



Glenelg Shire Council

Notice of Meeting and Agenda

Council Meeting Tuesday 25 March 2025

Notice is hereby given that a Council Meeting will be held in the Community Meeting Room, Heywood Customer Service Centre, 77 Edgar Street, Heywood commencing at **5:30 pm** on the above date for the purpose of transacting the business on the attached Agenda, together with such other business as the Chairperson may permit.

Helen Havercroft
Chief Executive Officer

Date of Issue: Thursday, 20 March 2025

Invited: Mayor, Councillor Karen Stephens
Deputy Mayor, Councillor Robyn McDonald
Councillor Duane Angelino
Councillor Michael Carr
Councillor Matt Jowett
Councillor Mike Noske
Councillor John Pepper
Chief Executive Officer, Ms Helen Havercroft
Director Corporate Services, Mr David Hol
Director Community Services, Ms Jayne Miller
Director Infrastructure Services, Mr Aaron Moyne

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

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

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

3. RECORDING OF MEETINGS

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

4. RECEIPT OF APOLOGIES

Cr John Pepper

5. CONFIRMATION OF MINUTES

5.1. CONFIRMATION OF MINUTES

Recommendation

That the minutes of the Council Meeting held on 25 February 2025, as circulated, be confirmed.

5.2. RECORD OF COUNCILLOR BRIEFINGS

Director: David Hol, Director Corporate Services

Executive Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken from the period commencing the 23 January 2024.

Recommendation

That Council receives the record of the Councillor briefing held on 18 February 2025, 25 February 2025, 4 March 2025 and 11 March 2025.

Background/Key Information:

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

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

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

a. Council Plan and Policy Linkage

Our Voice and Action - A highly engaged and capable local government, leading Glenelg to ensure the needs and aspirations of our community are realised.

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

Not applicable

d. Financial Implications and Collaboration

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

e. Governance Principles

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

Attachment List

1. Councillor Briefing Record 18 February [**5.2.1** - 1 page]
2. Councillor Briefing Record 25 February [**5.2.2** - 1 page]
3. Councillor Briefing Record 4 March [**5.2.3** - 1 page]
4. Councillor Briefing Record 11 March [**5.2.4** - 1 page]

6. DECLARATIONS OF CONFLICT OF INTEREST

A Councillor or Officer with a conflict of interest in an item on the Agenda must indicate that they have a conflict of interest by clearly stating:

- The item for which they have a conflict of interest
- Whether their conflict is ***general*** or ***material***; and
- The circumstances that give rise to the conflict of interest.

Declaration of material or general conflict of interest must also be advised by Councillors and Officers at the commencement of discussion of the specific item.

7. COUNCILLOR ACTIVITY REPORTS**7.1. COUNCILLOR ACTIVITY REPORTS 1 TO 28 FEBRUARY 2025****Recommendation**

That Council notes the Councillor Activity Reports for 1 February to 28 February 2025.

Cr STEPHENS, MAYOR

Date	Meeting/Event	Location	Comments (Optional)
01.02.2025	SEA Environment Conference	Portland	Our Community, Our Environment Conference organised by Southwest Environment Alliance (SEA) with guest presenter Prof Tim Flannery.
04.02.2025	Meeting with Georgie Purcell MP & Sarah Mansfield MP	Online	Opportunity to listen and gain further insight into their policy platform.
04.02.2025	Community Budget Session	Heywood	Opportunity to listen to the community on their needs and aspirations for the 2025-26 Council Budget
05.02.2025	Dept of Transport & Planning meeting	Portland	Opportunity for information sharing with DTP Executive on the need for Glenelg and to understand the program roll out for DTP.
05.02.2025	Community Budget Session	Portland	Opportunity to listen to the community on their needs and aspirations for the 2025-26 Council Budget
06.02.2025	Audit & Risk Committee interviews for Independent Members	Portland	Interviews for further Independent Members to council's Audit & Risk Committee
11.02.2025	Land Use Planning Training	Portland	Induction Session on Land Use Planning for Councillors.
12.02.2025	Committee for Portland Board meeting	Portland	Bi-monthly board meeting of the Committee for Portland
12.02.2025	Meeting with AgVic	Casterton	Meeting with AgVic representative to discuss Green Drought
13.02.2025	Casterton RSL Sub-branch AGM	Casterton	Attend the AGM and support with the election of new office bearers.
13.02.2025	Portland Lions Youth of the Year Award 2024-25	Portland	Attend dinner for the Portland Lions Youth of the Year Award 2024-25

14.02.2025	SW Victoria Alliance Board Meeting	Warrnambool	Bi-monthly SW Alliance Board meeting with all 6 councils from across the SW Region.
15.02.2025	Classics by the Bay – Show ‘n’ Shine	Portland Foreshore	Attend the Classics by the Bay event and choose the Councilor Award for the best car in show for 2025.
16.02.2025	Cruise Ship – Norwegian Sun	Portland	Welcome passengers off the cruise ship at wharf.
18.02.2025	Council Plan Engagement Session	Portland	Meeting of Councillors to discuss the development of the new Council Plan 2025-2029.
18.02.2025	Councillor Briefing Session	Portland	Regular Councillor Briefing Session to discuss strategic items of importance.
19.02.2025	Councillor Induction Training	Portland	Councillor Induction Training
19.02.2025	Council Plan Community Consultation	Narrawong	Opportunity to listen to the Narrawong district community on their aspirations and vision for the development of the new Council Plan 2025-2029.
20.02.2025	Council Plan Community Consultation	Casterton	Opportunity to listen to the Casterton district community on their aspirations and vision for the development of the new Council Plan 2025-2029.
20.02.2025	TTV Meeting	Online	Timber Towns Victoria bi-monthly meeting.
21.02.2025	Boonaroo Stud Sale	Corndale	Attend the largest stud bull sale held in the Glenelg Shire
24.02.2025	Breakfast with Nic Tremain	Casterton	Breakfast with Nic Tremain who is riding around Australia to raise money for Dementia Australia.
25.02.2025	Japanese Consul General Visit	Portland	Lunch with the Japanese Consul General and Naoyasu Kawamura Japanese Consul together with Roma Britnell MP, GSC CEO Helen Havercroft and local business leaders to profile Portland and the Glenelg Shire.
25.02.2025	MAV Emergency Management Meeting	Online	Regular meeting of this committee.
25.02.2025	February Council Meeting	Portland	Monthly Council meeting.
26.02.2025	Meeting with RDV & Cross Border Commissioner	Portland	Meeting with Regional Development Victoria (RDV) and the Cross Border Commissioner Brett Davis to discuss locally

			significant projects of importance.
26.02.2025	TTV meeting	Online	Executive meeting
26.02.2025	Heywood Men's Shed	Heywood	Meeting with members from the Heywood Men's Shed to catch up on their projects.
26.02.2025	Tour of council owned facilities	Heywood	Opportunity to personally inspect the assets owned by council in Heywood.
27.02.2025	Combined Budget and Council Plan session	Nelson	Opportunity to listen to the Nelson district community on their aspirations and vision for the development of the new Council Plan 2025-2029 and the Council Budget 2025-26
27.02.2025	Combined Budget and Council Plan session	Dartmoor	Opportunity to listen to the Dartmoor district community on their aspirations and vision for the development of the new Council Plan 2025-2029 and the Council Budget 2025-26
27.02.2025	Combined Budget and Council Plan session	Casterton	Opportunity to listen to the Casterton district community on their aspirations and vision for the development of the new Council Plan 2025-2029 and the Council Budget 2025-26

Cr MCDONALD, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments (Optional)
01.02.2025	Our Community Our Environment Conference	Portland	An incredible opportunity to hear from climate specialists across a range of topics including weather, catchment management, human implications, agriculture
04.02.2025	Meeting with Animal Justice Party MPs	On-line - Teams	Agenda topics were outside Council's remit but Glenelg Shire's priority projects were communicated.
04.02.2025	Community Budget Session	Heywood	Minimal community attendance.
05.02.2025	Community Budget Session	Portland	Healthy engagement from community members from diverse sectors of interest.
06.02.2025	Investing in Rural Community Futures Workshop	Portland	A fabulous opportunity for support across the NFP sector should we be successful in being one of 3 chosen regions for the program.
08.02.2025	Walk to Beat Cancer	Portland	Another 'sea of pink' community fundraiser to support locals

			needing financial support towards cancer treatment expenses.
09.02.2025	Pauline Donovan's 100 th Birthday	Portland	An incredible celebration of 200+ family and friends.
11.02.2025	Kentbruck Windfarm community consultation session	Portland	Extensive documentation available, including mapping of proposed turbine and power connection locations, implications to specific flora and fauna, visual impact imagery and compensation to landholders. 3 Neoen representatives were available to answer questions and record any concerns to communicate back to company management.
11.02.2025	Land-use Planning training	Portland	
18.02.2025	Council Plan session with consultants	Portland	
18.02.2025	Councillor Briefing	Portland	
19.02.2025	Conflict Resolution and Harassment Training	Portland	
19.02.2025	Narrawong Council Plan Conversation	Narrawong	Some consistent requests from residents.
20.02.2025	CEO R&E committee meeting	Portland	
21.02.2025	Advocacy Meeting at Deakin with Member for Wannon and opposition Child Care Minister	Warrnambool	Some great discussions around the crisis facing this sector.
22.02.2025	Wood Wine and Roses Council Plan Engagement	Heywood	
25.02.2025	Japanese Consul General visit	Portland	
25.02.2025	Briefing and Council Meeting	Portland	
26.02.2025	GSC Facilities Tour	Portland	
27.02.2025	Community Engagement Sessions for the Council plan and Budget	Nelson Dartmoor Casterton	Some very productive discussions regarding each community's priorities.

Cr ANGELINO

Date	Meeting/Event	Location	Comments (Optional)
01.02.2025	Our Community our Environment conference	Portland	Great day for many speakers about the challenge of climate change.
04.02.2025	Budget session in Heywood	Heywood	Met with different community groups in Heywood regarding next council budget.
05.02.2025	Budget session in Portland	Portland	Met with different community groups in Portland regarding next council budget.
06.02.2025	Investing in rural communities workshop	Portland	A group looking to see whether they will seed money in the Portland community and align common issues that face each group.
13.02.2025	Youth of the year lions club Portland	Portland	A great night to see students from Portland schools through their community groups and interests and speaking on topics that they important to them and others in the community.
16.02.2025	Norwegian Sun cruise ship arrival	Portland	A great morning greeting many tourists to Portland and then travel to many great locations in and around the town.
19.02.2025	Budget session in Narrawong	Narrawong	Met with members of the Narrawong community with plans for the next council budget.
22.02.2025	Heywood wood wine and roses	Heywood	Judged the parade with local members of parliament. A great day to catch up with many of the people who attended the day and thanks for the great team for putting on this annual event.
25.02.2025	Monthly council meeting	Portland	Monthly council meeting attended and live streamed to the shire.
27.02.2025	Budget and Council Plan community sessions	Nelson, Dartmoor and Casterton	Met with many locals in their communities to discuss their concerns and items that they feel important in their communities. A great day enjoyed the challenge we have to deliver to all areas of our shire.

Cr CARR

Date	Meeting/Event	Location	Comments (Optional)
04.02.2025	Budget session Heywood	Heywood	
05.02.2025	Budget session Portland	Portland	

08.02.2025 - 09.02.2025	Portland Junior Basketball Tournament	Portland	Fantastic volunteer lead tournament – highlighting the need for upgraded facilities
11.02.2025	Land use planning training	Portland	
14.02.2025	Rail freight Alliance - AGM	Melbourne	Elected to position of Chair
18.02.2025	Council 4-year plan engagement	Portland	
18.02.2025	Council briefing session	Portland	
19.02.2025	Councillor training	Portland	
19.02.2025	Council 4-year plan	Narrawong	
20.02.2025	CEO KPI meeting	Portland	
20.02.2025	Wood, Wine and Roses volunteer recognition	Heywood	
22.02.2025	Wood, Wine and Roses Council Plan Engagement	Heywood	
25.02.2025	Councillor briefing	Portland	
25.02.2025	Open council Meeting	Portland	
27.02.2025	Budget session Casterton	Casterton	

Cr JOWETT

Date	Meeting/Event	Location	Comments (Optional)
04.02.2025	Budget Session	Heywood	
05.02.2025	Budget Session	Portland	
06.02.2025	Investing in Rural Community Futures Workshop	Portland	
11.02.2025	Land use Planning Training	Portland	
15.02.2025	Classics by the Bay	Portland	
18.02.2025	Council Plan Engagement	Portland	
18.02.2025	Councillor Briefing	Portland	
19.02.2025	Councillor Induction Training	Portland	
19.02.2025	Council Plan Community Conversation	Narrawong	
20.02.2025	Council Plan Community Conversation	Casterton	
22.02.2025	Wood, Wine & Roses Council Plan Engagement	Heywood	

25.02.2025	Councillor Briefing	Portland	
25.02.2025	February Council Meeting	Portland	
26.02.2025	Councillors Tour of Council Facilities	Heywood	
27.02.2025	Combined Budget Session and Council Plan Community Conversation	Nelson	
27.02.2025	Combined Budget Session and Council Plan Community Conversation	Dartmoor	
27.02.2025	Combined Budget Session and Council Plan Community Conversation	Casterton	

Cr NOSKE

Date	Meeting/Event	Location	Comments (Optional)
01.02.2025	Our community, Our environment	Portland	
04.02.2025	Budget Consultation - Heywood	Heywood	
05.02.2025	Briefing with DTP	Portland	
06.02.2025	Investing in Rural Futures	Portland	
19.02.2025	Council Plan Consultation - Narrawong	Narrawong	
20.02.2025	Wood, Wine & Roses Volunteers BBQ	Heywood	Made it easier to understand how and why WW&R is so successful.
22.02.2025	Wood, Wine & Roses	Heywood	
27.02.2025	Budget and Council Plan Consultations	Nelson, Dartmoor & Casterton	Exceptional attendances across the three locations.

Cr PEPPER

Date	Meeting/Event	Location	Comments (Optional)
04.02.2025	Budget session	Heywood	
05.02.2025	Budget session	Portland	
11.02.2025	Councillor briefing	Portland	
18.02.2025	Councillor briefing	Portland	
19.02.2025	Councillor Induction Training	Portland	
19.02.2025	Council Plan community conversation	Narrawong	

20.02.2025	Council Plan community conversation	Casterton	
20.02.2025	CEO KPI's meeting	Online	
22.02.2025	Heywood Wood, Wine and Roses Festival	Heywood	
25.02.2025	Councillor Briefing	Portland	
25.02.2025	Council Meeting	Portland	
26.02.2025	Tour of Heywood Council Facilities	Heywood	
27.02.2025	Combined Budget and Council Plan Community Conversation	Casterton, Dartmoor and Nelson	

8. NOTICES OF MOTION

Nil.

9. MANAGEMENT REPORTS

9.1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

Director: Helen Havercroft, Chief Executive Officer

Executive Summary

The purpose of this report is to enable Council to consider the Councillor and Chief Executive Officer Leave of Absence Register.

Recommendation

That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 35 (1) (e) (4) (6) of the *Local Government Act 2020*.

Background/Key Information:

In accordance with Section 35 (1) (e), (4), and (6) of the *Local Government Act 2020* Councillors are entitled to take Leave of Absence.

Section 35 (1) (e), (4) and (6) of the *Local Government Act 2020* states:

35 Councillor ceasing to hold office

- (1) A Councillor ceases to hold the office of Councillor and the office of the Councillor becomes vacant if the Councillor:
 - (e) subject to this section, is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.
- (4) The Council must grant any reasonable request for leave for the purposes of subsection (1)(e).
- (6) A Councillor is not to be taken to be absent from Council meetings during the period of 6 months after the Councillor or their spouse or domestic partner:
 - (a) becomes the natural parent of a child; or
 - (b) adopts a child under the age of 16 years

and the Councillor has responsibilities for the care of the child during that period.

Council Governance Rules adopted on 23 January 2024 set out in Section 19 Apologies and 19 (6) sets out that Council will not unreasonably withhold its approval of a leave of absence request.

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 35 of the *Local Government Act 2020*.

c. Consultation and/or communication processes implemented or proposed

Councillors are required to submit Leave of Absence requests in writing to the Chief Executive Officer.

The Chief Executive Officer is required to submit his Leave of Absence requests in writing to Council through the Councillor and Chief Executive Officer Leave of Absence Register.

A register will be held by the Chief Executive Officer and reported monthly to Council.

d. Financial Implications and Collaboration

Nil.

e. Governance Principles

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

Attachment List

Separately circulated as Confidential attachments.

9.2. RESPONSE TO NOTICE OF MOTION ON WORKING GROUPS

Director: David Hol, Director Corporate Services

Executive Summary

This report responds to Item 8.2 Notice of Motion 3 passed by Council at its 17 December 2023 Council Meeting, requesting reports on establishing working groups for the Casterton Saleyards, Arts & Culture, Tourism & Economic Development and Buildings.

The report provides background to previous committees and outlines the requirements for the establishment of such groups together with recommendations for Councillor consideration on next steps.

Recommendation

That Council receives this report in response to the Notice of Motion dated the 17 December Council meeting regarding the establishment of working groups.

Background/Key Information:

Prior to 2020, Glenelg Shire Council had a number of advisory groups spread across a range of Council services. Many of these advisory groups included representation from elected Councillors, community members and Council staff.

The introduction of the *Local Government Act 2020* (the Act) formalised committee arrangements for the Audit and Risk Committee, Community Asset Committees and Delegated Committees of Council. Importantly, the Act did not make provision for Advisory Committees and these committees have been discontinued. There is also no reference in the Act to define a Working Group.

Councillors were advised that Advisory Committees are no longer a significant feature in local government. When this issue was raised with the Municipal Monitor in November 2024, he provided advice to Councillors that it is not recommended that they proceed in that direction.

It is important to iterate that a Councillors role is that of a strategic direction and not operational. Many of the discontinued advisory groups were operational in nature and therefore outside the scope of a Councillors role. Subsequently, the establishment of any working group would need to be at a strategic level and not delve into the day-to-day functions of any service delivery. The name “working group” may imply matters more relevant to an operational level.

In addition, Councillors with specific interest in some areas may actually be prohibited from participating in such working groups due to potential conflict of interest provisions. An interest in an area is not necessarily an appropriate rationale for establishing a working group and allocation of the necessary resources.

Notwithstanding the advice above, a Notice of Motion was submitted to the December 2024 Council Meeting and was carried by unanimous resolution to seek reports into establishing working groups on four Council areas.

Currently there does not appear to be any known significant strategic issue that requires action and the allocation of Council resources within these four areas outlined that is not already being addressed. The Notice of Motion did not identify any specific concerns.

Subsequently, should Councillors wish to proceed with the establishment of a working group, for either or all of the areas nominated, the following approach and requirements should be considered.

Identification of an issue

Councillors may raise concern about the strategic direction of a service, or council responsibility, where a strategic issue is perceived or where service delivery may not be meeting community needs. The most appropriate avenue to raise these concerns is through a Councillor briefing session which enables discussion and questions from all Councillors to clarify the issue that requires resolution. Alternatively, Councillors could raise their concern direct with the CEO who may then arrange for a report to a Councillor briefing at a later date where appropriate. The key aspect here is identifying that issue that needs to be resolved.

Assessment

Relevant background information and a report on the subject matter could then be provided by Council staff for Councillor consideration and discussion. This information could assist in the assessment of the concern and outline current actions relevant to the topic, including a view on any unresolved concerns. The report may include potential recommendations.

Outcome and direction

Should the report identify that there is an unresolved issue and recommendations are suggested, a number of options may be presented to assist in resolving the action along with the financial impacts, benefits and barriers of each option. If the matter is complex and may require further analysis and consultation, a working group could be considered as one of the options.

Working Group

Where a working group is deemed to be an appropriate response, there must be clarity in the purpose and scope of the working group. It would include Terms of Reference and would need to be resourced accordingly. The Terms of Reference would need to be considered and adopted by Council.

There is also a cost in the establishment and operation of a working group, the costs associated with this option would be an unbudgeted expense to existing budget and ideally should be referred through the Council budget process to assess against other competing priorities.

As working groups do not have any delegated power for actions or decisions, they would need to provide recommendations through to Council. This supports the earlier

approach where the establishment of such a group would only be appropriate in circumstances where the solutions to the issue are not immediately apparent.

Delegated Committees

Section 63 of the Act also allows for the establishment of a Delegated Committee. These committees must be established by Council and must include at least 2 Councillors and may include other persons appointed to the committee by Council.

These are typically sub-committees that then report to Council. Some examples include Planning Committees and CEO recruitment committees. Again, such committees are required to have a clear scope, purpose and Terms of Reference.

Community Asset Committee

The Act under Section 65 also provides Council the ability to establish a Community Asset Committee for the purposes of managing a community asset in the municipal district. The powers of a Community Asset Committee are delegated by the CEO and such committees are typically operational.

Terms of Reference

The establishment of committees or working groups does require an appropriate governance structure to be put in place. A Terms of Reference document is to be presented to Council for consideration and adoption at the inception of the committee and should include as a minimum.

- A clear statement of purpose and the committee's objectives
- Details of membership, meetings, method for making recommendations, selection criteria, administrative support and review
- Be available on Council website

Conclusion

As outlined in this report there is currently no clear purpose or justification to commit resources, budget and staff time to the establishment of working groups at this time without a specific issue that has been identified for resolution.

Where Councillors have concern about a particular strategic need or matter, it is suggested that it be raised at a Councillor Briefing session to discuss the matter, identify the issue that needs to be resolved and potentially establish a way forward to address the issue of concern.

Where this process suggests that a working group is part of the solution, resources will need to be allocated to develop a Terms of Reference based on the identified issue.

a. Council Plan and Policy Linkage

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b. Legislative, Legal and Risk Management Considerations

The role of a Councillor is outlined in S28 of the *Local Government Act 2020* whilst the requirements around a delegated committee and Community Asset Committee are outlined in S63-65 of the Act.

The Council Policy on Council Committees was adopted by Council on the 26 November 2024.

c. Consultation and/or communication processes implemented or proposed

Council staff involved with the four areas outlined in the Notice of Motion were consulted in the preparation of this report.

d. Financial Implications and Collaboration

The establishment of working groups does come with a resource cost at a minimum. Currently the existing budget does not provide for support to working groups and would be an unbudgeted expense.

e. Governance Principles

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

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

Attachment List

1. Notice of Motion Working Groups 17 December 2024 [9.2.1 - 1 page]

9.3. RESPONSE TO NOTICE OF MOTION ON FOOD ORGANICS GREEN ORGANICS

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

This report responds to Item 8.2 Notice of Motion 5 passed by Council at its 25 January 2025 Council meeting, requesting a report that relates to a Food Organics Waste Collection Service within the Glenelg Shire.

This report provides an update regarding the implementation of a Food and Garden Organics (FOGO) Kerbside Waste Collection service in accordance with the *Circular Economy Act (Waste Reduction and Recycling) 2021* (the Act) and provides the costs and process of implementing this service within the Glenelg Shire in the 2025/26 financial year.

Recommendation

That Council receives this report in response to the Notice of Motion dated the 28 January 2025 Council meeting regarding the Food Organics Waste Collection Service withing the Glenelg Shire.

Background/Key Information:

Circular Economy Act 2021

The Act, passed by Parliament in December 2021, underpins Victoria's transition to a circular economy. It establishes Recycling Victoria as the State regulator that will provide strategic leadership, oversight and regulation of the waste and recycling sector.

The Act also creates the legislative framework for the new container deposit scheme (CDS) and the statewide, four-stream household waste and recycling system. For Council, this currently requires an introduction of kerbside collection of Food and Garden Organics (FOGO) by 2030 and Separated Glass service by 2027.

Public consultation was undertaken by Recycling Victoria in late-2024 on amendments to the Regulations and service standard. Whilst no formal announcement has been made, Recycling Victoria has indicated to Council the high likelihood of the FOGO transition date being brought forward to 1 July 2027. This includes the provision of a separated glass collection service.

Regulations under the Act establish the legal obligations and service standard requirements for local government, with penalties applicable for non-compliance with the Act.

Endorsement of Waste Transition Plan

Under the Act, Regulations and policy framework, councils were required to submit Waste Transition Plans under a funding agreement identifying the process and timeline in which transition would be undertaken to a four-stream collection service.

Council submitted a draft Transition Plan to begin in the 2020-21 Financial Year. This transition was endorsed by Council on 25 February 2020 but postponed due to Covid-19.

A revised draft Transition Plan was submitted for FOGO rollout in 2024, to see kerbside collection commence in 2027. However, with a likely revision to Regulations and service standards requiring a four (4) stream service by 1 July 2027, a revised approach of Council is now required.

An updated Waste Transition Plan for the FOGO rollout will be provided to Council for endorsement in April 2025.

Postponement

On 16 March 2020, the Victorian Government declared a State of Emergency across Victoria due to the Coronavirus (Covid-19). Positive cases increased on a daily basis and it was envisaged that many residents would be burdened by the health and financial impacts associated with the rapid spread of Covid-19.

With this, it was recommended to Council to postpone the rollout of FOGO until the 2021/22 financial year. At the same time there were scheduled increases to waste levy fees by the State Government of ten dollars per tonne each year over three years associated with the introduction of the FOGO service. This would have posed additional financial strain on residents at the time. The postponement was endorsed by Council on 24 March 2020.

Waste Contracts

In 2023, Council officers began the process of renewing the Waste Kerbside Collection and Haulage Contracts that were due to expire in 2023/24. These contracts are for seven (7) years with the option of three (3) one-year extensions.

With learnings from various councils across the State, the decision was made to include both FOGO and Glass Collection and Haulage in the tender process to secure pricing on these additions. Previous Victorian councils that had implemented these services whilst contracts were active had seen severely elevated variation costs that have in turn been passed onto the ratepayer. Glenelg Shire took the contract renewal as an opportunity to secure pricing at the lowest rate possible to benefit Council and residents.

This was the largest waste contract review undertaken and included all four streams of waste with pricing now embedded in the contract. The key benefits of this are the provision of financial security via locked in contract rates for the term of the contract.

Further to this, officers undertook a full feasibility study on best cost outcomes per bin size and collection frequency to ensure modelling is correct and gained the ability to better plan for the four-stream kerbside collection system.

Greater Sustainability

Council officers have continued to investigate options and solutions to further reduce the costs of implementing the FOGO service. Due to the geographical location of the Glenelg Shire to the nearest organics processor in Camperdown, the costs born operationally are through haulage of the material to this site.

Preliminary investigations have been undertaken around the ability to provide in-vessel composting at the Portland Waste Transfer Station site, to not only remove the requirement to have the haulage and processing cost significantly reduced, but also provide a value-added product that could be potentially sold or provided back to the community as a compost.

Whilst there are benefits to this, studies demonstrated that a CAPEX cost of \$3.5 million would be required for full implementation, including equipment, operational cost, permitting and approvals. There is also limited funding for this. These studies and advocacy for funding will continue.

FOGO Costs

The tables below display the costs that will be attributed to the Waste Service Charge annually, and the capital cost of purchase of 240lt Green Lid bins, Kitchen Caddies and Caddy liners for all residents.

Table 1

Annual Waste Service Charge paid via the rates notice for the Collection, Haulage and Processing of Kerbside FOGO to recover costs. This service will occur fortnightly and tonnages are based on audit information.

Table 2

A one-off Bin Purchase Charge paid via the rates notice at the first year of rollout. This is to recover the cost of 240lt bin, Kitchen Caddy and Caddy liner upfront. These costs are contracted rates under the waste collection contract.

Tenements	Frequency	Cost	Annual Rate Charge
8,350	Fortnightly	\$437,000	\$52.34
Tonnes	Rate/tonne	Cost	Annual Rate Charge
1600	\$84.37	\$134,992	\$16.16
		Total Cost	Total Annual Rate Charge
		\$571,992	\$68.50

Table 1. FOGO Collection and Processing (ongoing)

Tenements	Bin, Caddy and Bin Liner Cost	Rate Charge
8,350	\$494,653.50	\$59.23

Table 2. Bin Purchase

Whilst Collection and Processing costs are to be attributed to the Waste Service Charge on the annual rates of residents receiving the service, the one-off charge for supply of the 240lt bin is to be determined by Council and will form part of the transition plan presented at a future Council meeting.

Next Steps

To implement FOGO, a report will be presented for Council to consider endorsement of the Transition Plan at the April 2025 Council Meeting. This will include recommendations on the cost recovery approach.

A budget allocation is required in the 2025-26 Council Budget to commence and implement the FOGO service, with a final Waste Education Strategy to be presented for Council's adoption in quarter 1 of the 2025/26 financial year.

Following Transition Plan endorsement and required budget allocation, officers will be able to initiate kerbside FOGO implementation, purchasing of required bins and infrastructure, working with contractors and commencing an education and information program as part of the service rollout across the Glenelg Shire.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Local Government Act 2020

Circular Economy Act 2021

Statewide Waste and Resource Recovery Plan (SWRRIP)

c. Consultation and/or communication processes implemented or proposed

Ongoing consultation has been undertaken by both Council and State Government, including development of the Waste Education Strategy and Council Plan.

In July 2024, Recycling Victoria undertook further consultation on proposed regulations and household service standards, of which Council made a submission.

d. Financial Implications and Collaboration

The rollout and implementation of the FOGO kerbside collection service will have a direct capital cost to Council of \$494,653.50. Charging options and a recommended approach will be presented for Council's consideration with the Waste Transition Plan.

In addition, the implementation of this service requires communication and education to be undertaken by Council, with an estimated direct cost to Council of \$180,000; \$60,000 per annum, to implement a comprehensive waste education program.

Council is likely to have a further financial commitment in the 2026-27 financial year to commence implementation of a separated glass collection service, based on an accepted service standard, to comply with requirements of the Act and Regulations.

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.

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 ongoing financial viability of the Council is to be ensured.

Attachment List

1. Notice of Motion - Food and Organics Waste Collection Service [9.3.1 - 1 page]

9.4. COUNCIL INTERNAL RESOLUTION PROCEDURE

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to seek Council adoption of the newly created Council Internal Resolution Policy

Recommendation

That Council adopts the Internal Resolution Procedure.

Background/Key Information:

This Internal Resolution Procedure (Procedure) is compiled under and in accordance with section 140 of the *Local Government Act 2020 (Act)* and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

This Procedure will be observed when dealing with alleged breaches of the Model Councillor Code of Conduct.

Disputes between Councillors may arise in a variety of circumstances. This Procedure applies to those disputes in which one Councillor (the Complainant) alleges that another Councillor (the Respondent) has breached the Model Councillor Code of Conduct.

This Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to move forward and maintain effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

It is acknowledged that this Procedure will not be suitable for resolution of all disputes between Councillors.

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 Internal Resolution Procedure (Procedure) is compiled under and in accordance with section 140 of the *Local Government Act 2020* to ensure good governance and standards of conduct are observed and maintained by a Council,

the Council must implement and adopt any prescribed procedures in relation to dealing with alleged breaches of the Model Councillor Code of Conduct.

This procedure incorporates the prescribed procedures set out within Schedule 1A of the *Local Government (Governance and Integrity) Regulations 2020*.

c. Consultation and/or communication processes implemented or proposed

The procedure has been considered by Councils Governance Unit and the Executive Team.

d. Financial Implications and Collaboration

The procedure does not commit to any additional expenditure.

e. Governance Principles

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

Attachment List

1. COUNCIL - Internal Resolution Procedure [9.4.1 - 23 pages]

9.5. HEYWOOD OLD SCHOOL ROOF REPLACEMENT

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

This report is presented to Council for information regarding the building maintenance, use and budget considerations associated with ongoing maintenance and renewal of the Heywood Old School building (building).

A budget allocation of \$50k was approved as part of Council's 2024-2025 Budget, in response to community concern and petition tabled with Council in December 2023, to undertake initial maintenance works on the building.

Through building inspection and condition information, works were anticipated to include:

1. Survey condition of roof, roof structure and ceiling elements and provide cost estimate for repairs
2. Investigate and cost internal space and subfloor ventilation improvements (including very long periods of no or little use)
3. Scope and cost stormwater and drainage improvements – related to both work packages above

A quote process was undertaken for roof replacement which exceeded Council's budget allocation. Through a review of Council's existing building renewal budget, the financial shortfall to complete the roof replacement was established from within Council's 2024-25 Budget.

Recommendation

That Council receives this report provided for information regarding the Heywood Old School building roof replacement being undertaken within the 2024-25 financial year.

Background/Key Information:

Background information and reports indicate that the building was built in 1881, with extensions occurring in 1911-12 and 1939, catering for an increase in student numbers. The building was used as the Heywood State School, No. 297, up until 1978. The land and building were subsequently transferred by Crown Grant to Portland Shire Council, which in 1988 was renamed to Heywood Shire Council.

Following council amalgamations in 1994, Glenelg Shire Council now owns the building, which is situated in a prominent location in the town centre of Heywood.

The building is located on land owned by Council (Crown Allotment 13 Section 5 Township of Heywood) which has a property area of 0.44 hectares and forms part of a larger property of 0.86ha (see Figure 1).



Figure 1. Heywood Old School Aerial Map

The subject land is located within the Commercial 1 Zone. The historical, social and architectural significance of the building is outlined in the Statement of Significance for the Heywood Township Precinct and the building is included within the Heritage Overlay (Schedule 267) and Land Subject to Inundation Overlay (Schedule 1) under the Glenelg Planning Scheme.

The building was provided for community access and use through the Promoting Heywood and District Committee Inc. until approximately 2021, which was subsequently withdrawn following a legal dispute between sub-groups and a building condition assessment undertaken in May 2021.

The May 2021, a Heywood Community Facilities Assessment concluded that the community facilities assessed tended to be underutilised and surplus to community needs. The assessment included a building condition report which identified the following issues:

- Mould formation
- Extensive wall cracking
- Gaps appearing between walls and flooring
- Movement of footings
- Water ingress
- Ventilation issues
- Stormwater and roofing works required
- Non-compliant toilet facilities

A cost estimate provided within the assessment at the time indicated that rectification works would cost approximately \$314k (exc GST), not including asbestos removal. This cost estimation is now significantly outdated with construction and building prices increasing by approximately 20-30% since 2021, with an updated estimate in the range

of approximately \$500k, subject to scope and market testing. Asbestos removal would be an additional and, as yet, unquantified cost requirement.

December 2023 Council Resolution and Council Budget

Considering the petition tabled with Council and the community facility and building condition assessment, Council made the following resolution at its 12 December 2023 Ordinary Council Meeting:

That Council:

- 1. Acknowledges and thanks Mr. Duane Angelino for his petition and submission regarding the future use of the Heywood Old School Building**
- 2. Does not proceed with the rectification works at this time and notes that there are currently sufficient community facilities in Heywood to meet current demand.**
- 3. Review the future of the Heywood Old School building within the next 12-18 months.**

In preparation of the Council's 2024-25 Budget, Council received two (2) submissions regarding the repair/rectification of the building and subsequently \$50k was included in the Budget to maintain the condition of the building. No funds were allocated for improvements or to reopen the site.

Building Condition and Use

Building inspections, condition assessment data and historical maintenance have indicated issues with the roof. A plumber was engaged to complete a roof assessment in late-2024, which confirmed the roof and associated plumbing is in poor condition and impacting the building. It is a priority action to make this building watertight prior to completing any further maintenance.

In addition, extensive maintenance is required on the building, including:

- The entire building requires re-stumping and levelling out
- Carpet needs replacing
- Some walls are water damaged and cracked due to building movement, would require patching and repainting
- Windows are locked shut due to security concerns – they need to be able to be opened to assist with ventilation
- Storage shed at back of building has detached and fallen away from main structure requiring major work to repair
- There is no disability access to toilets
- Built in cupboards do not close correctly due to building movement.

These works are currently outside of project scope and budget and are not scheduled to be undertaken within the short-term.

Many of the internal linings throughout the building contain asbestos. At present, the building remains in a reasonable sealed condition. Any internal work in the building

that involves the wall/ceiling linings will require the asbestos to be removed and replaced with plaster.

Project Scope and Procurement

A request for quote for roof replacement was advertised for tender and six (6) submissions were received. A quote assessment was required which reviewed the scope of works, with it deemed unlikely that the scope can be reduced any further, noting that stormwater and drainage works are not included within the accepted quote of \$87,000. These works will need to be delivered separately.

Existing building use – future plans and options

The Old School is heritage listed and included within the Heritage Overlay under the Glenelg Planning Scheme, with any repairs/upgrades necessitating design consideration, alignment with the conservation management plan and requiring review by Council's Heritage Advisor.

To cover the potential budget shortfall and provide project contingency, additional funds have been allocated within existing building renewal budget within Council's 2024-25 budget to deliver these works.

Consideration of a decision relating to the future use of the building is also required to guide future maintenance prioritisation. This will form part of a wider assets review, which considers criteria included within Council's Disposal of Council Assets Guideline, along with use, community value/interests and Council's wider asset management capacity. This should be aligned with the review of preparation of a new Asset Plan, Asset Management Policy, Building Asset Management Plan, Council long term financial sustainability and the Disposal Guidelines.

Retention of the building places an ongoing assessment management and maintenance responsibility on Council with financial considerations to be reviewed in upcoming budgets.

In retaining the building, Council may consider to 'do nothing', which may generate strong community interest and dissatisfaction, and lead to ongoing deterioration and devaluation of the building, not respecting the building heritage and community value.

The do-nothing option would also escalate Council's asset renewal gap and does not align with Council's Asset Plan and Asset Management Policy, which aims to deliver best-practice asset management practices.

It is evident that retention of the building, like many other old buildings in deteriorating condition across the Shire, will come at a significant ongoing asset renewal and maintenance cost to Council, with no sustainable or guaranteed future use or income. This places continued financial pressure on Council.

There is community value and interest in the building, however, disposal may create a new opportunity for the building to be refurbished and used for a purpose that Council itself cannot achieve, whilst generating income for Council and reducing ongoing asset renewal costs.

In accordance with the Guideline, any disposal process would involve community consultation and Council decision in accordance with the *Local Government Act 2020*.

Conclusion

As a result of the quotes obtained and the identified budget shortfall, officers have reviewed Council's existing building renewal program and budget, identifying the ability to cover the budget shortfall of \$50k (\$100k total including project contingency).

This option enables the roof replacement to occur, which is the highest priority to maintain the building and secure its current condition. A further review of maintenance work, building use and asset management, including disposal, will be undertaken as part of a wider strategic asset review in accordance with plans, policy and guidelines.

It is noted that costs identified to undertake future short-term maintenance of the building may exceed \$500k given recent construction cost escalations.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Local Government Act 2020

c. Consultation and/or communication processes implemented or proposed

A Shire-Wide consultation program is currently being undertaken to develop the Council Plan, which integrates with the Municipal Health and Wellbeing Plan. This engagement process will also inform the development of Council's Asset Plan, which is required to be developed in accordance with the *Local Government Act 2020*.

Community consultation would also be undertaken in the future should Council wish to consider asset disposal.

d. Financial Implications and Collaboration

Budget of \$50k has been allocated in the 2024-25 budget, with quotes received all coming in above allocation – the lowest of which being \$37k above budget. Contingency should also be added to this estimate, as it is likely further maintenance works will be required once roof demolition/replacement has occurred, particularly for such an old building.

Accounting for works contingency, the expected project cost utilising the lowest quote is \$100k. The budget shortfall has been offset to undertake building renewal within Councils existing 2024-25 Budget, without any variation required.

e. Governance Principles

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

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

Attachment List

Nil

9.6. COMMUNITY GRANTS ROUND 2 2024-2025 PROGRAM ALLOCATIONS

Director: Jayne Miller, Director Community Services

Executive Summary

The second round of the 2024-2025 Community Grants Program was open for a two-week period from Monday, 3 February 2025 to Sunday, 16 February 2025. 48 applications were received for the round totalling \$105,363.04 worth of requests, with an overall funding allocation of \$73,583.79 for this round.

This report provides the recommendations made by the Assessment Officers with applications evaluated according to the Policy criteria adopted by Council.

Recommendation

That Council:

- Approves the allocation of funds for the Community Grants Program Round 2 2024-2025, as per the recommendations made by Officers as outlined below:**

Category	Total Allocation Amount
Arts Culture & Heritage	
Portland Powerhouse Car Club Inc	\$ 2,000.00
Nelson History Group	\$ 900.00
Cape Nelson Landcare Inc	\$ 975.00
Community Events	
Nelson Tourism Association	\$ 3,000.00
Filipino Community of Portland Inc	\$ 3,000.00
Casterton Sporting Motorcycle Club Inc	\$ 3,225.00
South West Golf Classic	\$ 500.00
Recreation	
Coleraine Field and Game	\$ 4,925.25
Nelson Tennis Club Inc.	\$ 1,000.00
Portland and District 8Ball Association	\$ 5,000.00
Portland Squash and Racquetball Club	\$ 924.00
Portland Memorial Bowling Club	\$ 1,545.00
Portland Celtix Basketball Club	\$ 478.83
Heywood Bowling Club	\$ 900.00
Westerns Football Netball Club	\$ 4,763.00
Heywood Golf Club Inc.	\$ 1,314.00
Portland & Far Southwest Poultry Club	\$ 750.00
South Portland Cricket Club	\$ 5,000.00
Heywood Football Netball Club Inc	\$ 4,000.00
Casterton Golf Club	\$ 3,078.50
Portland Swimming Club Inc	\$ 1,285.00
Heywood and District Pony Club Inc	\$ 1,000.00
Southern500 Speedway Inc	\$ 3,750.00

Public Halls	
Bahgallah Memorial Hall	\$ 945.00
Breakaway Creek Knebsworth Social Club	\$ 855.00
Community Strengthening	
Road Safety Education Limited	\$ 1,217.00
Merino Progress Association Inc	\$ 1,056.96
Lions Club of Portland Inc	\$ 1,000.00
United Way Glenelg	\$ 2,000.00
Heywood Mens Talk Group Inc T/as Heywood Mens Shed	\$ 5,000.00
Days4Girls Portland	\$ 1,000.00
Portland Mens Shed Inc	\$ 2,500.00
Portland RSL Sub-Branch Inc	\$ 1,196.25
South West Environmental Education Incorporated	\$ 2,000.00
Rotary Club of Portland	\$ 1,000.00
Portland District Therapy Dogs	\$ 500.00
In-Kind Council Venue Hire	
Filipino Community of Portland Inc	\$ 1,000.00

2. **Notifies in writing all Round 2 2024-2025 successful and unsuccessful applicants.**
3. **Contact all successful applicants for Round 2 2024-2025 and invite them to attend a presentation evening to be awarded their funding allocation.**

Background/Key Information:

The Glenelg Shire Council allocated \$162,000 in the 2024-2025 budget for the purpose of the Community Grants Program.

This program is offered to the community in two rounds, (July and February) with half the total budget (\$81,000) notionally available for distribution in each round across the 5 categories.

These recommendations have been determined in line with the Community Funding and Support Policy and the Community Grant Guidelines.

Grant category	No. of apps recommended for approval in Round 2	Total allocation values
Arts, Culture & Heritage	3	\$ 3875.00
Community Events	4	\$ 9725.00
Recreation	16	\$ 39,713.58
Public Halls	2	\$ 1,800.00
Community Strengthening	11	\$ 18,470.21
Cash Allocation		\$ 72,583.79
In-kind Council Venue Hire	1	\$ 1,000.00
In-Kind Allocation		\$ 1,000.00
Total Round 2 Allocation		\$ 73,583.79

All applications and the recommended allocations per category are outlined within the attached report.

A green and red colour code system has been used to categorise the recommended outcome of the allocations:

- Green – Recommended.
- Red – Ineligible or not recommended due to poor alignment with the Council plans and strategies or other funding conditions within the Community Funding and Support Policy and/or Community Grant Guidelines.

a. Council Plan and Policy Linkage

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

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

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative or legal considerations associated with the Community Grants Program.

c. Consultation and/or communication processes implemented or proposed

The Community Engagement Policy adopted by Council defines appropriate levels of communication and engagement applicable to councillors, staff, and contractors.

d. Financial Implications and Collaboration

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000.00 in the 2024-2025 budget for the purpose of the Community Grants Program.

e. Governance Principles

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

Attachment List

1. Round 2 2024 2025 Community Grants [**9.6.1** - 11 pages]

10. URGENT BUSINESS

11. QUESTION TIME

11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

Nil.

11.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY

12. CONFIDENTIAL REPORTS

Recommendation

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

12.1 Contract NPN2.17-3 Microsoft Arrangement

13. RESUMPTION OF PUBLIC MEETING

14. CLOSURE OF COUNCIL MEETING