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**Glenelg Shire Council**  
**Minutes of the Council Meeting held on**  
**Tuesday 26 November 2024 at 5:30 pm at**  
**Glenelg Shire Offices**  
**71 Cliff Street, Portland**

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**1. PRESENT**

Cr Karen Stephens (Mayor), Cr Robyn McDonald (Deputy Mayor), Cr Duane Angelino, Cr Michael Carr, Cr Matt Jowett, Cr Mike Noske and Cr John Pepper.

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), Chief Financial Officer (Ms Rebecca Campbell), Executive Manager Governance (Mr Brett Jackson) and Business Support Officer - Corporate Services (Ms Louise Haluska).

**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 22 October 2024, as circulated, be confirmed.

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

**That the minutes of the Council Meeting held on Tuesday 22 October 2024, as circulated, be confirmed.**

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

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**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 22 October 2024.

### Recommendation

That Council receives the record of the Councillor Briefing held on the 22 October 2024.

## MOTION

**MOVED Cr McDonald**

**That Council receives the record of the Councillor Briefing held on the 22 October 2024.**

**SECONDED Cr Carr**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**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 22 October 2024 [**5.2.1** - 1 page]

**6. DECLARATIONS OF CONFLICT OF INTEREST**

Nil.

**7. ACKNOWLEDGEMENT OF PREVIOUS COUNCILLORS**

Presentations were undertaken in recognition of former Councillors who has served during the 2020-2024 Council term.

**8. NOTICES OF MOTION**

Nil.

## **9. MANAGEMENT REPORTS**

### **9.1. APPOINTMENTS TO COMMITTEES**

Director: David Hol, Director Corporate Services

#### **Executive Summary**

This report outlines the current committees and peak bodies that may require Glenelg Shire Council representation and seeks Council resolution for appointment to these roles for the first year of the Mayoral term.

A revised Policy on Council Committees is also provided for Council consideration and adoption.

#### **Recommendation**

That Council:

1. Appoints representation to the following external peak bodies for the 2024/25 Mayoral year.

Rail Freight Alliance	Cr _____
Committee for Portland	CEO
Southwest Alliance Inc.	CEO & Cr _____
Great Ocean Road Regional Tourism (GORRT)	CEO
Municipal Association of Victoria	Mayor & Cr _____ (Proxy)
Timber Towns Victoria	Cr _____
Rural Councils Victoria	Cr _____

2. Appoints representation to the following internal committees for the 2024/25 Mayoral year.

Audit and Risk Committee	Mayor  Cr _____ Cr _____
CEO Employment and Remuneration Committee	Mayor  Cr _____ Cr _____ Cr _____

3. Adopts the revised Council Policy 'Council Committees CPO-CORPS-GE-010'.



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

1. **Appoints representation to the following external peak bodies for the 2024-2028 term of Council.**

<b>Rail Freight Alliance</b>	<b>Cr Michael Carr (Proxy - Cr Karen Stephens)</b>
<b>Committee for Portland</b>	<b>Mayor &amp; CEO (Proxy for Mayor - Deputy Mayor)</b>
<b>Southwest Alliance Inc.</b>	<b>Mayor &amp; CEO (Proxy for Mayor - Deputy Mayor)</b>
<b>Great Ocean Road Regional Tourism (GORRT)</b>	<b>CEO</b>
<b>Municipal Association of Victoria</b>	<b>Mayor (Proxy - Deputy Mayor)</b>
<b>Green Triangle Freight Action Plan Committee (GTFAP)</b>	<b>Cr Karen Stephens &amp; CEO/ Delegate (Proxy Mayor or Deputy Mayor)</b>
<b>Timber Towns Victoria</b>	<b>Cr Karen Stephens &amp; CEO/Delegate (Proxy - Mayor or Deputy Mayor)</b>
<b>National Timber Council Inc.</b>	<b>Cr Karen Stephens</b>
<b>Rural Councils Victoria</b>	<b>Cr Karen Stephens (Proxy - Mayor or Deputy Mayor)</b>

2. **Appoints representation to the following internal committees for the 2024-2028 term of this Council.**

<b>Audit and Risk Committee</b>	<b>Mayor Deputy Mayor Cr Matt Jowett</b>
<b>CEO Employment and Remuneration Committee</b>	<b>Mayor Deputy Mayor All Councillors</b>

3. **That Council establishes the following working group with the terms of reference to be submitted to Council on or before 25 February 2025:**

- **Glenelg Aboriginal Working Group**

4. Council requests reports on the establishment of the following internal advisory committees on or before 25 February 2025:
- Building Assets Committee
  - Casterton Saleyards Committee
  - Arts & Culture Committee
  - Tourism & Economic Development Committee
5. Council requests a report on membership to the Victorian Coastal Council with a report to Council on or before 25 February 2025.

**SECONDED Cr Noske**

Cr Carr amended the motion to include

**6. Adopts the revised Council Policy “Council Committees CPO-CORPS-GE-010”**

*Cr Noske supported the amended Motion.*

*Cr Carr further amended the Motion for all requested reports to be tabled at the Council Meeting held on the fourth Tuesday of March 2025 wherever 25 February 2025 is written.*

*Cr Noske supported the amended Motion.*

*Cr Carr further amended the Motion to remove dot points 3, 4, and 5 from the original Motion.*

*Cr Noske supported the amended Motion.*

The amended Motion now reads as follows

**MOTION**

**MOVED Cr Carr**

**That Council:**

1. Appoints representation to the following external peak bodies for the 2024-2028 term of Council.

<b>Rail Freight Alliance</b>	<b>Cr Michael Carr</b> <b>(Proxy - Cr Karen Stephens)</b>
<b>Committee for Portland</b>	<b>Mayor &amp; CEO</b> <b>(Proxy for Mayor - Deputy Mayor)</b>
<b>Southwest Alliance Inc.</b>	<b>Mayor &amp; CEO</b> <b>(Proxy for Mayor - Deputy Mayor)</b>

<b>Great Ocean Road Regional Tourism (GORRT)</b>	<b>CEO</b>
<b>Municipal Association of Victoria</b>	<b>Mayor (Proxy - Deputy Mayor)</b>
<b>Green Triangle Freight Action Plan Committee (GTFAP)</b>	<b>Cr Karen Stephens &amp; CEO/ Delegate (Proxy Mayor or Deputy Mayor)</b>
<b>Timber Towns Victoria</b>	<b>Cr Karen Stephens &amp; CEO/Delegate (Proxy - Mayor or Deputy Mayor)</b>
<b>National Timber Council Inc.</b>	<b>Cr Karen Stephens</b>
<b>Rural Councils Victoria</b>	<b>Cr Karen Stephens (Proxy - Mayor or Deputy Mayor)</b>

2. **Appoints representation to the following internal committees for the 2024-2028 term of this Council.**

<b>Audit and Risk Committee</b>	<b>Mayor Deputy Mayor Cr Matt Jowett</b>
<b>CEO Employment and Remuneration Committee</b>	<b>Mayor Deputy Mayor All Councillors</b>

3. **Adopts the revised Council Policy 'Council Committees CPO-CORPS-GE-010'.**

**SECONDED Cr Noske**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Nil

**Background/Key Information:**

At the commencement of each Council term, Councillors appoint representation to various organisations and committees.

This includes external organisations requiring Glenelg Shire Council representation and internal committees of Council.

It is proposed that these appointments be considered annually as opposed to the duration of the Council term to allow for wider participation and experience among appointed representatives.

The following table outlines the current organisations requiring representation, together with the role to be considered for appointment, the current year's costs for membership/subscription, if any, and further relevant comments where appropriate.

Circumstances and organisations who simply invite Councillors to meetings have not been included in this report and should not be regarded as representing or speaking on behalf of the Glenelg Shire Council without formal Council resolution. It should be clear that Councillors are reflecting their own Councillor views in such meetings.

Councillors attending meetings where appointed by Council resolution should report back to the Council as a whole and provide minutes where appropriate to enable all Councillors to be aware of the committees' discussions and outcomes.

#### External Peak Bodies

Organisation	Recommended Appointment	Current membership (ex GST) annual cost	Comments
Rail Freight Alliance	Councillor	\$3,510	
Committee for Portland	CEO	\$10,700	
Green Triangle Freight Action Plan	Director Infrastructure Services	Nil	Representative from the participating Local Governments within the region
Southwest Alliance Inc	CEO and Cr _____	\$25,000	Has the right to nominate both a Councillor and its CEO (and an alternate Councillor (in respect of a Councillor) or an employee (in respect of the CEO) of the Council Member where the nominee is unavailable) to exercise its rights and act as a Council Committee Member
Great Ocean Road Regional Tourism (GORRT)	CEO	\$93,576.48	Nomination of Director 3-year term expires June 2025
Municipal Association of Victoria	Mayor Proxy: Cr: _____	\$30,360	Requires a 2 – year membership commitment
Timber Towns Victoria	Cr: _____	\$2,500	All members of the Association may appoint two (2) representatives, one of whom shall be a

			Councillor of such municipalities, to participate and vote at meetings of the Association. One vote per member council.
National Timber Councils Taskforce Inc.	Not Recommended	\$2,500	An individual member to the national body is required to be on a state timber body
Rural Councils Victoria	Cr: _____	\$5,000	

The Green Triangle Freight Action Plan is considered to be more operational nature, and it is recommended that the Director of Infrastructure Services (or their Delegate) is the appropriate representation which does not require Council resolution.

The representation on the National Timber Council Taskforce is a representative of the State timber body and does not appear to be a representative of the Glenelg Shire. Subsequently, this does not appear to be within the role of a Councillor and no Council resolution is recommended.

### Internal Committees

There are currently two internal committees that require Councillor representation. The Audit and Risk Committee has its own charter and requires the Mayor of the day and two additional Councillors. The CEO Employment and Remuneration Committee must comprise no less than four Councillors (including the Chair).

Organisation	Appointment	Comments
Audit and Risk Committee	Mayor Cr _____ Cr _____	Mayor & 2 Councillors
CEO Employment and Remuneration Committee	Mayor Cr _____ Cr _____ Cr _____	Mayor and no less than 3 additional Councillors

### Delegated Committee

Currently Glenelg Shire Council does not have any delegated committees.

### Community Asset Committee

Currently Glenelg Shire Council does not have any Community Asset Committees.

In accordance with the four-year cycle of review, the adopted Council Policy on Council committees has been revised and minor amendments made to reflect legislative and operational changes during the term.

The revised Council Policy Council committees is provided for Council consideration and adoption.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

The role of the Audit and Risk committee (S53), Delegated Committee (S63) and Community Asset Committees (S65) are outlined in the [Local Government Act 2020](#).

c. Consultation and/or communication processes implemented or proposed

The report is for Councillor consideration and does not require a consultation process.

d. Financial Implications and Collaboration

The report outlines the direct financial costs for membership / subscription where applicable for external peak bodies. In addition, there are often associated travel and attendance costs to attend meetings.

The costs associated with the internal committee operations is included in the relevant managing department.

e. Governance Principles

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

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.

**Attachment List**

1. Draft Updated Nov 24 COUNCIL POLICY Council Committees CP O- CORP S-G E-010 [9.1.1 - 8 pages]

## 9.2. NEW LEASE BETWEEN GLENELG SHIRE COUNCIL WITH ANTHONY R BENNETT

Director: David Hol, Director Corporate Services

### Executive Summary

This report is to seek Council's approval to enter into a new lease with A R Bennett for the land known as Portland Aerodrome Section A & C at 1260 Bridgewater Lakes Rd, Cashmore.

### Recommendation

That Council:

1. Approves a new two and a half (2½) year lease with two (2) x three (3) year extension options with Anthony R Bennett for Portland Aerodrome Section A & C at 1260 Bridgewater Lakes Rd, Cashmore.
2. Sets the rental figure at \$3,795.00 (inc GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.
3. Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part one (1) of this resolution.

### MOTION

**MOVED Cr McDonald**

**That Council:**

1. **Approves a new two and a half (2½) year lease with two (2) x three (3) year extension options with Anthony R Bennett for Portland Aerodrome Section A & C at 1260 Bridgewater Lakes Rd, Cashmore.**
2. **Sets the rental figure at \$3,795.00 (inc GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.**
3. **Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part one (1) of this resolution.**

**SECONDED Cr Angelino**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Nil

**Background/Key Information:**

Anthony R Bennett has been leasing the land at Portland Aerodrome Section A & C since 1 January 2016 for the purpose of grazing.

The parcel of land known as Portland Aerodrome Section A & C is situated at 1260 Bridgewater Lakes Rd, Cashmore (see map below) consisting of 11.53 hectares. The current lease commenced on 1 January 2022 and expires on 31 December 2024. As the lease has no further options a new lease is required.

The tenant currently pays \$3,138.36 (inc GST) per annum.

An independent rental valuation conducted in July 2024 recommended a rental price of \$3,795.00 (inc GST).

The tenant is seeking to continue using the land for grazing purposes. It is proposed at the commencement of the new lease that the rent figure be set at \$3,795.00 per annum (incl. GST) with annual CPI adjustments.

The tenant holds two other leases with Council which expire on 30 June 2027. The first term of the lease has been calculated to expire in alignment with the other two leases, and thereafter giving similar two (2) x three (3) year lease extension options.



a. **Council Plan and Policy Linkage**

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b. Legislative, Legal and Risk Management Considerations

Section 115 of the *Local Government Act 2020* restricts Council's power to lease land in specific circumstances. The proposed lease complies with s.115.

c. Consultation and/or communication processes implemented or proposed

Consultation with the Tenant relating to the new lease has occurred.

d. Financial Implications and Collaboration

The income received from the lease is included within the current budget provisions.

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.

**Attachment List**

Nil

### 9.3. COUNCIL PLAN YEAR 4 QUARTER 1 PERFORMANCE REPORT

Director: Jayne Miller, Director Community Services

#### Executive Summary

The purpose of this report is to present to Council the first quarter Performance Report for year four of the Glenelg Shire Council Plan 2021-2025.

#### Recommendation

That Council receives the Glenelg Shire Council Plan first quarter Performance Report for year four of the 2021 – 2025 Council Plan and approves the document for publication.

#### MOTION

**MOVED Cr McDonald**

**That Council receives the Glenelg Shire Council Plan first quarter Performance Report for year four of the 2021 – 2025 Council Plan and approves the document for publication.**

**SECONDED Cr Jowett**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Nil

#### Background/Key Information:

During the development stage of the Council Plan 2021-2025, it was identified as a priority for the ratepayers and general community of the Glenelg Shire, that they be kept informed on Council's performance and strategic alignment in accordance with the Council Plan.

From this public consultation, it was determined that Council would release a performance report each quarter outlining the progress or status on each of the measures, projects and plans identified within the four-year Council Plan

#### 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

Nil.

c. Consultation and/or communication processes implemented or proposed

The Performance Report will be made available for the community and published on the Glenelg Shire Council website.

d. Financial Implications and Collaboration

There are no budget implications as a result of quarterly performance reporting. All resources such as staffing, are delivered within budget.

e. Governance Principles

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

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

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

**Attachment List**

1. Year Four Quarter 1 2021-2025 Council Plan Performance Report 1 [9.3.1 - 45 pages]

#### 9.4. COUNCIL CONFIDENTIALITY POLICY

Director: David Hol, Director Corporate Services

##### Executive Summary

Council's Confidentiality Policy has been created to outline the classification of documents that should be managed securely as a matter of good governance or that are subject to the Confidential Information provisions of the Local Government Act 2020 (the Act).

##### Recommendation

That Council adopts the 'Council Confidentiality Policy CPO-CORPS-GE-015' in its entirety.

##### MOTION

**MOVED Cr Noske**

**That Council adopts the Council Confidentiality Policy CPO-CORPS-GE-015 in its entirety**

**SECONDED Cr Angelino**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Nil

##### Background/Key Information:

This policy applies to the elected Councillors of the Glenelg Shire Council.

Information is provided to Councillors to facilitate the performance of their roles as members of Council under section 28 of the Act. Limitations apply to the access and disclosure of such information and to documents in which it is contained.

Documents provided to Councillors, including draft reports, briefings, attachments and Councillor updates will include a classification if they are to be treated as "Council in Confidence". Council in Confidence documents are not for public release as a matter of good governance.

Council in Confidence documents may include Confidential Information as defined by section 3(1) of the Act. If a Council in Confidence document includes Confidential Information, it should include a notice indicating that it includes Confidential Information.

This policy has been developed in support of the 2024 Municipal Monitors report recommendation:

- *Item 2.3 - Confidential Information.*

- 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 policy relates to Confidential information as defined by section 3(1) of the *Local Government Act 2020*.

- c. Consultation and/or communication processes implemented or proposed

Not Applicable.

- d. Financial Implications and Collaboration

Nil.

- e. Governance Principles

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

### **Attachment List**

1. DRAFT Council Confidentiality Policy CPO CORPS GE 015 November 2024  
[9.4.1 - 7 pages]

## 9.5. COUNCILLORS QUARTERLY EXPENDITURE REPORT

Director: Helen Havercroft, 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 July 2024 to 30 September 2024.

### Recommendation

That Council receives the Councillors quarterly expenditure report for the period 1 July 2024 to 30 September 2024.

### MOTION

**MOVED Cr Carr**

**That Council receives the Councillors quarterly expenditure report for the period 1 July 2024 to 30 September 2024.**

**SECONDED Cr McDonald**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**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.

In accordance with Regulation 10(e)(f)(g) of the *Local Government (Planning and Reporting) Regulations 2020*, Council publishes details of expenses, including reimbursements of expenses for each Councillor and member of a Council Committee paid by the Council. The following categories are provided:

- 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 10(e)(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 July 2024 to 30 September 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	\$163	-	-	\$308	\$2,414	\$2,884	\$2,884
Martin	\$327	-	-	\$308	\$110	\$745	\$745
A McDonald	-	-	-	\$308	\$2,414	\$2,722	\$2,722
R McDonald	-	-	-	\$308	\$2,414	\$2,722	\$2,722
Northcott	-	-	-	\$349	-	\$349	\$349
Stephens	\$10,176	-	-	\$360	\$2,524	\$13,060	\$13,060
Wilson	\$52	-	-	\$360	\$786	\$1,198	\$1,198
Grand Total	\$10,717	-	-	\$2,302	\$10,660	\$23,679	\$23,679

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

Following is a table of Councillor allowances paid for the period 1 July 2024 to 30 September 2024.

Councillor	Amount	YTD
Carr	\$6,752	\$6,752
Martin	\$8,054	\$8,054

A McDonald	\$8,054	\$8,054
R McDonald	\$8,054	\$8,054
Northcott	\$8,054	\$8,054
Stephens	\$25,826	\$25,826
Wilson	\$8,054	\$8,054
Grand Total	\$72,848	\$72,848

a. Council Plan and Policy Linkage

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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 2024-2025 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



## 9.6. AUDIT AND RISK COMMITTEE MINUTES

Director: David Hol, Director Corporate Services

### Executive Summary

The purpose of this report is to enable Council to receive:

- Minutes of the Audit and Risk Committee Meeting 12 September 2024
- Minutes of the Unscheduled Audit and Risk Committee Meeting 18 October 2024
- Results of the Audit and Risk Committee Meeting Self-Assessment Survey 2023/2024
- Audit and Risk Committee Meeting Biannual Report 1 January 2024 to 30 June 2024.

### Recommendation

That Council:

1. Receives the minutes of the Audit and Risk Committee Meeting held on 12 September 2024.
2. Receives the minutes of the Unscheduled Audit and Risk Committee Meeting held on 18 October 2024.
3. Receives the Audit and Risk Committee Self-Assessment Survey 2023/2024 results in accordance with Section 54(4)(b) of the *Local Government Act 2020*.
4. Receives the Audit and Risk Biannual Report for the period 1 January 2024 to 30 June 2024 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.

### MOTION

**MOVED Cr Carr**

That Council:

1. **Receives the minutes of the Audit and Risk Committee Meeting held on 12 September 2024.**
2. **Receives the minutes of the Unscheduled Audit and Risk Committee Meeting held on 18 October 2024.**
3. **Receives the Audit and Risk Committee Self-Assessment Survey 2023/2024 results in accordance with Section 54(4)(b) of the *Local Government Act 2020*.**
4. **Receives the Audit and Risk Biannual Report for the period 1 January 2024 to 30 June 2024 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.**

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

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Nil

**Background/Key Information:**

The role of the Audit and Risk Committee is to monitor, review and advise Council on matters of risk management, internal controls and compliance 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(4)(b) of the *Local Government Act 2020* requires the Audit and Risk Committee to undertake an annual assessment of its performance against the Audit and Risk Committee Charter and provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council Meeting.

Section 54(5)(b) of the *Local Government Act 2020* 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 to be provided to the Chief Executive Officer for tabling at the next Council Meeting.

The Audit and Risk Committee Meeting held on 12 September 2024 considered the following items:

Item No.	Management Reports (Title)
1.	Audited Financial Statement and Performance Statement as at 30 June 2024
2.	Local Government Performance Reporting Framework 2023/2024
3.	Summary of Asset Valuations
4.	Outstanding Debtors at 30 June 2024
5.	Strategic Internal Audit Program Status Update
6.	Industry Update
7.	Audit and Risk Committee Biannual Report for the period 1 January 2024 to 30 June 2024
8.	Audit and Risk Committee Self-Assessment Survey 2023/2024
9.	Community Satisfaction Survey Results
10.	Review Council's Insurance Programme
11.	Information Asset Register

12.	Security and Penetration Test
13.	Organisational Enterprise Resource Program (ERP) update
Item No.	Regular Reports (Title)
1.	Cyber Incident Report
2.	Internal Audit Action List
3.	Risk, Workcover and OHS Quarterly Report
4.	Councillors Quarterly Expenditure Report
5.	CEO & EA Expenditure – Credit Card and Reimbursements
6.	Audit and Risk Committee Annual Work Plan Year Ending 30 June 2025
Item No.	Confidential Reports (Title)
1.	Council Litigation Matters
2.	Attestation Compliance Report

The Unscheduled Audit and Risk Committee Meeting held on 18 October 2024 considered the following items:

Item No.	Management Reports (Title)
1.	KPMG Outcome of the Audit of the Financial Statements and Performance Statements
2.	Local Government Performance Reporting Framework 2023 2024
3.	Summary of Asset Valuations

a. Council Plan and Policy Linkage

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Audit and Risk Committee Charter 2023 - 2025.

b. Legislative, Legal and Risk Management Considerations

Section 53 of the *Local Government Act 2020* requires Council to establish an Audit and Risk Committee and operate this committee under specific guidelines.

Section 54(4)(b) of the *Local Government Act 2020* requires the Audit and Risk Committee to undertake an annual assessment of its performance against the Audit and Risk Committee Charter.

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

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 2024-2025 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

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.

Innovation and continuous improvement is to be pursued.

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

**Attachment List**

1. Audit and Risk Committee Meeting Minutes 12 September 2024 [9.6.1 - 52 pages]
2. Audit and Risk Committee Unscheduled Meeting - 18 October 2024 - Minutes [9.6.2 - 12 pages]
3. Audit and Risk Committee Biannual Report for the period 1 January 2024 to 30 June 2024 [9.6.3 - 9 pages]
4. Audit and Risk Committee Self Assessment Survey Form 2023 2024 - 6 Members 12 September 2024 [9.6.4 - 4 pages]

### 9.7. OATH/AFFIRMATION OF NEW COUNCILLORS

Director: Helen Havercroft, Chief Executive Officer

#### Executive Summary

This report provides for the Oath or Affirmation of the newly elected Councillors to be recorded in the minutes of the Council meeting in accordance with the requirements of the *Local Government Act 2020*.

#### Recommendation

That Council:

1. Notes the tabling of the Oaths and Affirmations of Office, made by Councillors before the Chief Executive Officer.
2. Records the Oaths and Affirmations of Office in the minutes of this meeting.

#### **MOTION**

**MOVED Cr Carr**

**That Council:**

- 1. Notes the tabling of the Oaths and Affirmations of Office, made by Councillors before the Chief Executive Officer.**
- 2. Records the Oaths and Affirmations of Office in the minutes of this meeting.**

**SECONDED Cr Pepper**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Nil

#### Background/Key Information:

Under Section 30 of the *Local Government Act 2020* (the Act):

- (1) A person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the regulations.
- (2) The oath or affirmation of office must be-
  1. Administered by the Chief Executive Officer; and
  2. Dated and signed before the Chief Executive Officer; and

3. Recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a Council Meeting.

All Councillors have made an Oath or Affirmation of Office before the Chief Executive Officer on Monday 11 November 2024. In accordance with section 30(2)(c) of the Act, details of the Oath or Affirmation undertaken by the new Councillor are now tabled for inclusion in the minutes of this meeting.

a. Council Plan and Policy Linkage

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b. Legislative, Legal and Risk Management Considerations

Section 30(1)(2) of the *Local Government Act 2020*.

c. Consultation and/or communication processes implemented or proposed

The Oath or Affirmation of Office is recorded in the minutes of this meeting.

d. Financial Implications and Collaboration

Councillor Allowances are accounted for in the 2024/25 budget.

e. Governance Principles

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

### **Attachment List**

1. Robyn Mc Donald [9.7.1 - 1 page]
2. Duane Angelino [9.7.2 - 1 page]
3. John Pepper [9.7.3 - 1 page]
4. Karen Stephens [9.7.4 - 1 page]
5. Matt Jowett [9.7.5 - 1 page]
6. Michael Carr [9.7.6 - 1 page]
7. Mike Noske [9.7.7 - 1 page]

**10. URGENT BUSINESS**

Nil.

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

Nil.

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

Three questions were received from Rab and David Headlam after the deadline and will be considered for the December 2024 Council Meeting.

**13. CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 6:37pm.

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