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**Glenelg Shire Council**  
**Minutes of the Council Meeting held on**  
**Tuesday 23 April 2024 at 5:30 pm at**  
**Glenelg Shire Offices**  
**71 Cliff Street, Portland**

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**1. PRESENT**

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

Also in attendance were the Chief Executive Officer (Mr Greg Wood), Director Corporate Services (Mr David Hol), Director Community Services (Ms Jayne Miller), Director Infrastructure Services (Mr Stuart Husband), Chief Information Officer (Ms Ann Kirkham), Acting Chief Financial Officer (Ms Rebecca Campbell) 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**

Nil.

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

That the minutes of the Council Meeting held on Tuesday 26 March 2024, as circulated, be confirmed.

**MOTION****MOVED Cr Carr**

**That the minutes of the Council Meeting held on Tuesday 26 March 2024, as circulated, be confirmed.**

**SECONDED Cr Northcott****CARRIED**

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

**AGAINST:** Nil

## 5.2. RECORD OF COUNCILLOR BRIEFINGS

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 26 March 2024.

### Recommendation

That Council receives the record of the Councillor briefing held on the 9 April 2024.

## **MOTION**

### **MOVED Cr Wilson**

**That Council receives the record of the Councillor briefing held on the 9 April 2024.**

### **SECONDED Cr R McDonald**

### **CARRIED**

**FOR:** Mayor Cr Stephens, Cr Carr, Cr Martin, 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 9 April 2024 [5.2.1 - 1 page]

**6. DECLARATIONS OF CONFLICT OF INTEREST**

Cr Stephens declared a Material Conflict of Interest in item 9.6 Community Grants Round 2 2023-2024 Program Allocations and advised this prior to the meeting.

Cr Martin declared a General Conflict of Interest in item 9.6 Community Grants Round 2 2023-2024 Program Allocations and advised this prior to the meeting.

Cr R McDonald declared a General Conflict of Interest in item 9.4 Glenelg Shire Council Draft Budget and Draft Fees and Charges 2024-2025 and 9.6 Community Grants Round 2 2023-2024 Program Allocations and advised this prior to the meeting.

Cr Carr declared a General Conflict of Interest in item 9.6 Community Grants Round 2 2023-2024 Program Allocations and 13.1 Rating Agreement and advised this prior to the meeting.

Cr Wilson declared a General Conflict of Interest in item 9.4 Glenelg Shire Council Draft Budget and Draft Fees and Charges 2024-2025 and advised this prior to the meeting.

**7. COUNCILLOR ACTIVITY REPORTS****7.1. COUNCILLOR ACTIVITY REPORT 13 MARCH - 5 APRIL 2024****Recommendation**

That Council notes the Councillor Activity Reports for 13 March to 5 April 2024.

**MOTION**

**MOVED Cr R McDonald**

**That Council notes the Councillor Activity Reports for 13 March to 5 April 2024.**

**SECONDED Cr Carr**

**CARRIED**

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

**AGAINST:** Nil

**Cr STEPHENS, MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
13/03/2024	GTFAP dinner	Portland	Key stakeholder dinner with opportunity to discuss one on one issues affecting the region.
14.03.2024	Green Triangle Freight Action Committee meeting	Portland	Combined meetings between Victorian & SA Governments, Councils and Stakeholders across the GT region to discuss the freight task and the road network.
14.03.2024	Casterton RSL Dinner	Casterton	Member and partner dinner.
16.03.2024	Relay for Life	Portland	Welcome participants and congratulate committee on their achievements.
19.03.2024	Meeting with new Cross Border Commissioner – Brett Davis	Portland	Meet with and welcome the new Victoria Cross Border Commissioner to Glenelg and highlight specific aspects that affect our community.



19.03.2024	Listening Post at Narrawong	Narrawong	Opportunity to listen to Residents about their desires and aspirations for the community.
20.03.2024	2024 SW Community Sports Awards	Warrnambool	Annual regional dinner to present Awardees across a number of categories with awards recognising their outstanding contribution – Glenelg Shire recipients:  <ol style="list-style-type: none"> <li>1. Heywood Basketball Assoc accepted by Merelyn Bunworth for the Youth Participation Initiatives of the Year Award for their program encourages youth back into sport through their basketball program.</li> <li>2. Clarkston Ray accepted the Glenelg Community Sports Volunteer of the Year award for his years of dedicated support of sport in Portland.</li> </ol>
21.03.2024	Women in Wood Fibre Luncheon	Cape Bridgewater	Inaugural Luncheon for Women in the Forestry sector from across the region.
22.03.2024	CUC Meeting	Teams	Country University Centre meeting.
26.03.2024	Freight meeting with Jacinta Ermacora	Dooen	Attended the Dooen Intermodal Hub to discuss the importance of the Maroona Portland Rail line with Jacinta Ermacora, RFA & industry representatives.
26.03.2024	Meet the Councillors	Merino	Opportunity to chat and listen to community members prior to the Ordinary Council Meeting.
26.03.2024	Ordinary Council Meeting	Merino	Monthly Council Meeting in Merino.
27.03.2024	Casterton District School Sports and Athletics @ Island Park	Casterton	Attend the regional sports day event at Island Park and thank organising committee. Eight Primary Schools from across the district in attendance this year.
27.03.2024	Mt Gambier 2030 Roundtable forum	Online	Opportunity to participate in the development of the council plan and discuss the importance of Mt Gambier to our council.

4.04.2024	NTCA Executive Committee Meeting	Teams	National Timber Councils executive committee meeting to discuss issues on a national scale that affect councils – next meeting at NGA in July.
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**Cr CARR**

Date	Meeting/Event	Location	Comments (Optional)
12.03.2024	Councillor Briefing session	Portland	
16.03.2024	Relay For Life Portland	Portland	
19.03.2024	Listening Post Narrawong	Narrawong	Highly engaged community with some great visions of what the future may look like,
26.03.2024	Jacinta Ermacora and Rail Freight Alliance Members meeting	Dooen	
26.03.2024	Meet the Councillors Merino	Merino	Thank you to the Lion's club of Merina/Digby for the catering
26.03.2024	Open Council Meeting	Merino	
9.03.2024	Councillor Briefing Session	Portland	

**Cr MARTIN**

Date	Meeting/Event	Location	Comments (Optional)
14.03.2024	Gender Equality for Councillors	Online	Learning more about Gender Impact Assessment and the lens through LG. Legislative requirement that needs to be addressed.
19.03.2024	Listening Post Narrawong	Narrawong	As the name suggests. Real focus on the future of the township.
26.03.2024	Merino Meet the Councillors & Council Meeting	Merino	

**Cr A MCDONALD**

No report provided.

**Cr R MCDONALD**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
16.03.2024	Relay for Life	Portland	A demonstration of strong community commitment to this event.
19.03.2024	Narrawong Listening Post	Narrawong	Well attended but some angst about no presentations from Council.
26.03.2024	Council Meeting	Merino	A warm welcome BBQ and informal chats with residents. Limited community representation at the meeting.
3.03.2024	90 <sup>th</sup> Birthday representation at Bupa	Portland	A celebratory gathering for Lorna Oakley by family and Bupa staff and residents.

**Cr NORTHCOTT**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
26.03.2024	Councill Meeting	Merino	
26.03.2024	Meet the Councillors prior to Council Meeting	Merino	
9.04.2024	Councillor Briefing	Portland	

**Cr WILSON**

No report provided.

## **8. CORRESPONDENCE**

### Recommendation

1. That Council receives the correspondence from the Hon Melissa Horne MP, Minister for Local Government sent on 15 April 2024,
2. That the Mayor, in consultation with Councillors, draft a response to the recommendations outlined in the letter, and
3. That the draft response be presented by the Mayor for consideration and adoption by Council at the meeting on 28 May 2024.

### **MOTION**

#### **MOVED Cr Martin**

1. **That Council receives the correspondence from the Hon Melissa Horne MP, Minister for Local Government sent on 15 April 2024,**
2. **That the Mayor, in consultation with Councillors, draft a response to the recommendations outlined in the letter, and**
3. **That the draft response be presented by the Mayor for consideration and adoption by Council at the meeting on 28 May 2024.**

#### **SECONDED Cr Northcott**

#### **CARRIED**

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

**AGAINST:** Nil

#### **Attachment List**

1. SIGNED - Letter to the Council [8.1.1 - 3 pages]
2. SIGNED - Instrument of Appointment - Glenelg Shire monitor [8.1.2 - 4 pages]
3. Municipal Monitor report for Glenelg Shire Council [8.1.3 - 11 pages]

## **9. MANAGEMENT REPORTS**

### **9.1. COUNCILLORS QUARTERLY EXPENDITURE REPORT**

Director: Greg Wood, Chief Executive Officer

#### **Executive Summary**

This Quarterly Expenditure Report is presented to the Council Meeting on a quarterly basis in the interests of accountability and transparency.

This report is for Councillor expenditure that has been incurred during the period 1 January 2024 to 31 March 2024.

#### **Recommendation**

That Council receives the Councillors quarterly expenditure report for the period 1 January 2024 to 31 March 2024.

### **MOTION**

#### **MOVED Cr Carr**

**That Council receives the Councillors quarterly expenditure report for the period 1 January 2024 to 31 March 2024.**

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

#### **CARRIED**

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

**AGAINST:** Nil

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

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

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

Regulation 14 (db) of the *Local Government (Planning and Reporting) Regulations 2014* requires that expenses, including reimbursements of expenses for each Councillor and member of a Council Committee paid by the Council are to be categorised separately as:

- Travel expenses (Includes remote allowance) – TR;
- Car mileage expenses – CM;
- Childcare expenses – CC;
- Information and communication technology – IC; and
- Conference and training expenses – CT.

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

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

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

Following is a table of expenditure that has been incurred by Councillors during the period 1 January 2024 to 31 March 2024.

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

Councillor	TR	CM	CC	IC	CT	Grand Total	YTD
Carr	\$254			\$205		\$459	\$1,070
Hawker				\$38		\$38	\$521
Martin				\$205	\$125	\$330	\$7,858
A McDonald				\$167		\$167	\$220
R McDonald				\$164	\$128	\$292	\$345
Northcott				\$205	\$128	\$333	\$1,077
Smith				\$40		\$40	\$523
Stephens	\$4,823			\$240	\$816	\$5879	\$21,998
Wilson				\$239		\$239	\$2,578
Grand Total	\$5077			\$1,501	\$1,198	\$7,776	\$36,190

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

Following is a table of Councillor allowances paid for the period 1 January 2024 to 31 March 2024.

Councillor	Amount	YTD
Carr	\$7,217	\$21,652
Hawker	-	\$7,389
Martin	\$8,219	\$44,647
A McDonald	\$8,219	\$13,314
R McDonald	\$8,219	\$13,314
Northcott	\$8,219	\$21,997
Smith	-	\$11,583
Stephens	\$26,356	\$61,073
Wilson	\$8,219	\$24,658
<b>Grand Total</b>	<b>\$74,669</b>	<b>\$219,626</b>

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

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

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

d. Financial Implications and Collaboration

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

e. Governance Principles

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

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

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

**Attachment List**

Nil



9.2. AUDIT AND RISK COMMITTEE MINUTES 7 MARCH 2024

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to receive the Minutes of Audit and Risk Committee Meeting held on 7 March 2024 and the Biannual Report of the Audit and Risk Committee for the period 1 July 2023 to 31 December 2023.

Recommendation

1. That Council receives the minutes of the Audit and Risk Committee Meeting held on 7 March 2024.
2. That Council receives the Audit and Risk Biannual Report for the period 1 July 2023 to 31 December 2023 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.

**MOTION****MOVED Cr Carr**

1. **That Council receives the minutes of the Audit and Risk Committee Meeting held on 7 March 2024.**
2. **That Council receives the Audit and Risk Biannual Report for the period 1 July 2023 to 31 December 2023 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.**

**SECONDED Cr Wilson****CARRIED**

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

**AGAINST:** Nil

Background/Key Information:

The role of the Audit and Risk Committee is to monitor, review and advise Council on matters of accountability and internal control affecting the operations of the Council. The Audit and Risk Committee also exists to assist the Council in discharging its responsibilities for monitoring financial management and reporting, maintaining a reliable system of internal controls, compliance with the *Local Government Act 2020* and fostering the organisation's ethical environment.

The Audit and Risk Committee Charter requires that the Committee's minutes be presented to Council to ensure that an effective communication mechanism between the Committee and Council occurs and to ensure that the Council is fully informed on the Committee's activities.

Section 54(5)(b) of the *Local Government Act 2020* and the Audit and Risk Committee Charter requires the Audit and Risk Committee to prepare a Biannual Audit and Risk Report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations. It also requires a copy of the Biannual Audit and Risk Report be provided to the Chief Executive Officer for tabling at the next Council Meeting.

The Audit and Risk Committee Meeting held on 7 March 2024 considered the following items:

Item No.	Management Reports (Title)
1.	Draft External Audit Strategy Memorandum
2.	Strategic Internal Audit Program Status Update
3.	Industry Update
4.	Update on Budget Timetable 2024/25
5.	Business Continuity Plan
6.	Audit and Risk Committee Biannual Report for the period 1 July 2023 to 31 December 2023
7.	Road Management Plan Compliance Report
8.	Local Government Performance Reporting Framework – FY2023/24 – Half Year Report
Item No.	Regular Reports (Title)
1.	Glenelg Shire Council Financial Report December 2023
2.	Risk, Workcover and OHS Quarterly Report
3.	Councillors Quarterly Expenditure Report
4.	CEO & EA Expenditure – Credit Card and Reimbursements
5.	Internal Audit Action List
6.	Audit and Risk Committee Work Plan Year Ending 2024
Item No.	Confidential Reports (Title)
1.	Council Litigation Matters
2.	Attestation of Compliance with Laws
Item No.	Other Business
1.	CEO Recruitment Process Update
2.	Staffing Update

It is recommended that Council receive the minutes of the Audit and Risk Committee meeting of 7 March 2024 and the Biannual Report of the Audit and Risk Committee for the period 1 July 2023 to 31 December 2023.

a. Council Plan and Policy Linkage

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

Audit and Risk Committee Charter 2023 - 2025.

b. Legislative, Legal and Risk Management Considerations

Under section 53 of the *Local Government Act 2020*, Council is required to establish an Audit and Risk Committee and operate this committee under specific guidelines.

c. Consultation and/or communication processes implemented or proposed

The minutes from each meeting are provided to the Chairperson of the Audit and Risk Committee to review prior to being presented to the Audit and Risk Committee members for endorsement at the next available meeting.

d. Financial Implications and Collaboration

The 2023-2024 Council budget contains a provision to support the Audit and Risk Committee and to undertake an internal audit program during the financial year. Management and staff time to support the Committee and internal audit projects is an indirect cost.

e. Governance Principles

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

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

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

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

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

The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Innovation and continuous improvement is to be pursued. The ongoing financial viability of the Council is to be ensured.

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

### **Attachment List**

1. Public Audit and Risk Committee Minutes 7 March 2024 [9.2.1 - 40 pages]
2. Audit and Risk Committee Signed Biannual Report for the period 1 July 2023 to 31 December 2023 [9.2.2 - 9 pages]

*Separately circulated as Confidential attachment - Audit and Risk Committee Minutes 7 March 2024.*

### 9.3. GLENELG SHIRE COUNCIL FINANCIAL REPORT MARCH 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 report is provided to give Council the ability to monitor Glenelg Shire's financial performance and approve changes to the 2023/24 forecast that have resulted from a review of operations.

#### Recommendation

That Council receives the financial report for the period ending March 2024.

#### **MOTION**

##### **MOVED Cr Martin**

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

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

##### **CARRIED**

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

**AGAINST:** Nil

#### Background/Key Information:

The 2023/2024 Annual Budget was adopted by Council on 27 June 2023.

This report provides information on the current status of Council's financial position and performance and includes:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works

The Adopted Budget is the Budget endorsed by Council at the Council Meeting held on 27 June 2023.

The Forecast reflects those transactions that were not known at that point in time and that are significant from a budget or cash flow perspective.

The receipt of the Roads to Recovery Grant during March has addressed the forecast income shortfall of the previous month.

No changes to the Forecast were required during March 2024.

Council's year to date financial performance for 2023/24 is currently favourable to budget.

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 monthly for Council and submitted to the Audit and Risk Committee quarterly.

d. Financial Implications and Collaboration

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

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

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

The information in this report contributes to various strategic planning documents under Council's strategic planning framework, including the Annual Budget, Financial Plan and Revenue and Rating Plan.

e. Governance Principles

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

### **Attachment List**

1. Financial Statements 2023 2024 - March 2024 [9.3.1 - 7 pages]

#### 9.4. GLENELG SHIRE COUNCIL DRAFT BUDGET AND DRAFT FEES AND CHARGES 2024-2025

Director: David Hol, Director Corporate Services

##### Executive Summary

This report presents the 2024/2025 Budget, with subsequent 3 financial years, together with the 2024/2025 Fees and Charges, for Council approval as the Draft 2024/2025 Budget and Draft 2024/2025 Fees and Charges, prepared for the purposes of section 94 of the Local Government Act 2020 (*the Act*).

The report recommends that the Draft 2024/2025 Budget and Draft 2024/2025 Fees and Charges are released for community feedback.

Council will meet on Tuesday 28 May 2024 to consider any feedback.

##### Recommendation

1. That Council approves the Draft Budget 2024/2025 prepared in accordance with Section 94 of the Local Government Act 2020 for the purposes of public consultation.
2. That Council gives public notice of the preparation of the Draft Budget 2024/2025 and Draft Fees and Charges in accordance with Council's Community Engagement Policy and that they be available for community feedback from Friday 26 April to Friday 17 May 2024.
3. That Council considers any feedback on the Draft budget or Draft Fees and Charges at a Council Meeting to be held on Tuesday 28 May 2024 at 5.30pm in the Council Chambers, Portland.

##### MOTION

**MOVED Cr Wilson**

**That the Fees and Charges in relation to Footpath Trading permit fees are dealt with separately.**

**SECONDED Cr Carr**

**CARRIED**

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

**AGAINST:** Nil

*Cr Wilson re declared a Conflict in item 9.4 Glenelg Shire Council Draft Budget and Draft Fees and Charges 2024-2025 and left the meeting at 6:00 pm.*

*Cr R McDonald re declared a Conflict in item 9.4 Glenelg Shire Council Draft Budget and Draft Fees and Charges 2024-2025 and left the meeting at 6:00 pm.*

**MOTION****MOVED Cr Martin**

**That the Fees and Charges LL008, LL009, LL007 and LL033 regarding Footpath Trading permit fees be adopted for the purpose of public consultation.**

**SECONDED Cr A McDonald****CARRIED**

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

**AGAINS** Nil

**T:**

*Cr R McDonald returned to the meeting at 6:02 pm.*

*Cr Wilson returned to the meeting at 6:02 pm.*

**MOTION****MOVED Cr Carr**

- 1. That Council approves the Draft Budget 2024/2025 prepared in accordance with Section 94 of the Local Government Act 2020 for the purposes of public consultation.**
- 2. That Council gives public notice of the preparation of the Draft Budget 2024/2025 and Draft Fees and Charges in accordance with Council's Community Engagement Policy and that they be available for community feedback from Friday 26 April to Friday 17 May 2024.**
- 3. That Council considers any feedback on the Draft budget or Draft Fees and Charges at a Council Meeting to be held on Tuesday 28 May 2024 at 5.30pm in the Council Chambers, Portland.**

**SECONDED Cr Martin****CARRIED**

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

**AGAINST:** Nil

**Background/Key Information:**

The Draft Budget has been developed through a rigorous review process by Council and Council staff. Council has placed an emphasis on maintaining existing levels of service delivery; the ongoing provision of facilities for our community; support for our residents; and sustainable financial viability for the Shire.

The process for formulating the Draft Budget 2024/2025 has included an extensive series of officer workshops, briefings and Council discussions during the past 6 months.

This included a series of Community Information Sessions held across the Shire during February 2024 to enable public input into the budget process.

The Draft Budget 2024/2025 documentation includes:

- Budgeted Statements, including the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works, for the year ended 30 June 2025 and projections for the subsequent 3 financial years
- Rates & Charges for the year ended 30 June 2025
- Summary of Planned Human Resources Expenditure
- Capital Works Program for the year ended 30 June 2025 and projections for the subsequent 3 financial years

The budget document outlines the specific details of the financial position and the proposed inclusions for the 2024/2025 Draft Budget.

The Draft Fees and Charges 2024/2025 has also been prepared following significant review.

Glenelg Shire Council provides a wide range of services to our community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to compulsory or discretionary services.

Some of these are set by state government statute and are commonly known as 'regulatory fees'. In these cases, councils usually have no control over service pricing.

User fees and charges are a significant source of income for Glenelg Shire Council and in accordance with Section 94 of the Local Government Act 2020, Glenelg Shire Council is required to prepare and adopt a budget for each financial year and the subsequent 3 financial years by the 30 June. Included in this process is the setting of the fees and charges for the coming financial year 2024/2025.

Budget responsible officers and finance unit staff have reviewed the current fees and charges proposed in this document. The document references the Essential Services Commission rate cap increase of 2.75% although this legislation does not apply to Fees and Charges.

Cost increases have been proposed where it is clearly evident, and only a minor number of fees and charges have increased in excess of the ESC rate for 2024/2025. Over 73% fees have increased by the 2.75% or less.

Some of the more significant changes within the document include:

- An increase to long day care fees to reflect current market costs and rates
- Changes to local laws animal impounding fees to reflect actual costs incurred
- Asset Protection reinstatement costs have increased with material costs
- Building permit fees have increased to reflect market rates



- Reinstatement of footpath trading permit costs which were waived during COVID
- An increase in waste charges to reflect industry rates and ongoing government charges

It is recommended that the Draft Fees and Charges 2024/2025 document is released for community feedback in conjunction with the Draft Budget 2024/2025.

The Draft budget 2024/2025 and Draft Fees and Charges 2024/2025 are now presented to Council for consideration and release to the public in accordance with the Community Engagement Policy.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Under the Local Government Act 2020, Part 4 Division 2 - Budget Process and specifically section 94, Council is required to prepare and adopt an annual budget and subsequent 3 financial years.

Financial sustainability is a key consideration for the budget process.

c. Consultation and/or communication processes implemented or proposed

The following public consultation process outlines the Council actions to ensure due consideration and feedback is received from relevant stakeholders.

- Draft Budget 2024/2025 prepared by officers.
- Community Budget Information sessions conducted throughout the Shire during February 2024.
- Draft Budget 2024/2025 to be released for community feedback at the April Council Meeting.
- Community feedback to be presented to the May Council meeting.

Unit managers and budget responsible officers have been engaged to review each fee and charge and where practical, to compare with neighbouring councils, applying a range of "Best Value" principles including service cost, quality standards, value for money, community expectations and values, as well as balance the affordability and accessibility of the service. The Draft Fees and Charges document will be available for public inspection alongside the Draft Budget after the April Council Meeting.

d. Financial Implications and Collaboration

All known current and future budget implications are outlined in the Draft Budget 2024/2025 and are based on assumptions in the document.

Key factors such as future Rate Cap limits are not known at this time.

The compilation and delivery of the annual budget process is provided for within Council recurrent budgets.

The Draft Budget 2024/2025 is a key component of Council's strategic planning framework, and links closely with the Financial Plan and Revenue and Rating Plan.

Projections in the Draft Budget 2024/2025 for the subsequent 3 financial years provides a high level, medium term view on how Council intends to utilise its resources to achieve the strategic objectives and strategies adopted in the Council Plan. These assumptions are subject to change as circumstances affecting the finances of the organisation arise.

e. Governance Principles

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

**Attachment List**

1. DRAFT GSC Budget 2024-2025 19 April 2024 [9.4.1 - 47 pages]
2. 2024 2025 Fees and Charges Report 18 April 2024 [9.4.2 - 48 pages]

## 9.5. GLENELG SHIRE TOURISM NUMBERS FOR SUMMER PERIOD 23/24

Director: Jayne Miller, Director Community Services

### Executive Summary

The purpose of this report is to brief Councillors on Visitor Statistics across the Glenelg Shire for the 2023/24 summer period, December 2023 – February 2024.

### Recommendation

That Council notes the Glenelg Shire Summer Visitor Report 2023-2024.

### **MOTION**

**MOVED Cr A McDonald**

**That Council notes the Glenelg Shire Summer Visitor Report 2023-2024.**

**SECONDED Cr Martin**

**CARRIED**

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

**AGAINST:** Nil

### Background/Key Information

In the Glenelg Shire, the 2023-24 summer period has been successful for tourist operators and local business with an increase in visitation between December 2023 – February 2024. This is an outstanding achievement for the Shire as cost-of-living pressures have been reported (through the industry) to be having an impact on domestic and international tourist numbers at a state level.

Growing confidence in the Cruise Ship industry has seen Glenelg Shire host between 3000 - 4000 visitors as 4 ships returned to Portland over the summer period, with 6 ships scheduled to visit in the summer period 24/25.

Council led major events over the summer period proved to be successful with an estimated 5,000-7,000 attending Christmas and New Years Celebrations across the Shire, with a Council contribution of \$153,000. While the annual Hooked on Portland festival saw similar numbers attending, with a Council contribution of \$130,000 for this event.

Localis accommodation data outlines that visitor length of stay is considerably higher than the same time last year, resulting in accommodation providers, tourist operators and local business experiencing economic benefits not seen since pre-covid in 2019. This data provides us with a crucial metric that allows both Council and local business to understand visitor behavior preferences as well as measure the economic impact of tourist visitation over that period.

Glenelg Shire Council use Economic Impact modelling to assess the effects of tourist numbers/events. It does this by using an input-output model derived from the local economy, modelled to determine the flow-on effects across different industries. This provides Council with powerful evidence tool to generate reports that outline local economic impacts, which are broken into three types:

- Direct impacts: represent the initial change in the industry - direct expenditure associated. (e.g. labour, material, supplies, capital).
- Indirect impacts (Industrial): The expenditure creates additional activity in the local economy via increased demand through supply chains ('ripple effect').

Induced impacts (Consumption): An increase in revenue in the local economy means that businesses increase wages and salaries by hiring more employees, increasing hours worked and raising wages, resulting in an increase in spending at local businesses.

An attachment with further details and statistics is attached to this report.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

N/A

c. Consultation and/or communication processes implemented or proposed

N/A

d. Financial Implications and Collaboration

From \$293,000 spent on Council lead events, it estimated these contributed \$3.1 million over the 2023/24 summer to the local economy.

e. Governance Principles

Innovation and continuous improvement is to be pursued.

### **Attachment List**

1. Glenelg Shire Summer Visitor Report 2023-2024 [9.5.1 - 7 pages]

9.6. COMMUNITY GRANTS ROUND 2 2023-2024 PROGRAM ALLOCATIONS

Director: Jayne Miller, Director Community Services

Executive Summary

The second round of the Community Grants Program was open for a 4-week period from Monday 29 January 2024 to Sunday 25 February 2024. 60 applications were received for the round totaling \$149,721.67 worth of requests.

With an overall funding allocation of \$82,745.56 for this round, Council assessment officers have evaluated the applications according to the criteria adopted by Council. This report provides the recommendations made by the Assessment Officers for endorsement by Council.

Recommendation

That Council:

1. Approves the allocation of funds for the Community Grants Program Round 2 2023-2024, as per the recommendations made by the officers as outlined below;

<b>Arts Culture &amp; Heritage</b>	<b>Total Allocation Amount</b>
Portland Powerhouse Car Club Inc.	\$2013.00
South West Alternative Medium Project	\$4830.00
Casterton District Historical Society	\$3150.00
Portland Family History Group Inc	\$796.00
Promoting Portland's Maritime Heritage Inc	\$5000.00
Casterton Business and Development Association	\$5000.00
<b>Community Events</b>	
Casterton RSL Sub-Branch	\$650.00
Nelson Tourism Association - Vic Bream Classics	\$5000.00
Portland and District Motoring Enthusiast Club (PADMEC)	\$2000.00
<b>Community Strengthening</b>	
Cape Bridgewater Community Action Group Inc	\$576.00
Portland Aero Club	\$5000.00
Lions Club of Portland Inc	\$3000.00
United Way Glenelg	\$700.00
Dartmoor & District Progress Association Inc	\$2500.00
Portland Men's Shed Inc	\$2500.00
Days4Girls	\$1000.00
<b>Public Halls</b>	
South Portland Hall Committee of Management	\$1000.00
Portland Dune Buggy Club	\$2999.00
Portland Group Hamilton and District Legacy	\$1000.00

<b>Recreation</b>	
Merino Progress Association Inc	\$1000.00
Casterton Polocrosse Club	\$5000.00
South Portland Cricket Club	\$5000.00
Bolwarra Hall and Recreation Reserve committee of Management	\$500.00
Tyrendarra Football Netball Club	\$1800.00
Portland Basketball Association Inc	\$5000.00
Casterton Bowling Club Inc	\$1910.50
Portland Surf Life Saving Club	\$2083.00
Heathmere Football Netball Club	\$888.85
Portland Heywood Field & Game	\$4000.00
Casterton Little Athletics Centre Inc	\$5000.00
Mount Clay Archers	\$1000.00
Portland Golf Club	\$843.00

2. Contact all successful applicants for Round 2 2023-2024 and invite them to attend a Presentation Evening to be awarded their funding allocation.

### **MOTION**

#### **MOVED Cr Carr**

**That Council elect Cr Wilson as temporary chairperson.**

#### **SECONDED Cr Northcott**

#### **CARRIED**

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

**AGAINST:** Nil

Cr Wilson assumed the chair.

*Mayor Cr Stephens re declared a Conflict in item 9.6 Community Grants Round 2 2023-2024 Program Allocations and left the meeting at 6:49 pm.*

*Cr R McDonald re declared a Conflict in item 9.6 Community Grants Round 2 2023-2024 Program Allocations left the meeting at 6:49 pm.*

### **MOTION**

#### **MOVED Cr Carr**

**That Council approves the Arts Culture and Heritage grant allocations, as per the recommendations made by the officers as outlined below;**

<b>Arts Culture &amp; Heritage</b>	<b>Total Allocation Amount</b>
Portland Powerhouse Car Club Inc.	\$2013.00
South West Alternative Medium Project	\$4830.00
Casterton District Historical Society	\$3150.00
Portland Family History Group Inc	\$796.00
Promoting Portland's Maritime Heritage Inc	\$5000.00
Casterton Business and Development Association	\$5000.00

**SECONDED Cr Northcott****CARRIED**

**FOR:** Cr Carr, Cr Martin, Cr Northcott, Cr Wilson and Cr A McDonald

**AGAINST:** Nil

*Mayor Cr Stephens returned to the meeting at 6:52 pm and resumed the Chair.*

*Cr R McDonald returned to the meeting at 6:52 pm.*

*Cr Carr re declared a Conflict in item 9.6 Community Grants Round 2 2023-2024 Program Allocations left the meeting at 6:53 pm.*

**MOTION****MOVED Cr Northcott**

**That Council approves the Community Events and Community Strengthening grant allocations, as per the recommendations made by the officers as outlined below;**

<b>Community Events</b>	
Casterton RSL Sub-Branch	\$650.00
Nelson Tourism Association - Vic Bream Classics	\$5000.00
Portland and District Motoring Enthusiast Club (PADMEC)	\$2000.00
<b>Community Strengthening</b>	
Cape Bridgewater Community Action Group Inc	\$576.00
Portland Aero Club	\$5000.00
Lions Club of Portland Inc	\$3000.00
United Way Glenelg	\$700.00
Dartmoor & District Progress Association Inc	\$2500.00
Portland Men's Shed Inc	\$2500.00
Days4Girls	\$1000.00

**SECONDED Cr A McDonald**

**CARRIED**

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

**AGAINST:** Nil

*Cr Carr returned to the meeting at 6:58 pm.*

*Cr Martin re declared a Conflict in item 9.6 Community Grants Round 2 2023-2024 Program Allocations left the meeting at 6:59 pm.*

**MOTION****MOVED Cr Wilson**

**That Council approves the Recreation grant allocations, as per the recommendations made by the officers as outlined below;**

<b>Recreation</b>	
Merino Progress Association Inc	\$1000.00
Casterton Polocrosse Club	\$5000.00
South Portland Cricket Club	\$5000.00
Bolwarra Hall and Recreation Reserve committee of Management	\$500.00
Tyrendarra Football Netball Club	\$1800.00
Portland Basketball Association Inc	\$5000.00
Casterton Bowling Club Inc	\$1910.50
Portland Surf Life Saving Club	\$2083.00
Heathmere Football Netball Club	\$888.85
Portland Heywood Field & Game	\$4000.00
Casterton Little Athletics Centre Inc	\$5000.00
Mount Clay Archers	\$1000.00
Portland Golf Club	\$843.00

**SECONDED Cr A McDonald****CARRIED**

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

**AGAINST:** Nil

*Cr Martin returned to the meeting at 7:00 pm.*



**MOTION****MOVED Cr Carr****That Council:**

- Approves the Public Halls grant allocations as per the recommendations made by the officers as outlined below;**

<b>Public Halls</b>	
South Portland Hall Committee of Management	\$1000.00
Portland Dune Buggy Club	\$2999.00
Portland Group Hamilton and District Legacy	\$1000.00

- Contact all successful applicants for Round 2 2023-2024 and invite them to attend a Presentation Evening to be awarded their funding allocation.**

**SECONDED Cr Martin****CARRIED**

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

**AGAINST:** Nil

**Background/Key Information:**

The Glenelg Shire Council allocated \$162,000 in the 2023-2024 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 Grants Program Policy and the Community Grants Guidelines.

<b>GRANT CATEGORY</b>	<b>APPLICATIONS RECOMMENDED IN ROUND TWO</b>	<b>TOTAL ALLOCATION VALUE</b>
Arts Culture & Heritage	6	\$ 20,789.00
Community Events	3	\$ 7,650.00
Community Strengthening	7	\$ 15,276.00
Public Halls	3	\$ 4,999.00
Recreation	13	\$ 34,025.35
<b>TOTAL</b>	<b>32</b>	<b>\$82,739.35</b>
<b>ROUND ALLOCATION</b>		<b>\$82,745.56</b>

The recommended allocations per category are outlined within the attached report.

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

- Green – Recommended.
- Orange – Not recommended at this time, due to the round being heavily oversubscribed, and or having been assessed in having limited alignment to the objectives of the Community Grants Program.
- Red – Ineligible/not meeting other funding conditions within the Community Grants Policy and 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 Grants Policy adopted by Council defines how the grants program is to be promoted to the community, and what communication processes need to be followed for management of each round.

A presentation event for the awarding of the grant allocations will be scheduled

d. Financial Implications and Collaboration

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000 in the 2023-2024 budget for the purpose of the Community Grants Program.

e. Governance Principles

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.

Innovation and continuous improvement is to be pursued.

### **Attachment List**

1. Community Grants ( Round 2) 2023-2024 Program Allocations [9.6.1 - 8 pages]

**10. NOTICES OF MOTION****10.1. NOTICE OF MOTION 5 2023-2024 - MORATORIUM ON SEISMIC TESTING IN THE OTWAY BASIN**

CEO: Greg Wood, Chief Executive Officer

In accordance with the Council's Governance Rules section 26, I give notice of my intention to move the following motion at the Council Meeting to be held on Tuesday 23 April 2024:

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

Signed: Cr Karen Stephens

Date: 11 April 2024

**MOTION****MOVED Mayor Cr Stephens**

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

**SECONDED Cr Wilson**

**CARRIED**

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

**AGAINST:** Cr Martin

**DIVISION:**

Mayor Cr Stephens, Cr Carr, Cr Northcott, Cr Wilson, Cr A McDonald and Cr R McDonald voted FOR the MOTION.

Cr Martin ABSTAINED from voting.

*Point of order called by Cr Carr at 7:19pm regarding voting for item 10.1 Notice of Motion 5 2023-2024 - Moratorium on Seismic Testing in the Otway Basin, and where abstaining from a vote is in our Governance Rules.*

*Under the Local Government Act Section 61 (5)(e) for the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.*

**Attachments**

1. NOTICE OF MOTION - Moratorium on Seismic Testing in the Otway Basin (signed Cr K Stephens 11 April 2024) [**10.1.1** - 1 page]

## **11. URGENT BUSINESS**

Nil.

## **12. QUESTION TIME**

### **12.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING**

Nil.

### **12.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY**

#### **1. Municipal Monitors, Financial Report and Fees and Charges**

Mr Matthew Jowett of Portland asked the following questions:

- a. *Having read the Municipal Monitors report I can clearly see the need for the continued presence of the Monitors until the changes they have recommended have become standard practice. What I would like to know is, how much do you estimate their continued presence is going to cost the ratepayers of this shire?*

Mr David Hol Director Corporate Services advised that it is on the record the Municipal Monitors were here for a period of 3 months with a cost of about \$66,000. Under the new direction provided by the Minister it is slightly different, we have one Monitor here following the CEO appointment and we are still not exactly sure how long that process will be so that is a variable. The other Monitor will be here until the end of the year in a reduced capacity, which means our estimate has a number of variables to it. I would say somewhere between \$20,000 to \$40,000. We do have about a \$20,000 allocation in the budget as we weren't aware of the Ministers letter at the time of preparing the budget document.

- b. *In the 2023/24 Financial Report YTD March on page 3 it states that New borrowings of \$7M will be needed to finance major capital works projects. What capital works projects will require this funding in the next 3 months?*

Mr Stuart Husband Director Infrastructure Services advised that the capital projects that have been carried forward are mainly 'renewal' projects that are all about keeping existing assets in good order. The capital projects we expect to complete in the remainder of this financial year include:

Heathfield Lindsay Rd near Casterton  
Mumbannar Wanwin Rd near Dartmoor  
Tahara Merino Rd near Merino  
Treloars Rd near Condah  
Calstock Rd near Condah  
Merino Community Shelter  
Cape Bridgewater Stage 2 (drainage, boardwalk, car parking, picnic area)  
Portland Art Centre Climate Control Upgrade  
Maretimo to Cavendish St Connecting Pathway, Portland  
Living Locals Street Furniture, Portland.

There are also a number of smaller renewal projects across the shire.

- c. *Can you please explain the justification for the expense for the Footpath Trading Permit because it seems extremely high?*

Mr David Hol Director Corporate Services advised as previously referred to we looked at similar Council's and how they approached footpath trading and also looked at Council's cost recovery. Since receiving Mr Jowett's questions we have looked at the Fees and Charges document and what isn't clear is that the permit is actually for a two year period, not one year, so we will need to amend that and make it clearer in the document.

## 2. Questions not Tabled

Questions received from Mr Gary Humm of Portland were not tabled as they were not received within the time as required under section 54(5) of the Governance Rules.

## 3. Chief Executive Officer

The Mayor thanked Mr Greg Wood for acting as CEO for the past 6 months.

Mr Greg Wood thanked Council for the opportunity to be here and acknowledged that the Glenelg Community has tremendous potential for the future.

**13. 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:

- 13.1 Rating Agreement
- 13.2 Contract 2023-24-51 Portland North Employment Precinct – Stage 2 - New Street Intersection and Road Construction

**MOTION****MOVED Cr Wilson**

**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:**

- 13.1 Rating Agreement**
- 13.2 Contract 2023-24-51 Portland North Employment Precinct – Stage 2 - New Street Intersection and Road Construction**

**SECONDED Cr R McDonald****CARRIED**

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

**AGAINST:** Nil

**14. RESUMPTION OF PUBLIC MEETING**

Following the consideration of confidential items the Council Meeting was re-opened to members of the public at 7:43pm.

**15. NEXT MEETING****Recommendation**

That, under Governance Rule 10.2, Council requests the CEO to call an unscheduled council meeting be held at 5:30pm on Tuesday 7 May 2024 for the purposes of considering:

1. Community Awards
2. CEO Appointment (subject to a report from the CEO Employment and Remuneration Committee).

Recommendation was not moved as not required at this time.

**16. CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7:44 pm.

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