recycling Only Collection	Per Year	\$ 119.90	Y
WAS041	Domestic Garbage Charge - Annual Charge for Kerbside Waste and Recycling Collection	Per Year	\$ 316.00	Y



WAS043	Domestic Garbage Charge - Replacement Mobile Garbage Bin (120 Lt)	Each	\$ 76.00	Y
WAS044	Domestic Garbage Charge - Replacement Mobile Recycling Bin (240 Lt)	Each	\$ 85.00	Y
WAS002	Municipal Waste (EPA Levy inclusive) - 120L Wheelie Bin	Each	\$ 5.30	Y
WAS009	Municipal Waste (EPA Levy inclusive) - 120L Wheelie Bin - Green Waste	Each	\$ 1.85	Y
WAS003	Municipal Waste (EPA Levy inclusive) - 240L Wheelie Bin	Each	\$ 10.80	Y
WAS010	Municipal Waste (EPA Levy inclusive) - 240L Wheelie Bin - Green Waste	Each	\$ 3.70	Y
WAS011	Municipal Waste (EPA Levy inclusive) - Boot Load - Green Waste (per item)	Each	\$ 5.65	Y
WAS004	Municipal Waste (EPA Levy inclusive) - Boot Load - Waste per item	Each	\$ 15.80	Y
WAS012	Municipal Waste (EPA Levy inclusive) - Bulk Green Waste - Volume	Each	\$ 16.65	Y
WAS013	Municipal Waste (EPA Levy inclusive) - Bulk Green Waste - Weighed	Each	\$ 120.00	Y
WAS001	Municipal Waste (EPA Levy inclusive) - One small item - Waste per item	Each	\$ 3.70	Y
WAS005	Municipal Waste (EPA Levy inclusive) - Trailer - Municipal Waste (per m3)	Each	\$ 41.00	Y
WAS006	Municipal Waste (EPA Levy inclusive) - Trailer - Municipal Waste (per tonne)	Each	\$ 249.00	Y
WAS007	Municipal Waste (EPA Levy inclusive) - Trucks (Bulk) per tonne	Each	\$ 249.00	Y
WAS008	Municipal Waste (EPA Levy inclusive) - Trucks (Bulk) per m3	Each	\$ 41.00	Y
WAS027	Prescribed Waste (EPA Levy inclusive) - Asbestos, per tonne	Each	\$ 265.00	Y
WAS040	Recyclable Materials - Bed Mattresses (Any Size)	Each	\$ 33.50	Y

WAS035	Recyclable Materials - Bobcat / Forklift / Truck Tyre	Each	\$ 32.20	Y
WAS036	Recyclable Materials - Bobcat / Forklift / Truck Tyre on Rim	Each	\$ 48.30	Y
WAS030	Recyclable Materials - Car Tyre	Each	\$ 6.10	Y
WAS031	Recyclable Materials - Car tyre on Rim	Each	\$ 11.10	Y
WAS028	Recyclable Materials - Clean Concrete and Bricks per tonne	Each	\$ 35.75	Y
WAS029	Recyclable Materials - E-Waste	Each	Nil	Y
WAS032	Recyclable Materials - Light Truck / 4WD Tyre	Each	\$ 12.90	Y
WAS033	Recyclable Materials - Light Truck / 4WD Tyre on Rim	Each	\$ 48.00	Y
WAS034	Recyclable Materials - Motorcycle Tyre	Each	\$ 3.60	Y
WAS038	Recyclable Materials - Non-Degassed Refrigerators, etc. (per item)	Each	\$ 25.50	Y
WAS039	Recyclable Materials - Silage Wrap (per bag)	Each	\$ 2.10	Y
WAS037	Recyclable Materials - Tractor, Grader, Earthmover and other tyres	Each	Price on Application	Y



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# 2023 -2024 GLENELG SHIRE SUMMER VISITOR REPORT



Glenelg Shire continues to attract visitors to experience some of Australia's most spectacular natural landscapes, history and Indigenous heritage sites.

Major events are a significant driver of tourism growth in the Glenelg Shire, contributing an estimated economic impact of more than \$3 million between the months of December 2023 – February 2024.

Council continues to focus on strategic tourism growth and development, working with local business and regional tourism bodies to market, advocate and promote the rich diversity of tourism product in the region.





# Visitor Centre Summary

The Glenelg Shire Council Visitor Information Centres (VIC's) across the Shire welcomed more than 23,000 visitors throughout the Summer period.

Nelson saw a significant increase of 586 visitors from the previous years' Summer period, an increase for the centre of more than 17%.

The Casterton Visitor Centre (Australian Kelpie Centre) welcomed an additional 664 visitors through the door in 2023/24 compared to 2022/23. An increase of more than 18%.

Portland experienced high visitation in the two weeks following Christmas, averaging 320 visitors each day. Numbers declined in the second half of January and throughout February, resulting in an overall decrease of just under 6% from 2022/23 numbers. Comparable visitor centres along the Great Ocean Road have also reported a decrease in visitor numbers during this period.



# Visitor Centre Data Snapshot

## Current Period

2023 / 2024	Dec 23	Jan 24	Feb 24	Total
Portland	4,468	6,755	4,905	16,131
Casterton	1,101	1,677	1,111	3,889
Nelson	885	1,658	1,142	3,685

## Comparison Period

2022 / 2023	Dec 22	Jan 23	Feb 23	Total
Portland	4,808	6,933	5,332	17,073
Casterton	1,094	1,203	928	3,225
Nelson	755	1,487	857	3,099

# Economic Benefit - Council Led Events

Event	Estimated Attendance	Cost to Council	Total Estimated Impact on Glenelg Shire Economy*
Portland Christmas and New Years Eve Celebrations	5,000 - 7,000	\$153,000	\$865k
Hooked on Portland	5,000 - 7,000	\$150,000	\$1.8m
Cruise Ship Visitation	2,000 - 4,000	\$20,000	463k
<b>Total</b>	<b>17,000</b>	<b>\$293,000</b>	<b>\$3.1m</b>

\*Data Source: Events economic impact calculator. id (informed decisions). Populated April 2024



GLENELG VIC

# Top Visiting LGAs

Throughout the Summer period of December, January and February the **City of Mount Gambier** was consistently the largest LGA source market accounting for an overall average of 6.29% of visitation.\*

The below LGA's were the following top consistent LGA sources for the Summer period:

Warrnambool City  
Greater Geelong City  
Southern Grampians Shire  
Whyndham City  
Casey City  
Ballarat City

\*Loclais accommodation data December 2023 – February 2024.







# Length of Stay

The average length of stay in **December** 2023 was 4.1 days, which is a 2.5% increase compared to November 2023 and a **14% increase** compared to December 2022.

Length of stay in **January** 2024 was 4.3 days, which is a 4.9% increase compared to December 2023 and a **16% increase** compared to January 2023.

Length of stay in February 2024 was 4.3 days, which is a remained level when compared to January 2024 and a **23% increase** compared to February 2023.



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Length of stay is the amount of time that was booked at the accommodation

ARTS & CULTURE														
ID	Category	Project	Organisation	Project Description	Project Start Date	Project End Date	Previous GSC Grants	Inkind	Total Project Cost	Total Amount Requested	Assessment Score	Comments	Recommended	\$ Allocated
1	Arts Culture and Heritage	Heritage Pump Restoration & Painting	Portland Powerhouse Car Club Inc.	Refurbish the large former Ammonia Pump (ex-Borthwick's Abattoir, Portland) an outdoor display in front of the Powerhouse Car & Motor Museum, facing the corner of Glenelg & Percy Streets, Portland.	01/04/2024	30/09/2024	None		\$ 4,026.00	\$2,013.00	85	Eligible - recommended to fund in this round. Meets funding criteria. Have not recieved community grants funding before.	YES	\$ 2,013.00
17	Arts Culture and Heritage	Kitchen Upgrade Project	South West Alternative Medium Project Inc SWAMP inc	Update the kitchen in the Two Rivers Gallery building located in Tyrendarra.	01/07/2024	31/03/2025	Round 1 2017/18 Round 2 2019-20		\$ 25,091.00	\$4,830.00	85	Eligible - recommended to fund in this round. Meets funding criteria. Have not recieved community grants funding in recent rounds.	YES	\$ 4,830.00
75	Arts Culture and Heritage	The purchase of archival/conservation/storage materials and equipment.	Casterton & District Historical Society Inc	The purchase of archival/conservation/storage materials and equipment to complement the joint project between CDHS, Glenelg Shire Council, Vic Track & Casterton Rotary Club at the Casterton Railway Station Museum.	01/05/2024	31/12/2024	Round 1 2022/23 Round 2 2022/23 Round 1 2023/24		\$ 16,362.60	\$4,362.60	80	Eligible - recommended to fund this round. Meets funding criteria.	YES	\$ 3,150.00
58	Arts Culture and Heritage	Office improvements	Portland Family History Group Inc	Updating computer screens to modern curved dual screens set up to assist our volunteers with researching and transcribing.	01/05/2024	30/06/2024	Round 2 2018/19 Round 2 2020/21 Round 2 2021-22 Round 2 2022/23		\$ 883.80	\$796.00	70	Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$796.00
72	Arts Culture and Heritage	Whaleboat Trailer	Promoting Portland's Maritime Heritage Inc	To purchase a trailer that is suitable to transport the whaleboat for maintenance purposes and to attend other activities. Our existing trailer is no longer serviceable and deemed to be unrepairable.	08/04/2024	31/12/2024	Round 2 2018/19 Round 2 2021-22		\$ 15,000.00	\$5,000.00	75	Eligible - recommended to fund in this round. Meets funding criteria. Requested funds are subject to organisation receiving an external grant.	YES	\$ 5,000.00
78	Arts Culture and Heritage	Casterton Community Mural Art Project	Casterton Business and Development Association	To work with the Hands Up Casterton group through the YouthHQ initiative and the local Artists in the Valley to roll out a series of murals on buildings throughout the Casterton.	01/05/2024	30/11/2024	Round 1 2016/17 Round 1 2017/18 Round 1 2019/20 Round 2 2019-20		\$ 1,000.00	\$12,000.00	90	Eligible - recommended to fund in this round. Meets funding criteria. Have not recieved community grants funding in recent rounds.	YES	\$ 5,000.00
<b>TOTAL</b>									<b>\$ 73,363.40</b>	<b>\$ 22,001.60</b>	<b>ARTS &amp; CULTURE</b>			<b>\$ 20,789.00</b>

COMMUNITY EVENTS														
ID	Category	Project	Organisation	Project Description	Project Start Date	Project End Date	Previous GSC Grants	Inkind	Total Project Cost	Total Amount Requested	Assessment Score	Comments	Recommended	\$ Allocated
38	Community Events	Kayak Come and Try Day	Casterton RSL Sub-Branch	The Casterton RSL Come and Try Kayak event open to community members of all ages and abilities. A similar event was held last year and was very successful.	13/04/2024	13/04/2024	Round 2 2022/23 Round 1 2022/23		\$650.00	\$650.00	95	Eligible - recommended to fund in this round. Meets funding criteria. Applied for 3 grants in this round Priority 1 out of the 3 submissions	YES	\$ 650.00
40	Community Events	2024 TT Glenelg Shire Bream Classic and 2024 NS Rods Sunline Bream Classic Grand Final	Nelson Tourism Association - Vic Bream Classics	Contribution towards running Costs for the 2024 TT Glenelg Shire Bream Classic in April 2024 and the The 2024 NS Rods Sunline Vic Bream Classic Grand Final held on November 2024 in Nelson.	27/04/2024	24/11/2024	Round 1 2018/19 Round 1 2019/20 Round 2 2021-22 Round 2 2022/23		\$25,000.00	\$5,000.00	100	Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 5,000.00
68	Community Events	Drive in Movie/Show and Shine	Portland and District Motoring Enthusiast Club (PADMEC)	A drive-in movie for all residents and visitors to enjoy an unique walk down memory lane experience. The drive-in will be run in conjunction and complimenting with our PADMEC Show and Shine event (earlier in the day) providing an opportunity for our 260 members to showcase their almost 500 heritage listed vehicles to event goers.	26/10/2024	26/10/2024	None		\$6,000.00	\$2,000.00	95	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 2,000.00
<b>Total</b>									<b>\$ 31,650.00</b>	<b>\$ 7,650.00</b>	<b>COMMUNITY EVENTS</b>		<b>\$ 7,650.00</b>	

COMMUNITY STRENGTHENING														
ID	Category	Project	Organisation	Project Description	Project Start Date	Project End Date	Previous GSC Grants	Inkind	Total Project Cost	Total Amount Requested	Assessment Score	Comments	Recommended	\$ Allocated
5	Community Strengthening	Community Accessible Defibrillator Installation	Cape Bridgewater Community Action Group Inc	Relocate the internal defibrillator currently located in Bridgewater Bay Café to an external space in the immediate vicinity of the surf life saving club to provide 24/7 accessibility. Cost is to purchase the specially designed box and installation.	01/06/2024	01/06/2024	None		\$ 776.00	\$576.00	75	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 576.00
19	Community Strengthening	Airport Fuel Facility Upgrade	Portland Aero Club	This project is a technical upgrade of the financial unit that governs the delivery of Aviation Gasoline (AvGas). The 3G system is outdated and in the third quarter of 2024 it will be decommissioned entirely. Australian Bank security changes also have mandated that for the facility to be Card compliant, the equipment MUST be upgraded to the 5G network.	Not provided	Not provided	None		\$ 28,600.00	\$5,000.00	85	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 5,000.00
41	Community Strengthening	Retaining Wall Replacement	Lions Club of Portland Inc	Replace collapsed retaining wall at the Lions Club's facilities at 64 Browning Street. The retaining wall stops earth collapsing onto the shed wall and also provides a water drain. Club members would normally do this repair work, but insurance issues have prevented members from doing this work.	01/04/2024	31/05/2024	Round 1 2020-21 Round 1 2022/23 Round 2 2022/23		\$ 6,000.00	\$3,000.00	95	Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 3,000.00
57	Community Strengthening	Hygiene Kits for Dignity	United Way Glenelg	Our project aims to stock Little Free Pantries across the Glenelg Shire with essential hygiene kits	01/05/2024	01/05/2025	None		\$ 1,000.00	\$700.00	100	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 700.00
62	Community Strengthening	Railway History Signs	Dartmoor & District Progress Association Inc	It is proposed to research, design and install, two Information Boards following the history of the Dartmoor Area Rail Service from the time of inception to current day.	05/08/2024	02/06/2025	Round 1 2016/17 Round 2 2016/17 Round 1 2019/20		\$ 4,000.00	\$2,500.00	80	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding in recent rounds.	YES	\$ 2,500.00
64	Community Strengthening	Small Equipment Replacement	Portland Men's Shed Inc	Portland Mens Shed has been operating for over 10 years and plans to replace a range of small equipment that has reached, or passed, its useful life. (Power tools)	26/02/2024	30/06/2024	Round 2 2016/17 Round 2 2019-20 Round 2 2021-22		\$ 5,000.00	\$2,500.00	80	Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 2,500.00
24	Community Strengthening	Hygiene Kits for Girls/Women	Portland Vic Days4Girls	Hygiene Kits for Girls/Women	01/03/2024	30/03/2024	Round 2 2022/23 Round 1 2023/24		\$ 1,000.00	\$1,000.00	75	Eligible - Recommended to fund this round. Meets funding criteria.	YES	\$ 1,000.00
<b>Total</b>									<b>\$ 46,376.00</b>	<b>\$ 15,276.00</b>	<b>COMMUNITY STRENGTHENING</b>		<b>\$ 15,276.00</b>	

PUBLIC HALLS														
ID	Category	Project	Organisation	Project Description	Project Start Date	Project End Date	Previous GSC Grants	Inkind	Total Project Cost	Total Amount Requested	Assessment Score	Comments	Recommended	\$ Allocated
44	Public Halls	Equipment Upgrade, Fridge and chairs	South Portland Hall Committee of Management	The Committee need to add 30 extra chairs to their supply for use in the hall and to upgrade the fridge in the Kitchen which is used by all groups and when hiring of the hall.	01/04/2024	31/05/2024	Round 1 2019/20		\$3,000.00	\$1,500.00	75	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding in recent rounds.	YES	\$ 1,000.00
49	Public Halls	Vandalism protection & water tank stand for The Heathmere Public Hall	Portland Dune Buggy Club	We need install security mesh on all of our hall windows to prevent future damage. We also need to make repairs to the water tank stand so that we can have gravity fed water in order to flush the hall toilets.	01/05/2024	28/06/2024	None		\$5,998.30	\$2,999.00	85	Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 2,999.00
55	Public Halls	Tree Removal	Portland Group Hamilton and District Legacy	Large tree in close proximity to Legacy Lodge at 60 Wellington Road Portland. A Gum tree in the North West corner of the property, is old and declining in health and safety.	03/06/2024	04/09/2024	Round 1 2016/17 Round 1 2020-21 Round 2 2020/21 Round 1 2022/23		\$1,070.00	\$1,000.00	70	Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 1,000.00

<b>Total</b>	<b>\$</b>	<b>10,068.30</b>	<b>\$</b>	<b>5,499.00</b>	<b>PUBLIC HALLS</b>	<b>\$</b>	<b>4,999.00</b>
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RECREATION														
ID	Category	Project	Organisation	Project Description	Project Start Date	Project End Date	Previous GSC Grants	Inkind	Total Project Cost	Total Amount Requested	Assessment Score	Comments	Recommended	\$ Allocated
8	Recreation	Old Bore Site Additional Seating	Merino Progress Association Inc	Provide additional seating as part of the Old Bore Site Upgrade Project through the Tiny Towns Fund. The Community Grant funding would be a co-contribution to the Tiny Towns Grant Fund Application and if successful the funds would be used to purchase the seating.	01/06/2024	31/12/2024	Round 1 2018/19 Round 2 2022/23		\$ -	\$1,407.00	\$1,000.00	95 Eligible - recommended to fund in this round. Meets funding criteria. Requested funds are subject to organisation receiving tiny towns grant.	YES	\$ 1,000.00
10	Recreation	Verandah Stage 1	Casterton Polocrosse Club	This project seeks financial assistance to provide added shade and weather protection structure to an existing structure.	02/09/2024	04/11/2024	Round 1 2019/20		\$ -	\$15,370.14	\$5,000.00	75 Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding in recent rounds.	YES	\$ 5,000.00
12	Recreation	Replace concrete wicket and synthetic matting	South Portland Cricket Club	Replace current concrete hard wicket and synthetic matting with new concrete hard wicket and new matting to comply with the Australian Cricket Board standards which is 2.4 metres wide by 25 metres long.	12/03/2024	26/03/2024	Round 1 2017/18		\$ -	\$14,520.00	\$5,000.00	70 Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding in recent rounds.	YES	\$ 5,000.00
13	Recreation	Tennis Court Nets Replacement	Bolwarra Hall and Recreation Reserve committee of Management	To replace two tennis court nets.	09/04/2024	04/06/2024	Round 2 2020/21 Round 2 2021-22 Round 2 2022/23		\$ -	\$500.00	\$500.00	75 Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 500.00
16	Recreation	In the Nets	Tyrendarra Football Netball Club	Tyrendarra Football Netball Club wish to replace storm ruined training nets, behind the football goal post area.	01/04/2024	13/04/2024	Round 1 2021/22 Round 2 2022/23		\$ -	\$2,621.77	\$1,800.00	85 Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 1,800.00
18	Recreation	Scoreboard renewal	Portland Basketball Association Inc	Replacement and upgrade of scoring board equipment at PBA Stadium, as well as the acquisition of a wireless portable scoreboard for outside courts.	01/03/2024	31/05/2024	Round 2 2018/19 Round 1 2020-21 Round 1 2022/23		\$ -	\$11,569.40	\$5,000.00	95 Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 5,000.00
21	Recreation	Club Infrastructure improvements	Casterton Bowling Club Inc	Upgrade existing freezer and to replace blinds throughout the clubrooms.	31/03/2024	30/06/2024	Round 2 2019-20 Round 1 2022/2023		\$ -	\$3,821.00	\$1,910.50	85 Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 1,910.50
28	Recreation	Roller door replacement	Portland Surf Life Saving Club	Replace the three main roller doors at the bottom of the Portland surf lifesaving club due to corrosion along the guides when the roller door sit in the tracks.	15/03/2024	22/03/2024	Round 1 2016/17 Round 2 2019-20 Round 2 2020/21		\$ -	\$4,166.00	\$2,083.00	85 Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding in recent rounds.	YES	\$ 2,083.00
45	Recreation	Netball iPad Scoring Upgrade	Heathmere Football Netball Club	Upgrade of Netball iPad to upgrade netball scoring system to an online live game day portal.	01/02/2024	01/04/2024	Round 1 2016/17 Round 1 2017/18 Round 1 2020-21 Round 2 2020/21 Round 2 2021-2022		\$ -	\$888.85	\$888.85	85 Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding in recent rounds.	YES	\$888.85
56	Recreation	Purchase new Clay Target trap and remote controls	Portland Heywood Field & Game	Purchase new clay target trap, construct trailer for mounting the trap and labour costs, and remote control system.	11/03/2024	30/06/2024	Round 2 2017/18 Round 1 2018/19 Round 2 2019-20 Round 1 2021/22 Round 1 2022/2023 Round 1 2023/24		\$ -	\$8,740.00	\$4,370.00	75 Eligible - recommended to fund in this round. Meets funding criteria.	YES	\$ 4,000.00
60	Recreation	Timing Gates	Casterton Little Athletics Centre Inc	Purchase timing gates.	04/10/2024	14/03/2025	None		\$ -	\$16,235.00	\$5,000.00	100 Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 5,000.00
76	Recreation	Clubhouse upgrade	Mount Clay Archers	Club house improvements, lining of walls and painting of concrete floor.	20/04/2024	04/08/2024	None		\$ -	\$4,100.00	\$1,000.00	70 Eligible - recommended to fund in this round. Meets funding criteria. Have not received community grants funding before.	YES	\$ 1,000.00
36	Recreation	Brush Cutter, Blower, Sprayer	Portland Golf Club	To purchase a brush cutter, blower and back pack spray unit for use by the volunteer grounds keepers.	01/05/2024	15/05/2024	Round 1 2016/17 Round 2 2017/18 Round 2 2018/19 Round 1 2019/20 Round 2 2019/20 Round 1 2020-21 Round 2 2020/21 Round 1 2021/22 Round 1 2022-23 Minor 2023-2024		\$ -	\$843.00	\$843.00	95 Eligible - Recommended to fund in this round Meets funding criteria.	YES	\$843
<b>TOTAL</b>									<b>\$ 88,184.01</b>	<b>\$ 37,054.70</b>				<b>\$ 34,025.35</b>
									<b>\$ 249,641.71</b>	<b>\$ 87,481.30</b>	<b>Grand Total</b>		<b>\$ 82,739.35</b>	
									<b>\$ 82,745.56</b>	<b>Allocated Budget</b>				
									<b>\$ 6.21</b>	<b>Amount Remaining</b>				

NOT RECOMMENDED														
ID	Category	Project	Organisation	Project Description	Project Start Date	Project End Date	Previous GSC Grants	Inkind	Total Project Cost	Total Amount Requested	Assessment Score	Comments	Recommended	\$ Allocated
42	Arts Culture and Heritage	Air Filtration Upgrade	Portland Woodturner's Guild - Auspiced by CEMA	An Air Filtration Upgrade is required to safely accommodate the additional activity in the Portland Woodturner's Guild Studio/Workshop located in the rear of the Julia Street Creative Space building.	29/03/2024	31/05/2024	Round 2 2019-20 Round 2 2020/21 Round 2 2021-2022 Round 2 2022/23		\$863.50	\$863.50	55	Eligible - Not recommended at this time Limited alignment to the Objectives of the Community Grants Program.	NO	\$ -
50	Arts Culture and Heritage	Task stools	Portland Bay Press - Auspiced by CEMA	Upgrade seating in printmaking room for use when working at elevated bench and during regular club business meetings.	25/03/2024	26/04/2024	Round 2 2022/23		\$1,651.47	\$1,000.00	60	Eligible - Not recommended at this time Limited alignment to the Objectives of the Community Grants Program.	NO	\$ -
52	Arts Culture and Heritage	Front Doors repair	Portland Club Inc.	Reburbish front doors of the Portland Clubs clubrooms in Percy St.	25/03/2024	26/04/2024	None		\$5,000.00	\$2,500.00	35	Eligible - Not recommended at this time Limited alignment to the Objectives of the Community Grants Program.	NO	\$ -
71	Arts Culture and Heritage	Casterton Kelpie Muster Rotary Art Show	Rotary Club of Casterton	Printing costs for catalogues, tickets and posters and also with promotion in local and regional media.	15/04/2024	15/07/2024	Round 1 2017/18 Round 2 2018/19 Round 1 2020-21 Round 2 2020/21 Round 1 2022/2023 Round 2 2022/23 Round 1 2023/24		\$8,000.00	\$2,000.00	85	Eligible - Not recommended at this time Successful last round \$1,693.00 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
43	Community Events	Portland Classic Auto Club Show and Shine	Portland Classic Auto Club inc - Drag Club Grounds	Running Costs Portland Classic Auto Club Show and Shine event 2025	25/02/2025	26/02/2025	OOT Grant Round 1 2017/18 Round 2 2017/18 Round 1 2018/19 Round 2 2018/19 Round 2 2019-20 Round 1 2021/22 Round 1 2022/2023 Round 1 2023/24		\$3,500.00	\$2,000.00	80	Eligible - Not recommended at this time Successful in round 1 23/24 \$1000 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
67	Community Events	Classics by the bay Show and shine	Portland Bay Classic Vehicles Inc	We are seeking this grant to help purchase new equipment for our annual Show and Shine Classics by the Bay, shade Gazebos, tables and chairs, fencing and a trailer.	01/05/2024	31/05/2024	Round 1 2022/2023 Round 1 2023/24		\$20,000.00	\$4,000.00	70	Eligible - Not recommended at this time Successful in round 1 23/24 \$1000 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
14	Community Strengthening	New Floor Mats	Casterton Playgroup Inc	Replace the soft mats under the gym play equipment.	01/04/2024	02/04/2024	Round 2 2018/19 Round 2 2021-22 Round 1 2023/24		\$970.00	\$970.00	70	Eligible - Not recommended at this time Successful last round \$879.00 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
30	Community Strengthening	Drinking Fountain	Portland RSL Memorial Bowling Club	Purchase and installation of a permanent Drinking Fountain which will provide chilled & filtered water to all Bowlers and user groups visiting our facility.	01/06/2024	01/09/2024	Round 1 2021/22 Round 2 2022/23		\$10,000.00	\$3,158.00	85	Eligible - Not recommended at this time. Received funding in previous rounds for this purpose. Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
33	Community Strengthening	Wood clipping projects	Heywood Men's Talk Group (Heywood Mens Shed)	Purchase of clamps to be used for wood clipping projects.	26/02/2024	31/03/2025	Round 1 2017/18 Round 2 2018/19 Round 2 2019-20 Round 2 2021-22 Round 2 2022/23 Round 1 2023/24		\$973.27	\$973.27	40	Eligible - Not recommended at this time. Successful last round. Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
46	Community Strengthening	Celebrating Community Wisdom - 10 Years of Lewis Court fund	United Way Glenelg	To mark the 10th anniversary of the Lewis Court Fund, we'll showcase five compelling video stories through interviews with esteemed older members from Portland, Heywood, Dartmoor/Nelson, and Casterton. The videos will be featured as part of the Senior Week activities in collaboration with the Glenelg Shire.	01/05/2024	01/10/2024	None		\$4,950.00	\$2,500.00	90	Eligible - Not recommended at this time. 2 x applications by this organisation. First application successful. Round heavily over subscribed.	NO	\$ -

27	Public Halls	Roof Refurbishment Support	Bahgallah Memorial Hall Committee Inc	To provide funds in support of "Tiny Towns" application for Roof Refurbishment for Bahgallah Hall	01/07/2024	31/10/2024	Round 1 2017/18 Round 2 2017/18 Round 2 2018/19 Round 1 2019/20 Round 2 2019/20 Round 1 2020/21 Round 2 2020/21 Round 1 2021/22 Round 2 2021/22 Round 1 2022/23 Round 2 2022/23 Round 1 2023/24	\$ -	\$19,000.00	\$1,900.00	80	Eligible - Not recommended at this time. Successful last round \$1,300 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
39	Public Halls	Casterton RSL Interior Upgrade - Stage 2	Casterton RSL Sub-Branch	Replace expired linoleum in the Casterton Rsl Hall with carpet squares.	18/04/2024	19/04/2024	Round 2 2022/23 Round 1 2022/23	\$ -	\$1,925.00	\$1,000.00	90	Eligible - Not recommended at this time. 3 Applications by this group in this round Round heavily over subscribed - Priority 2 out of the 3 submissions	NO	\$ -
53	Public Halls	To purchase a new zero-turn ride on mower	Digby Recreation Reserve and Hall Committee of Management	To purchase a new zero-turn ride on mower.	01/02/2024	29/02/2024	Round 1 2016/17 Round 2 2016/17 Round 1 2017/18 Round 2 2017/18 Round 2 2018/19 Round 2 2020/21 Round 1 2021/22 Round 1 2023/24	\$ -	\$9,000.00	\$4,500.00	85	Eligible - Not recommended at this time. Successful last round \$948 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
73	Public Halls	Access Ramp Construction	Casterton RSL Sub Branch Inc	To facilitate easier access for all members and visitors to the Casterton RSL, we would like to seek funding for the construction and installation of an access ramp.	15/04/2024	19/04/2024	Round 2 2021/2022 Round 1 2022/23 Round 2 2022/23	\$ -	\$1,000.00	\$1,000.00	85	Eligible - Not recommended at this time. 3 Applications by this group in this round Round heavily oversubscribed - Priority 3 out of the 3 submissions.	NO	\$ -
4	Recreation	Club room furniture	Portland Lawn Tennis Club	Update existing tables and chairs in the club room.	01/04/2024	31/07/2024	Round 1 2016/17 Round 2 2017/18 Round 2 2020/21 Round 2 2021-22	\$ -	\$4,485.00	\$2,242.50	65	Eligible - Not recommended at this time Successful last round. Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
11	Recreation	Radio Sets Volunteers safety officials	Southern 500 Speedway Inc	Radio Communication Sets for Volunteer and Safety Officials during race meetings, also visiting teams and drivers are having more sophisticated communications, which require updating.	16/04/2024	14/09/2024	Round 1 2016/17 Round 2 2018/19 Round 2 2019/20 Round 1 2021/22 Round 2 2021/22 Round 1 2023/24	\$ -	\$9,820.00	\$4,910.00	75	Eligible - Not recommended at this time. Successful last round for \$500.00 Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
74	Recreation	Clubhouse New Roof	Heywood and District Pony Club Inc	Roof replacement on Heywood and District Pony Clubs club rooms.	25/03/2024	30/05/2024	Round 1 2016/17 Round 1 2018/19 Round 2 2018/19 Round 1 2019/20 Round 1 2020-21 Round 2 2020/21 Round 2 2022/23 Round 1 2023/24	\$ -	\$6,050.00	\$3,025.00	80	Eligible - Not recommended at this time Successful last round \$500.00. Priority may be given to community groups or organisations that have not received funding in previous rounds. Over subscribed - encouraged to apply in future rounds.	NO	\$ -
15	Recreation	Replace Oval Seating	Tyrendarra Recreation Reserve	Wooden seating for spectators around sporting oval has deteriorated over the years and requires replacing the boards to make safe and user friendly.	01/04/2024	30/04/2024	Round 1 2016/17 Round 2 2017/18	\$ -	\$916.85	\$916.85	70	Eligible - Not Recommended at this time. Meets funding criteria. Over Subscribed. Encouraged to apply in future rounds	NO	\$ -
29	Recreation	Replace worn and chipped bar top and kitchen servery	Heywood Bowling Club	Replace old and chipped bar top and kitchen serving area.	12/02/2024	29/02/2024	Round 2 2017/18 Round 2 2020/21 Round 1 2022/23 Round 2 2022/23	\$ -	\$2,485.00	\$1,742.50	65	Eligible - Not Recommended at this time. Meets funding criteria. Over Subscribed. Encouraged to apply in future rounds	NO	\$ -
47	Recreation	New 20 KVA generator	Casterton Field and Game Club	New 20 KVA generator	01/04/2024	30/06/2024	Round 1 2023/24	\$ -	\$10,000.00	\$5,000.00		Not Eligible. Successful last round for \$4821.50 - can't get over \$5k per FY.	NO	\$ -
25	Recreation	Mats and equipment for karate classes	International GOJU Karate Casterton	Mats and equipment for newly opened up karate classes in Casterton.	Not provided	Not provided	None	\$ -	\$3,000.00	\$1,500.00		Not Eligible. Sole Trader.	NO	\$ -
61	Community Strengthening	Block Fencing Project	Nelson Men's Shed Inc.	The Nelson Men's Shed are licensees of Crown Allotment 3001859, 26 North Nelson Road, Nelson, 3292, Victoria, a .11-hectare block of vacant unfenced land to the north of Tea Tree, Nelson, to secure the parcel of land from people dumping their green waste and to ready the block for when funding becomes available to build a shed.	01/07/2024	14/07/2024	OOT Grant OOT Grant OOT Grant Round 1 2021/22 Minor Community Grant 2022-23	\$ -	\$5,058.00	\$3,374.00		Not Eligible. No evidence provided of landowner approval.	NO	\$ -



65	Community Strengthening	Covering Rental for 1 year @ Men's Shed	Get Active Exercise Group - Auspiced by Promoting Heywood & District Committee Inc	Our exercise group is for older aged ladies living in the Community with a minimum charge for our weekly sessions with a professional trainer. Originally we were based at the Heywood Hospital & were entitled to the room for free. Now we have our classes in the Men's Shed & for the number of weeks we use the room it works out to \$500 a year, being about \$10 / week.	01/03/2024	20/12/2024	None						Not Eligible. Ongoing costs ineligible. Not incorporated and not auspiced.	NO	\$ -
23	Community Strengthening	Marine awareness	Southern Ocean Marine Alliance	Running public meetings with politicians, business owners, traders, fishermen, tourist operators, industry leaders, marine biologists and holding public stalls to inform the public about how to protect this pristine and unique environment along the Glenelg shire	12/02/2024	24/05/2024	None	\$ -	\$500.00	\$500.00			Not Eligible. Not incorporated and not auspiced.	NO	\$ -
54	Community Events	Glenelg Shire Career, Skills & Jobs Expo	Glenelg Shire Careers, Skills & Jobs Expo Working Group - Auspiced by Committee For Portland	The Careers, Jobs and Skills Expo promotes local business and is a community-driven event. The Expo's goal is to showcase potential careers, alternative pathways and to inspire and inform Glenelg Shire residents of opportunities available to them.	03/06/2024	04/09/2024	None	\$ -	\$2,600.00	\$1,000.00			Not Eligible Not Grass Roots	NO	\$ -
37	Community Events	AusCycling VIC BMX State Series R2 & R3	Portland BMX Club Inc	Contribution towards the running costs of hosting 2 rounds of the AusCycling BMX VIC State Series over the March long weekend.	08/03/2024	12/03/2024	OOT Grant Round 2 2019-20 Round 2 2020/21 Round 1 2021/22 Round 2 2022/23	\$ -	\$8,909.75	\$1,504.75			Not Eligible Retrospective application	NO	\$
48	Public Halls	Nelson Community Hall Renovations	Nelson Reserve Committee of Management	The Nelson Community Hall is in need of some repair work to replace old plastic gutters and repair damaged fascia.	08/04/2024	12/04/2024	Round 2 2016/17 Round 2 2017/18 Round 2 2019-20 Round 2 2020/21	\$ -	\$50,000.00	\$5,560.00			Not Eligible Committee of Management (State)	NO	\$
34	Recreation	Purchase of Picnic Tables	Heathmere Public Hall and Recreation Reserve Committee of Management Inc.	Purchase of 2 Picnic Tables with seats included to be placed next to Playground Equipment.	27/05/2024	31/05/2024	None	\$ -	\$3,200.00	\$1,600.00			Not Eligible Committee of Management (State)	NO	\$
								\$ -	\$1,400.00	\$1,000.00				NO	\$

## NOTICE OF MOTION

### **Moratorium on Seismic Testing in the Otway Basin.**

In accordance with the Council's Governance Rules adopted 23<sup>rd</sup> January 2024 under Section 26, I hereby give notice of my intention to move the following motion at the Council meeting to be held on Tuesday 23<sup>rd</sup> April 2024.

1. That the Glenelg Shire Council supports a moratorium on seismic testing, oil and gas exploration and drilling in the Otway Basin to protect the fishing and tourism industries and the pristine environment.
2. That council writes to NOPSEMA (National Offshore Petroleum Safety and Environmental Management Authority), the Victorian State Government and the Commonwealth Government officially requesting such a moratorium to be placed over the Otway Basin region.
3. That the Glenelg Shire Council write to the applicant companies advising them of council's position in relation to seismic testing, oil and gas exploration and that drilling should not occur in the Otway Basin and requesting them to withdraw their plans for the region.

Signed:   
Cr Karen Stephens  
Mayor