



## **Glenelg Shire Council**

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

#### **Council Meeting Tuesday 24 February 2026**

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Notice is hereby given that a Council Meeting will be held in the Council Chamber, Glenelg Shire Offices, 71 Cliff Street, Portland 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.

A handwritten signature in black ink, appearing to be 'Helen Havercroft', written in a cursive style.

Helen Havercroft

**Chief Executive Officer**

Date of Issue: Thursday, 19 February 2026

Invited: Mayor, Councillor Karen Stephens  
Deputy Mayor, Councillor Matt Jowett  
Councillor Duane Angelino  
Councillor Michael Carr  
Councillor Robyn McDonald  
Councillor Mike Noske  
Councillor John Pepper

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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 Gunditjmarra, 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 Robyn McDonald

**5. CONFIRMATION OF MINUTES****5.1. CONFIRMATION OF MINUTES****Recommendation**

**That the minutes of the Council Meeting held on 27 January 2026, as circulated, be confirmed.**

## 5.2. RECORD OF COUNCILLOR BRIEFINGS

David Hol, Director Corporate Services

### Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken since last reported at a Council meeting.

### Background

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.

### Council Plan and Policy Linkage

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

### Recommendation

**That Council receives the record of the Councillor briefing held on 27 January 2026, 10 February 2026 and 17 February 2026.**

### **Attachment List**

1. Councillor Briefing Record 27 January 2026 [5.2.1 - 1 page]
2. Councillor Briefing Record 10 February 2026 [5.2.2 - 1 page]
3. Councillor Briefing Record 17 February 2026 [5.2.3 - 1 page]

**6. DECLARATIONS OF CONFLICT OF INTEREST****6.1. 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****Cr STEPHENS, MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
17.01.2026	Hooked on Portland	Portland	Council event on the Portland Foreshore celebrating all the things that make Portland a great location.
20.01.2026	Councillor Briefing session	Portland	Regular Council Briefing session to discuss matters of strategic importance.
26.01.2026	Nelson Australia Day event	Nelson	Community lead celebration and award presentation held by the Nelson Progress Association.
27.01.2026	Australian Citizenship Ceremony	Portland	Official ceremony to confer member of the Glenelg Shire community as new Citizen.
27.01.2026	Council Meeting	Portland	Monthly Council Meeting.
28.01.2026	MAV Delegates Briefing	Online	MAV President & CEO gave an overview of the organisation's preparation for 2026, the MAV State Council meeting and State Election.
30.01.2026	Seven Seas Explorer Cruise Ship	Portland Harbour	Greet passenger disembarking from the cruise ship and welcome them to Portland and the shire, handing out local information including a map.

**Cr JOWETT, DEPUTY MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
12.01.2026	Southwest Golf Classic	Heywood	I was invited to this event to give a short speech and to assist in the Trophy Presentations. I really enjoy meeting different segments of our community.
15.01.2026	CEO/Councillor Catch Up	Portland	Had my first one on one conversation with the CEO for the calendar year where I laid out my priorities for the year ahead.
17.01.2026	Hooked on Portland	Portland	Another successful and well attended event for Portland.

			Spoke with numerous stall holders and residents about the day. All gave me positive feedback.
20.01.2026	Councillor Briefing	Portland	Regular Councillor briefing. Many topics were discussed.
26.01.2026	Celebrate Gunditj Event	Portland	This year marks ten years since the first Gunditjmara led event on Jan 26 which is growing every year and is quickly establishing itself as one of the cultural cornerstones of our community. It was a pleasure to represent Council at such a well attended event.
27.01.2026	Australian Citizenship Ceremony	Portland	It's always great to attend these events to witness new Australians take their pledge and become Australian citizens.
27.01.2026	Councillor Briefing	Portland	Many topics were discussed that are vital to the future of our community.
27.01.2026	January Council Meeting	Portland	Another step on the road to create the shire that we can all be proud to call our home

**Cr MCDONALD**

Date	Meeting/Event	Location	Comments (Optional)
20.01.2026	Councillor Briefing	Portland	
26.01.2026	Heywood Citizenship Awards	Heywood	Another example of Heywood's strongly connected community supporting each other in local activities and business. Congratulations, not only to the awardees, but to all who contribute to a vibrant, well functioning community in our Shire.
27.01.2026	Australian Citizenship Ceremony	Portland	
27.01.2026	Council Meeting	Portland	

**Cr NOSKE**

Date	Meeting/Event	Location	Comments (Optional)
20.01.2026	Councillor Briefing	Portland	

27.01.2026	Council Meeting	Portland	
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**Cr PEPPER**

Date	Meeting/Event	Location	Comments (Optional)
20.01.2026	Councillor Briefing	Portland	
26.01.2026	Australia Day celebrations	Casterton	
26.01.2026	Australia Day citizen of the year awards	Merino	Wayne Munro was awarded the award for his community work with the CFA over 40 years
27.01.2026	Australian Citizenship Ceremony	Portland	
27.01.2026	Council Meeting	Portland	

**Cr CARR**

Date	Meeting/Event	Location	Comments (Optional)
17.01.2026	Hooked on Portland	Portland	
20.01.2026	Councillor Briefing	Portland	
27.01.2026	Councillor Briefing	Portland	
27.01.2026	Council Meeting	Portland	

**Cr ANGELINO**

Date	Meeting/Event	Location	Comments (Optional)
20.01.2026	Councillor Briefing	Portland	

**Recommendation**

**That Council notes the Councillor Activity Reports for 1 January 2026 to 31 January 2026.**

**8. NOTICES OF MOTION****8.1. NOTICE OF MOTION 5 2025-2026 HEYWOOD REDUCTION OF SPEED LIMIT**

CEO: Helen Havercroft, Chief Executive Officer

In accordance with the Glenelg Shire Council Governance Rules adopted 23rd January 2024, I hereby submit a Notice of Motion for the Glenelg Shire Council Meeting to be held on 24th February 2026.

- 1. That Council write to the Minister for Roads, the Honorable Melissa Horne MP, and request that the petition lodged by Roma Britnell MP to Parliament in May 2025 is considered in a timely manner as there has been a spike in dangerous accidents in the section of road in Heywood that was the subject of the petition.**

Signed: Cr Duane Angelino

Date: 13 February 2026

**Attachment List**

1. Notice of Motion 5 2025-2026 Heywood Reduction of Speed Limit [8.1.1 - 1 page]

## **9. MANAGEMENT REPORTS**

### **9.1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Helen Havercroft, Chief Executive Officer

#### Summary

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

#### Background

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.

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

#### Risk

Section 35 of the *Local Government Act 2020*.

#### Finance

Nil.

### Consultation

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 to Council as required.

### Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

### **Recommendation**

**That Council approves 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*.**

### **Attachment List**

*Separately circulated as Confidential attachments.*

## 9.2. COUNCIL AND WELLBEING PLAN - HALF YEAR REPORT

Director: Brett Jackson, Director Community Services

### Summary

The purpose of this report is to present the half year (July to December 2025) progress report for year one of the Council and Wellbeing Plan 2025-2029

### Background

Under the *Local Government Act 2020*, Council is required to report annually on the progress of the Council and Wellbeing Plan through its Annual Report. To further support our commitment to transparency and meaningful community engagement, Council is also providing half-yearly progress updates.

The Glenelg Shire Council and Wellbeing Plan 2025-2029 sets out the direction and priorities for the four-year Council term. The Plan incorporates the Community Vision and Municipal Health and Wellbeing Plan and was developed through an extensive consultation and engagement process.

The Plan is built around six key themes:

- Leading and Engaging
- Thriving Towns and Communities
- Sustainable Environment
- Essential Services and Facilities
- Moving Around Glenelg
- Growing Economy

It reflects our focus on meeting community needs, strengthening the health and wellbeing of our community, supporting a growing local economy, responsibly managing our assets and environment, and ensuring ongoing financial sustainability.

### Key Information

This half-year report provides a snapshot of the progress for the first six months (July to December) of the Council and Wellbeing Plan 2025-2029 (the Plan) and is presented to align with Council's financial cycle.

The Plan was adopted by Council in September 2025, since then Council has focused on building strong foundations to deliver the Plan's strategic objectives.

To support implementation in year one, \$250,000 was allocated in the 2025/26 Annual Budget to resource priority initiatives including contribution to the new L2P car for Heywood, signage style guide development, meeting pods at the Portland Library and the initial phases of masterplan and strategy development.

This demonstrates Council's commitment to turning strategy into action and delivering outcomes that improve livability, wellbeing, and long-term sustainability for the community. All Council and Wellbeing Plan actions are on track in December 2025.

### Risk

Council is required under the *Local Government Act 2020* to develop and implement a Council Plan for a period of four years. Section 98

### Finance

There are no financial considerations or implications related to the reporting aspect of the Council and Wellbeing Plan 2025-2029.

### Consultation

As part of its ongoing consultation with the community, Council will publish the half-year progress report on its website to ensure transparency and accountability.

The full year progress of implementation of the Council Plan will be published as required under the *Local Government Act 2020* in the Council's 2025 – 2026 Annual Report.

### Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

### Conclusion

Looking ahead, Council remains committed to building on this momentum and working in partnership with our community to deliver lasting benefits for everyone in the Glenelg Shire. The full Year One report for the Council and Wellbeing Plan 2025–2029 will be included in Council's 2025–2026 Annual Report, providing an update on progress and outcomes.

### Recommendation

**That Council receives the Council and Wellbeing Half Yearly Progress report and approves for publication on Council's website.**

### **Attachment List**

1. Council and Wellbeing Plan Year 1 - Half year progress report [9.2.1 - 14 pages]

### 9.3. TOURISM STRATEGY 2026-2031 COMMUNITY ENGAGEMENT

Director: Brett Jackson, Director Community Services

#### Summary

This report seeks Council endorsement of the Draft Glenelg Shire Tourism Strategy 2026–2031 for release to the community for public review. The draft Strategy has been developed following research, community and industry engagement, and internal review, and provides a clear, place-based framework to guide tourism development over the next five years. It is proposed that the draft be placed on public exhibition for a four-week period to invite community feedback prior to finalisation and adoption.

#### Background

Tourism plays an important role in Glenelg Shire's economy, liveability and identity, supporting local jobs, businesses and investment while showcasing the Shire's exceptional natural and cultural assets. Council has prepared a new Tourism Strategy to provide an updated and coordinated approach to tourism planning, promotion and partnership.

The Draft Tourism Strategy 2026–2031 has been informed by community and industry engagement, insights gathered through the development of the Council and Wellbeing Plan 2025–2029, and analysis of Glenelg Shire's tourism strengths, opportunities and challenges. The Strategy responds to key themes raised through engagement, including protecting what makes Glenelg special, improving access and visitor readiness, addressing seasonality, strengthening destination awareness, and supporting collaboration across the sector.

#### Key Information

The Draft Tourism Strategy:

- Establishes a clear vision for Glenelg as a welcoming, distinctive and sustainable destination.
- Identifies five focus areas to guide Council's role in supporting tourism:
  - Place, Nature and Cultural Experience
  - Sustainable Visitor Economy
  - Destination Awareness and Promotion
  - Industry and Community Partnerships
  - Access, Facilities and Visitor Readiness
- Emphasises sustainable growth that respects Country, protects natural and cultural values, and supports community wellbeing.
- Provides a high-level framework supported by a staged implementation roadmap and annual action planning.

Placing the draft Strategy on public exhibition will:

- Provide transparency in the development of the Strategy.
- Enable residents, businesses, Traditional Owners and stakeholders to review and provide feedback.

- Strengthen community ownership and support prior to final adoption.

### Risk

If the Draft Tourism Strategy is not released for community review, there is a risk that community expectations around transparency and participation are not met, and that opportunities to refine the Strategy through local insight are missed. Public exhibition mitigates this risk by enabling feedback to be considered before the Strategy is finalised.

### Finance

There are no additional financial implications associated with placing the Draft Tourism Strategy on public exhibition. Engagement and finalisation activities will be managed within existing operational resources.

### Consultation

Consultation undertaken to date has included engagement with community members, tourism operators, stakeholders and Council officers, supported by online and in-person opportunities to contribute. Subject to Council endorsement, the Draft Tourism Strategy will be released for a four-week public exhibition period, with feedback invited through Council's engagement platforms. A summary of submissions and recommended changes will be reported back to Council prior to adoption.

### Council and Wellbeing Plan 2025-2029 Alignment

Thriving Towns and Communities - Fostering proud, safe and inclusive communities that support and promote wellbeing and opportunities for all.

### Conclusion

The Draft Glenelg Shire Tourism Strategy 2026–2031 provides a clear and locally informed framework to guide tourism into the future. Public exhibition of the draft will ensure the final Strategy reflects community values, strengthens shared ownership, and supports sustainable tourism outcomes for the Shire

Following the exhibition period, a further report will be prepared that summaries community feedback and to seek adoption of the final strategy.

### Recommendation

**That Council commences the community engagement process in accordance with Council's Community Engagement Policy from 2 March 2026 to 30 March 2026, on the Tourism Strategy 2026-2031.**

### **Attachment List**

1. Draft Tourism Strategy 2026-2031 [9.3.1 - 17 pages]

9.4. STRATEGIC INTERNAL AUDIT PROGRAM REVIEW

Director: David Hol, Director Corporate Services

Summary

The purpose of this report is for Council to consider a revised Strategic Internal Audit Program (SIAP).

Background:

In accordance with the Audit and Risk Committee Charter, Council set an internal audit plan to direct the activities of the internal audit function. The 4-year SIAP was adopted by Council in July 2024 and year 1 has been completed.

Internal audits provide a review of the effectiveness of governance, risk management, and control processes. The Audit and Risk Committee retain the ability to recommend amendments as required, where circumstances change or new risks present.

Key Information

At the Audit and Risk Committee held on 11 December 2025, members moved the following Motion.

*That the Audit and Risk Committee receives the Strategic Internal Audit Program Status Update with the request that AFS re-prioritise the Children's Services (Service Area Review) Internal Audit from Year 4 to Year 2 (2025/2026).*

The December 2025 Audit and Risk Committee Minutes were adopted by Council on 27 January 2026. A change to the Audit Plan requires a specific Council resolution.

The Executive Leadership Team (ELT) have reviewed the topics in Year 2 of the SIAP and suggest the scheduled Year 2 audits should proceed as scheduled given the Governance Audit has already commenced and the Procurement Audit is seen as critical given the recent policy changes.

It is recommended that the Payroll Audit be moved to Year 4 to enable the Children's Services (Service Area Review) to be moved to the first audit in Year 3. It is also noted that an audit was undertaken on Payroll (excluding Data Analytics) in July 2022.

The following tables outline a revised Strategic Audit Plan for Council consideration.

Year 2 – 2025/26				
1	Records Management and Information Privacy	10-21 November 2025	March 2026	In progress
2	Governance	March/April 2026	June 2026	In progress
3	Procurement	June 2026	September 2026	Not Scheduled

Year 3 – 2026/27 (Updated)				
1	Children’s Service (Service Area Review)	October/November 2026	March 2027	Not Scheduled
2	Asset Management – Road Assets	March 2027	June 2027	Not Scheduled
3	Organisation Culture	May/June 2027	September 2027	Not Scheduled

Year 4 – 2027/28 (New)				
1	Payroll	September 2027	March 2028	Not Scheduled
2	Information Technology Governance	January 2028	June 2028	Not Scheduled
3	Recreation Services (Service Area Review)	May 2028	September 2028	Not Scheduled

### Risk

Internal audit resources are allocated to the areas of greatest perceived risk to maximise the value achieved for the internal audit budget. Audits do not replace existing internal controls and seek to identify both strengths and areas for further opportunity.

Recent changes to the Children’s services legislative framework have increased the risk exposure and have prompted a discussion to bring forward the scheduled audit in this area.

### Finance

An allocation for the internal audits plan is incorporated into the Council’s operational budget.

### Consultation

The proposed changes to the SIAP have been discussed with the following.

- Audit and Risk Committee
- Executive Leadership Team
- AFS & Associates.

### Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Conclusion

Changes to the scheduling of the SIAP are supported and it is recommended that Council approve the revised Strategic Internal Audit Program to bring forward an audit of Children services to the start of the year 3 program.

Recommendation

**That Council approves the revised Strategic Internal Audit Plan to bring forward Children's Services (Service Area Review) to Year 3 and defer the Payroll Audit to Year 4.**

**Attachment List**

Nil

### 9.5. COUNCIL SUBMISSION - SENATE STANDING COMMITTEE INQUIRY ON THE STATE OF AUSTRALIA'S AVIATION SECTOR

Director: Aaron Moyne, Director Infrastructure Services

#### Summary

The Rural and Regional Affairs and Transport References Committee (Committee) is currently undertaking an Inquiry into the State of Australia's aviation sector and its ability to deliver reliable and affordable services to rural, regional and remote communities.

The Inquiry is receiving submissions until 27 February 2026.

Given the relevance of the Inquiry's terms of reference to Glenelg Shire Council as the owner and operator of the Portland Airport, a draft Council submission has been prepared.

#### Background:

Council officers were recently made aware of the Inquiry and consider that a submission highlighting the challenges, issues and opportunities associated with the Portland Airport as being strategically important.

Council has direct focus on the Portland Airport as an essential asset following the outcomes of the South West Victoria Air Services Strategy, and in identifying the need to establish a strategic masterplan for the facility.

Making a submission to the Inquiry provides Council with a valuable opportunity to advocate for an improved funding and policy framework to support a growth in regional aviation and use of the Airport.

#### Key Information

A draft Council submission has been prepared which outlines Council's interests and key issues relevant to the Inquiry's terms of reference.

Specifically, the submission covers:

- An overview and context of the Portland Airport
- Outline of the importance of regional airports to local economies and enablers of productivity
- Highlights the critical role the Airport plays in emergency response and medial transport/access
- Identifies the various challenges and constraints that local governments face in owning/operating regional airports, which typically come at an annual financial loss
- Notes the high operating and compliance costs to operate the Airport, which must meet the same standards as larger facilities, which creates significant financial pressure on Council without funding

- Identifies the importance of air connectivity and the barriers in establishing regional passenger services and chartered access, including the community disadvantage with from restricted aviation access
- Summarises the financial context and sustainability challenges of operating an airport with Commonwealth or State funding support

The submission seeks to advocate for increased and ongoing Commonwealth investment in regional aviation infrastructure, with alignment to the adopted position of the Municipal Association of Victoria, for the Commonwealth to release funding and take the following actions:

1. Route Viability Support – provide subsidies or minimum revenue guarantees for passenger routes servicing rural airports.
2. Infrastructure Investment – provide dedicated funding to support upgrade and renewal or rural aerodromes.
3. Coordinated Regional Air Services Strategy – to ensure equitable access to passenger flights across rural Victoria and to guide long-term planning, regional service coverage and network resilience.

Without targeted financial support and a dedicated funding mechanism, Council, and other local governments, face unsustainable costs to keep their airports operational.

Ensuring airport infrastructure and flight investment occurs is key to ensuring that facilities like Portland Airport are maintained and available to connect communities and drive future economic growth.

### Risk

- A Council submission to the Inquiry does not present any risks and will help Council to advocate for increased future funding and policy change to support and a stronger future for regional aviation.

### Finance

The submission has no direct financial impact on Council, whilst highlighting the importance of targeted funding from both the Commonwealth and State governments to support councils which operate regional airports.

### Consultation

No consultation has been undertaken or is required in the preparation of this submission.

Consultation on the strategic future of Portland Airport will be upcoming with stakeholders and community before the end of the 2025-2026 financial year, to inform future masterplan development.

Council and Wellbeing Plan 2025-2029 Alignment

Essential Services and Facilities - Quality, fit for purpose facilities, infrastructure and services that support our community.

Conclusion

A draft Council submission has been prepared to provide to the Senate Standing Committee on the Inquiry regarding the State of Australia's Aviation Sector.

It is recommended that Council adopt the submission and authorise the CEO to provide it to the Inquiry.

Recommendation**That Council:**

- 1. Adopts the Glenelg Shire Council Submission 'Senate Inquiry on the State of Australia's Aviation Sector'.**
- 2. Authorises the Chief Executive Officer to release the submission on behalf of Council.**

**Attachment List**

1. Glenelg Shire Council Submission - Senate Inquiry on the State of Australia's Aviation Sector [**9.5.1** - 7 pages]

**10. URGENT BUSINESS**

**11. QUESTION TIME**

11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

11.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY

**12. CLOSURE OF COUNCIL MEETING**