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**Glenelg Shire Council**  
**Minutes of the Council Meeting held on**  
**Tuesday 22 October 2024 at 5:30 pm at**  
**Glenelg Shire Offices**  
**71 Cliff Street, Portland**

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1. Present .....	3
2. Acknowledgement of Country .....	3
3. Recording of Meetings .....	3
4. Receipt of Apologies .....	3
5. Confirmation of Minutes .....	4
5.1. Confirmation of Minutes.....	4
5.2. Record of Councillor Briefings .....	5
6. Declarations of Conflict of Interest .....	7
7. Councillor Activity Reports .....	7
7.1. Councillor Activity Report 7 September to 4 October 2024 .....	7
8. Notices of Motion.....	7
9. Management Reports.....	8
9.1. Audited Financial Statements and Performance Statement as at 30 June 2024 incorporating LGPRF 2023 - 2024 Data .....	8
9.2. Glenelg Shire Council Quarterly Financial Report September 2024 .....	12
9.3. 2023-2024 Glenelg Shire Council Annual Report.....	14
10. Urgent Business .....	16
11. Question Time .....	16
11.1. Questions Taken on Notice at Previous meeting .....	16
11.2. Questions from Members of the Community .....	16
12. Closure of Council Meeting .....	16

**1. PRESENT**

Cr Karen Stephens (Mayor), Cr Michael Carr, Cr Alistair McDonald, Cr Robyn McDonald, Cr John Northcott, and Cr Gilbert Wilson.

Also in attendance were the Chief Executive Officer (Ms Helen Havercroft), Director Corporate Services (Mr David Hol), Director Community Services (Ms Jayne Miller), Director Infrastructure Services (Mr Aaron Moyne), Chief Information Officer (Ms Ann Kirkham), Executive Manager Governance (Mr Brett Jackson) and Executive Assistant CEO Department (Ms Laura Van Oosten).

**2. ACKNOWLEDGEMENT OF COUNTRY**

The Mayor read the Acknowledgement of Country.

**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 Scott Martin

Chief Finance Officer ( Ms Rebecca Campbell)

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

That the minutes of the Council Meeting held on Tuesday 24 September 2024, as circulated, be confirmed.

**MOTION**

**MOVED Cr R McDonald**

**That the minutes of the Council Meeting held on Tuesday 24 September 2024, as circulated, be confirmed.**

**SECONDED Cr A McDonald**

**CARRIED**

**FOR:** Mayor Cr Stephens, Cr Carr, Cr Northcott, Cr Wilson, Cr A McDonald and Cr R McDonald

**AGAINST:** Nil

## 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 24 September 2024.

### Recommendation

That Council receives the record of the Councillor Briefing held on the 24 September and 8 October 2024.

## MOTION

### **MOVED Cr Carr**

**That Council receives the record of the Councillor Briefing held on the 24 September and 8 October 2024.**

### **SECONDED Cr Wilson**

### **CARRIED**

**FOR:** Mayor Cr Stephens, Cr Carr, Cr Northcott, Cr Wilson, Cr A McDonald and Cr R McDonald

**AGAINST:** Nil

### 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 records 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 8 October 2024 [**5.2.1** - 1 page]
2. Councillor Briefing Record 24 September 2024 [**5.2.2** - 1 page]

## **6. DECLARATIONS OF CONFLICT OF INTEREST**

Nil.

## **7. COUNCILLOR ACTIVITY REPORTS**

### **7.1. COUNCILLOR ACTIVITY REPORT 7 SEPTEMBER TO 4 OCTOBER 2024**

The Glenelg Shire Council Election Period Policy states in section 7.2.1 that “*Electoral matter is any matter that is intended or likely to affect voting in an election and includes (but is not limited to) material that deals with the election, candidates or issues of potential contention in the election.*”

Electoral matter includes material which:

- Publicises the strengths or weaknesses of a candidate.
- Advocates the policies of the Council or of a candidate.
- Responds to claims made by a candidate; and publicises the achievements of the elected Council.

As the Councillor activity reports fall under the provisions of electoral material they will not be published during the Election Period.

## **8. NOTICES OF MOTION**

The Glenelg Shire Council Governance Rules, adopted on 23 January 2024, state in Chapter 8, section 86, point 4 that “*During the election period prior to a general Council election, the Chief Executive Officer will not accept any Notices of Motion or Notices of Rescission Motions for consideration at a Council Meeting conducted during the election period.*”

## **9. MANAGEMENT REPORTS**

### **9.1. AUDITED FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT AS AT 30 JUNE 2024 INCORPORATING LGPRF 2023 - 2024 DATA**

Director: David Hol, Director Corporate Services

#### **Executive Summary**

The audit of Glenelg Shire Council's Annual Financial Report and Performance Statement for the year ended 30 June 2024 has been undertaken by the Victorian Auditor General's (VAGO) audit contractor, KPMG.

#### **Recommendation**

1. That Council approve in principle the Audited Financial Report and Performance Statement (including Governance and Management Checklist) for the year ended 30 June 2024; and
2. That Councillors \_\_\_\_\_ and \_\_\_\_\_ be authorised to certify the Financial Report and Performance Statement; for the year ended 30 June 2024, in their final form after any changes recommended or agreed by the auditor have been made.

#### **MOTION**

##### **MOVED Cr Wilson**

1. That Council approves in principle the Audited Financial Report and Performance Statement (including Governance and Management Checklist) for the year ended 30 June 2024; and
2. That Councillors Stephens and Carr be authorised to certify the Financial Report and Performance Statement; for the year ended 30 June 2024, in their final form after any changes recommended or agreed by the auditor have been made.

##### **SECONDED Cr A McDonald**

##### **CARRIED**

**FOR:** Mayor Cr Stephens, Cr Carr, Cr Northcott, Cr Wilson, Cr A McDonald and Cr R McDonald

**AGAINST:** Nil

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

Each year, Council is required to have its Annual Financial Report and Performance Statements audited by an external auditor appointed by VAGO. For the period commencing with the 23/24 financial year the audit firm appointed is KPMG.



The Annual Financial Report is a statutory report that presents the financial situation of Council as at 30 June 2024.

The Local Government Performance Reporting Framework (LGPRF) consists of four indicator sets (Service Performance; Financial Performance; Sustainability; and Governance and Management) and is mandatory for inclusion in the Council Annual Report. The LGPRF Performance Statements were introduced by the State Government in 2014 to ensure that all Councils measure and report on their performance in a consistent way.

Mandatory LGPRF Service Performance reporting includes a variety of measures and data for the following services:

- Aquatic facilities
- Animal management
- Food safety
- Governance
- Libraries
- Maternal Child Health (MCH)
- Roads
- Statutory planning
- Waste collection.

Draft reports for the Annual Financial Report and LGPRF Performance Statements were presented to the Audit and Risk Committee for consideration and discussion at the scheduled meeting on 12 September 2024.

A further unscheduled Audit and Risk Committee was then arranged for the 18 October following notification that KPMG had forwarded the Financial Statements to VAGO for consideration.

KPMG have advised that they do not anticipate that there will be any material changes to these reports.

Council acknowledges that the information presented has been considered and reviewed by the Audit and Risk Committee. Any items of concern will be provided to Councillors following the unscheduled meeting.

Following certification by VAGO these Statements form part of Council's Annual Report which is then formally adopted by Council.

Of particular note is that a significant revaluation of Infrastructure Assets to the value of \$95M has been reflected in the 2023/24 Financial Statements. This has increased the valuation of Infrastructure assets from \$368M to \$463M. This revaluation has been calculated by Council staff in consultation with KPMG and VAGO representatives and will also require an independent revaluation to be undertaken in 2024-25.

It is also noted of the short-term cash/asset deficiency in its Balance Sheet. As at 30 June, Current Assets are \$11.5M and Current Liabilities are \$22.4M. Current Liabilities include approx. \$10M of Grant funding (Unearned income as at 30 June) for Capital Works projects in prior financial years that are uncompleted at 30 June.

To deliver these projects, as per the 2024/25 Adopted Budget, Council is preparing to draw down a \$7M loan

In addressing further liquidity issues, Council has a reduced Capital Works program for 2024/25. In line with historical trends, of the \$5.1M employee entitlements, it is anticipated that a current employee entitlement provision of \$2.1M will be utilised in the twelve-month period.

It is on this basis the financial statements are prepared on a going concern basis in 2023/24.

If the Financial Report for the year ended 30 June 2024 is substantially changed after being approved 'in principle' by Council, the amended Statements will be returned to Council for re-approval.

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 Education, Employment and Industry - Adapting and growing a diverse economy to embrace employment of the future and educational opportunities.

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

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 financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 2020, and the *Local Government (Planning and Reporting) Regulations 2020*.

LGPRF reporting is mandatory for all Council's in Victoria under the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The *Local Government Act 2020* requires that the Financial Statements be included within the Council Annual Report to be presented at an open Council meeting within four months of the financial year and prior to any general election.

c. Consultation and/or communication processes implemented or proposed

The draft Financial Report and Performance Statement was presented at the Audit and Risk Committee 12 September 2024 with an updated document presented to an unscheduled meeting arranged for the 18 October.

The Financial Report and Performance Statement (including the Governance and Management Checklist) will be included in the Annual Report

The LGPRF documentation has been submitted to Local Government Victoria (LGV) electronically within the nominated timeline of 11 October. Any changes identified to the LGPRF Performance Statements in the Audit Process will be advised to LGV following receipt of final audit opinion.

d. Financial Implications and Collaboration

The Financial Report provides commentary on all material variances (Greater than 10% or \$500K) to the adopted 2023/24 budget.

The LGPRF provides the Council with an ability to measure performance in various service areas and to compare results to other Council's. Financial resources administration time is provided for in the adopted budget.

e. Governance Principles

**Attachment List**

1. 2023 2024 Financial Statements Glenelg Shire Council - 15 October 2024 [9.1.1 - 53 pages]
2. Final Management Letter Glenelg 2023 2024 15 October 2024 with comments [9.1.2 - 15 pages]
3. LGPRF - Glenelg Report of Operations 2023-24 [9.1.3 - 8 pages]
4. LGPRF - Glenelg Performance Statement 2023-24 [9.1.4 - 5 pages]
5. LGPRF - Section 1 - Glenelg Governance and Management Checklist 2023-24 [9.1.5 - 2 pages]
6. Final Closing Report Glenelg 2023 2024 15 October 2024 [9.1.6 - 22 pages]

## 9.2. GLENELG SHIRE COUNCIL QUARTERLY FINANCIAL REPORT SEPTEMBER 2024

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 financial report is provided to give Council an update on Glenelg Shire's progress against the 2024/25 Budget.

### Recommendation

That Council receives the quarterly financial report for the period ending September 2024.

### MOTION

**MOVED Cr R McDonald**

**That Council receives the quarterly financial report for the period ending September 2024.**

**SECONDED Cr Carr**

**CARRIED**

**FOR:** Mayor Cr Stephens, Cr Carr, Cr Northcott, Cr Wilson, Cr A McDonald  
and Cr R McDonald

**AGAINST:** Nil

### Background/Key Information:

The 2024/25 Annual Budget was adopted by Council at the Council Meeting held on 25 June 2024.

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

The Council year to date financial performance for 2024/25 is currently favourable when compared to YTD Budget due mainly to Carried Forward Grant income.

The report is also inclusive of the carry forward amounts from 23/24 as outlined in the budget document.

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:

- Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- 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 quarterly for Council and also submitted to the Audit and Risk Committee at their quarterly meetings.

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 2024/25 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. September 2024 Finance Report - 16 October 2024 [**9.2.1** - 8 pages]

### 9.3. 2023-2024 GLENELG SHIRE COUNCIL ANNUAL REPORT

Director: Jayne Miller, Director Community Services

#### Executive Summary

The purpose of this report is to present to Council the Glenelg Shire 2023-2024 Annual Report including the Financial and Performance Statements.

#### Recommendation

That Council receive the Glenelg Shire Annual Report 2023-2024 in accordance with Section 100 of the *Local Government Act 2020*.

#### **MOTION**

##### **MOVED Cr Wilson**

**That Council receives the Glenelg Shire Annual Report 2023-2024 in accordance with Section 100 of the *Local Government Act 2020*.**

##### **SECONDED Cr Carr**

##### **CARRIED**

**FOR:** Mayor Cr Stephens, Cr Carr, Cr Northcott, Cr Wilson, Cr A McDonald and Cr R McDonald

**AGAINST:** Nil

#### Background/Key Information:

Council has a statutory requirement to produce an Annual Report each financial year. The *Local Government Act 2020* outlines the key information that must be included and the process that must be adhered to in the development, authorisation and publication of the Annual Report.

The 2023-2024 Annual Report is a key corporate document of Council. It contains Council's Financial Statements, Performance Statement and the achievements delivered under the Council Plan during the financial year - 1 July 2023 to the 30 June 2024.

##### 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 Education, Employment and Industry - Adapting and growing a diverse economy to embrace employment of the future and educational opportunities.

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

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 section 100(1) of the *Local Government Act 2020*, the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public.

c. Consultation and/or communication processes implemented or proposed

The Annual Report will be uploaded to the national E-Deposit Library and distributed electronically. It will also be available on Council's website and in hardcopy at Customer Service Centre's across the Shire. A media release will be issued following a resolution of Council to adopt the annual report.

d. Financial Implications and Collaboration

The direct cost of layout and printing of the annual report is forecast annually within the Council Budget and follows Council's Procurement Policy.

e. Governance Principles

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

**Attachment List**

1. COVER Glenelg Shire Council 2023-2024 Annual Report [9.3.1 - 2 pages]
2. Glenelg Shire Council 2023-2024 Annual Report [9.3.2 - 62 pages]

**10. URGENT BUSINESS**

The Glenelg Shire Council Governance Rules, adopted on 23 January 2024, state in Chapter 8, section 86, point 5 that “*Council Meetings held during the election period will not consider any urgent business, conduct public question time, or receive any submissions (other than planning), deputations or delegations.*”

**11. QUESTION TIME****11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING**

Nil.

**11.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY**

The Glenelg Shire Council Governance Rules, adopted on 23 January 2024, state in Chapter 8, section 86, point 5 that “*Council Meetings held during the election period will not consider any urgent business, conduct public question time, or receive any submissions (other than planning), deputations or delegations.*”

The Glenelg Shire Council Governance Rules, adopted on 23 January 2024, state in Chapter 8, section 86, point 5 that “*Council Meetings held during the election period will not consider any urgent business, conduct public question time, or receive any submissions (other than planning), deputations or delegations.*”

**12. CLOSURE OF COUNCIL MEETING**

Acknowledgements were undertaken for exiting Councillors John Northcott and Gilbert Wilson.

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 6:07 pm.

**Victorian State Legislation Copyright Acknowledgement**

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