



Glenelg Shire Council
Minutes of the Ordinary Council Meeting held on
Tuesday, 28 April 2020 at 7.00pm at
Portland Customer Service Centre
Cliff Street, Portland

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TIME:

7.00pm

PRESENT:

Cr Anita Rank (Mayor), Cr Robert Halliday, Cr Chrissy Hawker (Deputy Mayor), Cr Alistair McDonald, Cr Karen Stephens, Cr Geoff White and Cr Gilbert Wilson.

Also, in attendance were the Chief Executive Officer (Mr Greg Burgoyne) and Council Support Coordinator (Ms Kylie Walford).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 24 March 2020, as circulated, be confirmed.

MOTION

Moved Cr Wilson

That the minutes of the Ordinary Council Meeting held on Tuesday 24 March 2020, as circulated, be confirmed.

Seconded Cr McDonald

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

QUESTION TIME:

QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:

Nil.

QUESTIONS FROM THE GALLERY:

Nil.

PRESENTATIONS:

Nil.

A. NOTICES OF MOTION:**A1. NOTICE OF MOTION 3-2019-20 – AMENDMENT TO THE ORDINARY COUNCIL MEETING TO BE HELD IN HEYWOOD**

CEO: Greg Burgoyne, Chief Executive Officer

In accordance with the Council's Governance Local Law and associated Meeting Procedure, I give notice of my intention to move the following motion at the Council meeting to be held on Tuesday 28 April 2020:

1. **That the minutes of the Statutory Council Meeting held on Wednesday 6 November 2019 and subsequently amended at the Ordinary Council Meeting on 25 February 2020 be further amended by:**
 - a. **Deleting from Item A5. Arrangement for Ordinary Council Meetings 2019/2020 Mayoral Year, Part 3 of the resolution the word "September":**

"That the March Council meeting be held at Casterton and the September Council Meeting be held at Heywood."

and inserting in lieu thereof the word "August":

"That the March Council meeting be held at Casterton and the August Council Meeting be held at Heywood."
2. **That Public Notice be given of the change of locations for the Ordinary Council Meetings to be held in Heywood on 25 August 2020 and Portland on 22 September 2020.**

A1. NOTICE OF MOTION 3-2019-20 – AMENDMENT TO THE ORDINARY COUNCIL MEETING TO BE HELD IN HEYWOOD

(continued)

MOTION**MOVED Cr Rank**

1. That the minutes of the Statutory Council Meeting held on Wednesday 6 November 2019 and subsequently amended at the Ordinary Council Meeting on 25 February 2020 be further amended by:
 - a. Deleting from Item A5. Arrangement for Ordinary Council Meetings 2019/2020 Mayoral Year, Part 3 of the resolution the word “September”:

“That the March Council meeting be held at Casterton and the September Council Meeting be held at Heywood.”

and inserting in lieu thereof the word “August”:

“That the March Council meeting be held at Casterton and the August Council Meeting be held at Heywood.”
2. That Public Notice be given of the change of locations for the Ordinary Council Meetings to be held in Heywood on 25 August 2020 and Portland on 22 September 2020.

SECONDED Cr Stephens**CARRIED****Comments**

At the Statutory Council Meeting held on Wednesday 6 November 2019 the following motion was resolved by Council:

Item A5. ARRANGEMENTS FOR ORDINARY COUNCIL MEETINGS 2019/2020 MAYORAL YEAR

1. That the Ordinary Council Meetings be held on the following dates:

Tuesday 26 November 2019
Tuesday 17 December 2019
Tuesday 28 January 2020
Tuesday 25 February 2020
Tuesday 24 March 2020
Tuesday 28 April 2020
Tuesday 26 May 2020
Tuesday 23 June 2020
Tuesday 28 July 2020
Tuesday 25 August 2020
Tuesday 22 September 2020
Tuesday 20 October 2020

A1. NOTICE OF MOTION 3-2019-20 – AMENDMENT TO THE ORDINARY COUNCIL MEETING TO BE HELD IN HEYWOOD

(continued)

2. That a Statutory Council Meeting be held on Wednesday 4 November 2020 commencing at 6.00pm in accordance with Section 71(3) of the *Local Government Act 1989* for the purpose of electing a new Mayor.
- 3 That the March Council meeting be held at Casterton and the September Council Meeting be held at Heywood.
4. That Ordinary Council Meetings commence at 7.00pm on the dates specified in item 1 of this recommendation unless resolved otherwise.
5. That the venue of Council Meetings be at the Portland Council Chamber unless resolved otherwise, as specified in Item 3 of this recommendation.
6. That public notice of the dates, times and location for the Ordinary Meetings of Council be placed in the Portland Observer, Casterton News and on Council's website.

At the Ordinary Council Meeting held on Tuesday 25 February 2020 part 2 of the resolution was amended by Council to read:

2. That a Statutory Council Meeting be held on Wednesday 11 November 2020 commencing at 6.00pm in accordance with Section 71(3) of the *Local Government Act 1989* for the purpose of electing a new Mayor.

The *Local Government Act 2020* has recently received Royal Assent. The new Act has changed the definition of the Election Period. The Election Period will now start at the time that nominations close on nomination day. This change will result in the Election Period being brought forward from midnight at the end of 22 September 2020 to 12 noon on 22 September 2020. As a result, the Ordinary Council Meeting scheduled to be held in Heywood on 22 September 2020 will now fall within the Election Period.

Council has adopted an Election Period Policy that explains to our community how it will conduct business during the election period and to ensure that the elections are conducted in a manner that is fair and equitable and is publicly perceived as such.

The purpose of holding council meetings at locations other than Portland is to allow the local communities to engage with and ask questions of Council. It is possible that responses to questions asked at Council meetings during the election period may need to be taken on notice to ensure compliance with the Election Period Policy.

In light of the above it is therefore believed that it would be more appropriate to hold the Ordinary Council Meeting scheduled for Heywood to a meeting outside of the election period.

Signed: Cr Anita Rank

Date: 30 March 2020

A1. NOTICE OF MOTION 3-2019-20 – AMENDMENT TO THE ORDINARY COUNCIL MEETING TO BE HELD IN HEYWOOD

(continued)

Separate Circulation – Non-Confidential

<i>No.</i>	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Signed Notice of Motion – Amendment to the Ordinary Council Meeting to be held in Heywood	2669601

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:**D1. RECOMMENDATIONS FROM THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 20 FEBRUARY 2020**

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to consider recommendations made by the Municipal Fire Management Planning Advisory Committee (MFMPAC) to the Municipal Emergency Management Planning Committee (MEMPC) at meetings held on 20 February 2020.

Recommendation

That Council:

1. Receives the Meeting Record of the Municipal Fire Management Planning Advisory Committee and the Municipal Emergency Management Planning Advisory Committee held on Thursday 20 February 2020;
2. Adopts the proposed amendments to the Terms of Reference for the Municipal Fire Management Planning Committee which includes membership amendment for the addition of an officer from Fire Rescue Victoria; and
3. Adopts the proposed amendments to the Terms of Reference for the Municipal Emergency Management Planning Committee which includes membership amendment for the addition of a Community Representative.

D1. RECOMMENDATIONS FROM THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 20 FEBRUARY 2020

(continued)

MOTION

MOVED Cr Stephens

That Council:

- 1. Receives the Meeting Record of the Municipal Fire Management Planning Advisory Committee and the Municipal Emergency Management Planning Advisory Committee held on Thursday 20 February 2020;**
- 2. Adopts the proposed amendments to the Terms of Reference for the Municipal Fire Management Planning Committee which includes membership amendment for the addition of an officer from Fire Rescue Victoria; and**
- 3. Adopts the proposed amendments to the Terms of Reference for the Municipal Emergency Management Planning Committee which includes membership amendment for the addition of a Community Representative.**

SECONDED Cr Halliday

CARRIED

Background/Key Information

The MFMPC met on 20 February 2020 and resolved that the following be recommendations be put forward to the MEMPC and then to Council at its Ordinary Council Meeting to be held on Tuesday 28 April 2020;

- Due to the reform of the Country Fire Authority and the creation of Fire Rescue Victoria, the Portland Fire Station will now become Fire Rescue Victoria. Therefore, an amendment to the Terms of Reference for the MFMPC is required to include Fire Rescue Victoria.

The Emergency Management Legislation Amendment Bill 2018 (the Bill) was passed at Parliament in August 2018.

The Bill includes for the MEMPC to have an additional community representative on the committee.

An advertisement for a community representative will be placed in local newspapers and a sub-committee of the MEMPC will conduct the interview process.

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

D1. RECOMMENDATIONS FROM THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING ADVISORY COMMITTEE MEETING 20 FEBRUARY 2020

(continued)

b. Legislative, Legal and Risk Management Considerations

Emergency Management Act 1986, Emergency Management Act 2013, Country Fire Authority Act 1958 and Emergency Management Manual Victoria.

c. Consultation and/or communication processes implemented or proposed

Consultation has been undertaken with the Glenelg Municipal Fire Management Planning Advisory Committee.

d. Financial and Resource Implications and Opportunities

Nil.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Glenelg Municipal Emergency Management Planning Committee Advisory Committee (AoC) - Meeting Record for 20 February 2020	2663277
2.	Glenelg Municipal Fire Management Planning Committee Advisory Committee (AoC) - Meeting Record for 20 February 2020	2663276
3.	Municipal Emergency Management Planning Committee Terms of Reference	2670144
4.	Municipal Fire Management Planning Committee Terms of Reference	1391988

D2. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 MARCH 2020

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

The purpose of this report is to enable the Council to receive the Minutes of the Audit Committee Meeting held on 5 March 2020.

Recommendation

That Council receives the minutes of the Audit Committee meeting held on Thursday 5 March 2020.

MOTION**MOVED Cr Stephens**

That Council receives the minutes of the Audit Committee meeting held on Thursday 5 March 2020.

SECONDED Cr McDonald**CARRIED**Background/Key Information:

The role of the Audit Committee is to monitor and advise Council on the corporate governance, financial management, and risk management of the Glenelg Shire.

The Audit 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.

The Audit Committee Meeting held on Thursday 5 March 2020 considered the following items:

Item No.	Description
	<i>Reports</i>
1.	Internal Audit – Review of Fuel Cards
2.	Occupational Health and Safety (OHS) Audit Progress Report 3 as at 31 December 2019
3.	Risk Management Report November 2019 - January 2020
4.	Glenelg Shire Council Plan – Second Quarter Performance Report 2019/20
5.	Local Government Performance Reporting Framework – Half Year Results as at 31 December 2019
6.	Glenelg Shire Council Financial Report as at 31 December 2019
7.	Progress Report on the Implementation of the Updated Australian Accounting Standards

D2. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 MARCH 2020

(continued)

8.	Budget 2020/2021 Process and Timetable
9.	Audit Register Review
10.	Yarriambiack Shire Council Investigation
11.	Public Interest Disclosure (Whistleblower) Procedures
12.	Election Period Policy
13.	Victorian Auditor-General's Report – Results of 2018-19 Audits: Local Government
14.	Update on Local Government Bill 2019
15.	CEO & EA Expenditure – Credit Card and Reimbursements

Item No.	Description
	<i>Other Business</i>
1.	Enterprise Bargaining Agreement (EBA) Update
2.	LGPRO (Local Government Professional Network) Awards
3.	Coronavirus Response Meeting
4.	Budget process
5.	Worksafe Manslaughter Legislation

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

Audit Committee Charter.

b. Legislative, Legal and Risk Management Considerations

Under section 139 of the *Local Government Act 1989* (the “Act”) Council is required to establish an audit committee and operate this committee under specific guidelines. The Audit Committee’s role also links to and supports a range of Glenelg Shire policies, procedures and guidelines including the Fraud Prevention Policy; Investment Policy; Procurement Policy; Councillor Code of Conduct and Staff Code of Conduct.

A key element of the internal audit function is to assist with the mitigation of risk.

c. Consultation and/or communication processes implemented or proposed

The minutes from each meeting are provided to Audit Committee members for review.

d. Financial and Resource Implications and Opportunities

The 2019/20 Council budget contains a provision to support the Audit 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.

D2. MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 MARCH 2020

(continued)

Separate Circulation – Confidential

The separate circulation listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Minutes of the Audit Committee Meeting held on Tuesday 5 March 2020	The document contains information that would prejudice the Council or any person - section 89(2)(h) of the Act.	2662264

E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 12 MARCH 2020 – 16 APRIL 2020 (INCLUSIVE)**

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

In accordance with the *Local Government Act 1989* Section 80A (Section 80A is to be revoked in the *Local Government Act 2020* on the 24 October 2020), Assembly of Councillors records (including records of those titled as committees) must be reported to the next 'practical' Ordinary Council meeting and incorporated in the minutes of that meeting. The objective of submitting the Assembly of Councillors (including records of those titled as committees) records to Council meetings is to ensure public transparency in Council decision making processes.

Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 12 March 2020 – Thursday 16 April 2020 (inclusive).

MOTION**MOVED Cr White**

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 12 March 2020 – Thursday 16 April 2020 (inclusive).

SECONDED Cr McDonald**CARRIED***Background/Key Information:*

The Chief Executive Officer must ensure that a written record is kept of every Assembly of Councillors record (including records of those titled as committees).

Circular L97 advises that Assembly of Councillors records "*only needs to be a simple document that records:*

- *the names of all Councillors and staff at the meeting;*
- *a list of the matters considered;*
- *any conflict of interest disclosed by a Councillor; and*
- *whether a Councillor who disclosed a conflict left the room.*

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 MARCH 2020 – 16 APRIL 2020 (INCLUSIVE)

(continued)

The circular also advises that: *“The record is not required to be in the form of minutes. The recommended approach is to record the “matters” discussed, by listing the headings of the matters. In some cases, meetings may be considering a single matter...”*

The circular further advises that: *“This does not mean that the record cannot be reported to the Council in the form of minutes. In Councils where it is established practice for minutes of advisory committees to be tabled at Council meetings, the minutes will be sufficient for the purpose if they include the required information, including disclosures.*

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 12 March 2020 – Thursday 16 April 2020 (inclusive). All Assembly of Councillors records (including records of those titled as committees) held during this period must be included.

The following assembly of Councillors records (including records of those titled as committees) held during the period specified above have been received from the relevant Departments/Units:

- Meeting Record for Glenelg Municipal Fire Management Planning Committee 20 February 2020 (DocSetID: 2663276)
- Meeting Record for Glenelg Municipal Emergency Management Planning Committee 20 February 2020 (DocSetID:2663277)
- Assembly of Councillors - Strategic Planning Meeting 3 March 2020 (DocSetID: 2664107);
- Assembly of Councillors - Deputation by Live4Life 10 March 2020 (DocSetID: 2672697);
- Meeting Record of the Australia Day Advisory Committee held on 10 March 2020 (DocSetID: 2659709);
- Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 18 March 2020 (DocSetID: 2661468);
- Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 24 March 2020 (DocSetID: 2664537);
- Assembly of Councillors – Councillors Briefing session meeting held on Tuesday 24 March 2020 (DocSetID: 2664464); and
- Assembly of Councillors – Councillors and CEO Briefing session Tuesday 7 April 2020 (DocSetID:2672640); and
- Assembly of Councillors - Councillors Workshop 14 April 2020 (DocSetID: 2672401).

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 MARCH 2020 – 16 APRIL 2020 (INCLUSIVE)

(continued)

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. Legislative, Legal and Risk Management Considerations

The purpose of this report is to ensure compliance with the *Local Government Act 1989*. All three sections are to be revoked under the new *Local Government Act 2020* as at 24 October 2020). References include:

- Section 3(1) – Definition of “Assembly of Councillors”;
- Section 80A – Requirements for an assembly of Councillors; and
- Section 3(1) – Definition of “advisory committee”.

c. Consultation and/or communication processes implemented or proposed

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

d. Financial and Resource Implications and Opportunities

The cost of preparing the monthly reports on Assembly of Councillors records (including records of those titled as committees) is another compliance cost imposed by the state government and is an indirect cost within the corporate governance unit salaries and on cost budget.

Separate Circulations – Non-Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Municipal Fire Management Planning Committee 20 February 2020	2663276
2.	Municipal Emergency Management Planning Committee 20 February 2020	2663277
3.	Assembly of Councillors - Strategic Planning Meeting 3 March 2020	2664107
4.	Assembly of Councillors - Deputation by Live4Life 10 March 2020	2672697
5.	Meeting Record of the Australia Day Advisory Committee held on 10 March 2020	2659709
6.	Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 18 March 2020	2661468

E1. ASSEMBLY OF COUNCILLORS RECORDS 12 MARCH 2020 – 16 APRIL 2020 (INCLUSIVE)

(continued)

7.	Assembly of Councillors – CEO and Councillors Briefing session meeting held on 24 March 2020	2664537
8.	Assembly of Councillors – Councillors Briefing session 24 March 2020	2664464
9.	Assembly of Councillors – Councillors and CEO Briefing session 7 April 2020	2672640
10.	Assembly of Councillors - Councillors Workshop 14 April 2020	2672401

F. MANAGEMENT REPORTS:**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

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

Recommendation

That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 89(2) of the *Local Government Act 1989*.

MOTION**MOVED Cr Hawker**

That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 89(2) of the *Local Government Act 1989*.

SECONDED Cr McDonald**CARRIED**Background/Key Information:

In accordance with Section 66B of the *Local Government Act 1989* Councillors are entitled to take Leave of Absence.

Section 66B of the *Local Government Act 1989* states:

66B Leave of Absence of a Councillor

- (1) If a Councillor is required to take leave of absence under this Act, the Councillor:
 - (a) may continue to be a Councillor but must not perform the duties of functions of a Councillor during the period of leave;
 - (b) remains entitled to receive a Councillor allowance unless this Act otherwise provides;
 - (c) is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
 - (d) must return all Council equipment and materials to the Council for the period of leave if the Council requires.

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

- (2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.

Section 69(1)(g) of the *Local Government Act 1989* states:

S69 Extraordinary vacancies

- (1) An extraordinary vacancy is created if the office of a Councillor becomes vacant because the Councillor:
- (a) is absent from 4 consecutive ordinary meetings of the Council without leave obtained from the Council.
- (2) The Council must not unreasonably refuse to grant leave.
- (3) A Councillor is not to be taken to be absent from an ordinary meeting of the Council –
- (a) unless a meeting of the Council at which a quorum is present is actually held; or
 - (b) while any proceeding for ouster from office of the Councillor is pending.

a. **Council Plan Linkage and Policy Context**

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. **Legislative, Legal and Risk Management Considerations**

Section 66 of the *Local Government Act 1989*

Section 69 *Local Government Act 1989*

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

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

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

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

d. **Financial and Resource Implications and Opportunities**

Nil.

F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

(continued)

Separate Circulation – Confidential

The separate circulation listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM</i>
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2672560

F2. QUARTERLY EXPENDITURE REPORT - COUNCILLORS

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

This Quarterly Expenditure Report is presented to the Ordinary 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 2020 to 31 March 2020.

Recommendation

That Council receives the quarterly expenditure report – Councillors for the period 1 January 2020 to 31 March 2020.

MOTION**MOVED Cr Wilson**

That Council receives the quarterly expenditure report – Councillors for the period 1 January 2020 to 31 March 2020.

SECONDED Cr Halliday**CARRIED****Background/Key Information:**

In accordance with Section 75 of the *Local Government Act 1989*, Council is required to reimburse a Councillor for expenses incurred whilst performing their duties as an elected Councillor.

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 an internal cost allocation for the mayoral vehicle and any remote allowance) – TR
- Car mileage expenses – CM
- CC - Childcare expenses – CC
- Information and communication technology – IC
- Conference and training expenses - CT

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

F2. QUARTERLY EXPENDITURE REPORT - COUNCILLORS

(continued)

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 2020 to 31 March 2020.

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
Halliday		\$ -	\$ -	\$189.08		\$ 189.08
Hawker		\$ -	\$ -	\$189.08		\$ 189.08
McDonald		\$ -	\$ -	\$189.08		\$ 189.08
Rank	\$790.13	\$ -	\$ -	\$189.08	\$1,020.00	\$1,999.21
Stephens	\$680.70	\$2,459.88	\$ -	\$206.36	\$ 935.10	\$4,282.04
White	\$126.27	\$ -	\$ -	\$189.08		\$ 315.35
Wilson		\$ -	\$ -	\$189.08		\$ 189.08
Grand Total	\$1597.10	\$2,459.88	\$0	\$1340.84	\$1955.10	\$7352.92

In accordance with Section 74 of the *Local Government Act 1989*, Councillors are entitled to receive an allowance whilst performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance and is provided full use of a vehicle.

Following is a table of Councillor allowances paid for the period 1 January 2020 to 31 March 2020:

Councillor	Amount
Halliday	7,184.43
Hawker	7,184.43
McDonald	7,184.43
Rank	22,230.00
Stephens	7,184.43
White	7,184.43
Wilson	7,184.43
Grand Total	65,336.58

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. Legislative, Legal and Risk Management Considerations

- *Local Government Act 1989* – Section 74 Mayoral and Councillor Allowances.

F2. QUARTERLY EXPENDITURE REPORT - COUNCILLORS

(continued)

- *Local Government Act 1989* – Section 75 Reimbursement of Expenses of Councillors.
- Regulation 14 (db) of the *Local Government (Planning and Reporting Regulations 2014)*.

c. Consultation and/or communication processes implemented or proposed

Councillor Expenditure is reported on a quarterly basis to the Ordinary Council Meeting with the year to date expenditure published on Council's website.

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

d. Financial and Resource Implications and Opportunities

Councillor Allowances and Councillor Expenditure are accounted for in the 2019/2020 Annual Budget.

F3. PROPOSED 2020/2021 COUNCIL BUDGET AND 2021/2022 – 2023/2024 STRATEGIC RESOURCE PLAN

Director: Joan Lewis, Acting Director Corporate Services

Executive Summary

The 2020/2021 Council Budget and 2021/22 – 2023/2024 Strategic Resource Plan is submitted to Council for approval as the Proposed 2020/2021 Council Budget prepared for the purposes of sections 126 and 127 of the *Local Government Act 1989* (“the Act”).

The Council is required by the *Act* to give public notice of the preparation of the Proposed Budget for a minimum period of 28 days.

Council will meet on Tuesday 23 June 2020 to consider a report by the Budget Submissions Committee on the submissions received and to adopt the Proposed 2020/2021 Council Budget either with or without modification and declare Rates and charges for the 2020/2021 financial year in accordance with Section 4.1.1 of the Budget.

Recommendation

1. That the Proposed Council Budget for 2020/21 prepared in accordance with Section 127 of the *Local Government Act 1989* and the Strategic Resource Plan for 2021/2022-2023/2024 prepared in accordance with Section 126 of the *Local Government Act 1989* be the Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024;
2. That Council give public notice of the preparation of the Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024 in accordance with Section 125 and 129 of the *Local Government Act 1989*;
3. That Council make available for public inspection, the information required to be made available in accordance with Regulations under Section 126 of the Act and the Local Government (Planning and Reporting) Regulations 2014;
4. That Council considers any submissions received on a proposal (or proposals) contained in the Proposed Council Budget and the Strategic Resource Plan in accordance with Section 223 of the *Local Government Act 1989*;
5. That Council appoint a special committee in accordance with section 86 of the *Local Government Act 1989* with the express purpose of hearing submissions on the Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024 in accordance with Section 223 of the *Local Government Act 1989* and that all Councillors be appointed as members of the committee; and
6. That Council considers the Motion to adopt the Proposed Budget and the Strategic Resource Plan (either with or without modification) and declare Rates and charges for the 2020/2021 financial year in accordance with Section 4.1.1 of the Budget at the Ordinary Meeting of Council to be held on Tuesday 23 June 2020 at 7.00pm in the Council Chambers, Portland.

F3. PROPOSED 2020/2021 COUNCIL BUDGET AND 2021/2022 – 2023/2024 STRATEGIC RESOURCE PLAN**MOTION**

MOVED Cr Stephens

- 1. That the Proposed Council Budget for 2020/21 prepared in accordance with Section 127 of the *Local Government Act 1989* and the Strategic Resource Plan for 2021/2022-2023/2024 prepared in accordance with Section 126 of the *Local Government Act 1989* be the Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024;**
- 2. That Council give public notice of the preparation of the Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024 in accordance with Section 125 and 129 of the *Local Government Act 1989*;**
- 3. That Council make available for public inspection, the information required to be made available in accordance with Regulations under Section 126 of the Act and the Local Government (Planning and Reporting) Regulations 2014;**
- 4. That Council considers any submissions received on a proposal (or proposals) contained in the Proposed Council Budget and the Strategic Resource Plan in accordance with Section 223 of the *Local Government Act 1989*;**
- 5. That Council appoint a special committee in accordance with section 86 of the *Local Government Act 1989* with the express purpose of hearing submissions on the Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024 in accordance with Section 223 of the *Local Government Act 1989* and that all Councillors be appointed as members of the committee; and**
- 6. That Council considers the Motion to adopt the Proposed Budget and the Strategic Resource Plan (either with or without modification) and declare Rates and charges for the 2020/2021 financial year in accordance with Section 4.1.1 of the Budget at the Ordinary Meeting of Council to be held on Tuesday 23 June 2020 at 7.00pm in the Council Chambers, Portland.**

SECONDED Cr Wilson

CARRIED

Background

The process for formulating the Proposed Council Budget for 2020/2021 and Strategic Resource Plan has included a series of officer workshops, briefings and Council discussions during the past 6 months.

The Proposed Budget and Strategic Resource Plan have been developed through a rigorous review process by Council and Council staff.

F3. PROPOSED 2020/2021 COUNCIL BUDGET AND 2021/2022 – 2023/2024 STRATEGIC RESOURCE PLAN

(continued)

Council has placed an emphasis on the continuation of service delivery; the ongoing provision of facilities for our community; support for our residents; and sustainable financial viability for the Shire. Cost pressures caused by a variety of external factors continue to have a significant impact on Council's financial position. More recently, the impact of COVID19 has seen the Council initiate a range of measures to financially support residents, the community and local business.

This is demonstrated by Council's decision that all fees and charges will remain as per the current pricing from our 2019-2020 schedule and free parking will become a permanent fixture for residents as they go about their shopping in the CBD.

The Proposed Budget for 2020/2021 and associated documents have been separately circulated.

Report

Key information provided in the Proposed Budget and the Strategic Resource Plan includes the rate increase, operating result, works program (including capital works), financial position and financial sustainability.

The Proposed Budget for 2020/2021 documentation also includes:

- Budgeted Statements for the year ended 30 June 2021, being the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Capital Works Statement;
- Rates & Charges for the year ended 30 June 2021.
- Proposed 2020/2021 Works Program including Capital and non-capital operating works;
- Strategic Resource Plan 2021/2022 – 2023/2024, including the Budgeted Statements up to the year ended 30 June 2024, which 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.

F3. PROPOSED 2020/2021 COUNCIL BUDGET AND 2021/2022 – 2023/2024 STRATEGIC RESOURCE PLAN**a. Council Plan Linkage and Policy Context**

The Proposed 2020/2021 Council Budget links to all five key strategic objectives in the Council Plan, these being:

- Growing Glenelg
- Connecting Glenelg
- Liveable Glenelg
- Creative Glenelg
- Leading Glenelg

Relevant federal and state government policy, budgets, legislative and regulatory requirements have been considered during the budget preparation process. The continual increase in regulatory requirements and standards will result in significant financial and resourcing imposts on Council.

b. Legislative, Legal and Risk Management Considerations

Section 127 of the *Act* requires Council to prepare an annual Budget containing:

- (a) financial statements in the form and containing the information required by the regulations;
- (b) a description of the services and initiatives to be funded in the budget;
- (c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
- (d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year;
- (e) for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131; and the prescribed measures relating to those indicators; and
- (f) any other information required by the regulations.

Section 126 of the *Act* requires the Council to adopt a Strategic Resource Plan (SRP). Proposed Glenelg Shire Council Budget 2020/2021 & Strategic Resource Plan 2021/2022 – 2023/2024.

F3. PROPOSED 2020/2021 COUNCIL BUDGET AND 2021/2022 – 2023/2024 STRATEGIC RESOURCE PLAN

Section 129 of the *Act* requires that Council, having prepared a Proposed Budget and SRP, must give public notice of its preparation; and gives a right to any person to make a submission under section 223 of the *Act*. Amendments have reduced the level of disclosure required in published advertisements.

Supporting this Act, the *Local Government (Planning and Reporting) Regulations 2014* detailed the new requirements of Councils in relation to both Financial and performance planning, goal-setting/budgets and reporting. The key requirements under the new regulations include:

- Financial statements be in accordance with the Local Government Model Financial Report; and
- Mandatory disclosures in relation to grants, human resourcing, rates and charges and loan borrowings.

Compliance has been ensured by adopting many of the Victorian Model budget templates and suggested reporting practices.

Financial sustainability is a key consideration for the budget process.

c. Consultation and/or communication processes implemented or proposed

Following Council approval of the Proposed Budget, Council will give the required public notice and make the Proposed Budget available for public inspection at Council's Customer Service Centres and on the Glenelg Shire web site as required by section 129 of the *Act*. Any person has a right to make a submission on any proposal contained in the Proposed Budget.

Written submissions on a proposal contained in the Proposed Budget must be received by 5.00pm on Friday 29 May 2020.

If required a hearing of submissions will be conducted at 6:00pm on Tuesday 9 June 2020 by Council's Budget Submissions Committee at the Portland Customer Service Centre.

Thereafter, Council's Budget Submissions Committee will meet to consider submissions received on a proposal or proposals contained in the Proposed Budget. The Committee's report will be considered at the Council Meeting to be held at 7.00pm on Tuesday 23 June 2020.

d. Financial and Resource Implications and Opportunities

All known current and future budget implications are outlined in the Proposed Budget for 2020/2021 and are based on assumptions in the document.

The compilation and delivery of the annual budget process is provided for within Council recurrent budgets. The release of new regulations has required significant reworking of Council budget templates and going forward will require significant resourcing to ensure effective reporting for both financial and performance measures which are subject to external audit.

F3. PROPOSED 2020/2021 COUNCIL BUDGET AND 2021/2022 – 2023/2024 STRATEGIC RESOURCE PLAN*Separate Circulation – Non-Confidential*

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	<i>Late attachment will be distributed prior to the Ordinary Council Meeting</i>	

F4. GLENELG SHIRE COUNCIL PLAN – THIRD QUARTER PERFORMANCE REPORT 2019/20

Director: Ann Kirkham, Acting Director Community Services

Executive Summary

The purpose of this report is to seek Council endorsement of the third quarter performance report for year three of the Council Plan, followed by its public release.

Recommendation

That Council endorse the Glenelg Shire Council Plan Third Quarter Performance Report 2019/20.

MOTION

MOVED Cr Hawker

That Council endorse the Glenelg Shire Council Plan Third Quarter Performance Report 2019/20.

SECONDED Cr McDonald

CARRIED

Background/Key Information:

During the development stage of the Council Plan 2017-21, it was identified as a priority for the ratepayers and general community of the Glenelg Shire, to be kept informed on Council's performance and strategic alignment under 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 Linkage and Policy Context**

This report links to each of the themes identified in the Council Plan 2017-2021.

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

Connecting Glenelg – Connecting people, places and spaces.

Liveable Glenelg – Embracing inclusive, health, sustainable and diverse cultures.

Creative Glenelg – Creative, inspired, forward thinking and action orientated.

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

F4. GLENELG SHIRE COUNCIL PLAN – THIRD QUARTER PERFORMANCE REPORT 2019/20

(continued)

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

The priority of the release of this report was identified as a result of community consultation.

d. Financial and Resource Implications and Opportunities

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

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Glenelg Shire Council Plan Third Quarter Performance Report 2019/20	2663814

ANY OTHER PROCEDURAL MATTER:

Nil.

URGENT BUSINESS:

1. Landfill Levy

MOTION

MOVED Cr Halliday

That Council determine that this item be designated as urgent business, within the Council Meeting, in accordance with clause 4.15 of the Glenelg Shire Council Meeting Procedure adopted 17 December 2013.

SECONDED Cr Wilson

CARRIED

MOTION

MOVED Cr Halliday

That Council:

1. **Write to the Premier of Victoria with a copy to the Minister for Energy, Environment and Climate Change and Local Member to thank the State Government for lifting the landfill levy on all Councils.**
2. **Seek clarification on the State Government's intention for the infrastructure Investment Fund.**

SECONDED Cr Wilson

CARRIED

RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:INDEX – SEPARATE CIRCULATIONS TO REPORTSSeparate Circulation to Councillors, CEO, Director and available to the Public

- A1. (1) Signed Notice of Motion – Amendment to the Ordinary Council Meeting to be held in Heywood
- D1. (1) Glenelg Municipal Emergency Management Planning Committee Advisory Committee (AoC) - Meeting Record for 20 February 2020
- D1. (2) Glenelg Municipal Fire Management Planning Committee Advisory Committee (AoC) - Meeting Record for 20 February 2020
- D1. (3) Municipal Emergency Management Planning Committee Terms of Reference
- D1. (4) Municipal Fire Management Planning Committee Terms of Reference
- E1. (1) Municipal Fire Management Planning Committee 20 February 2020
- E1. (2) Municipal Emergency Management Planning Committee 20 February 2020
- E1. (3) Assembly of Councillors - Strategic Planning Meeting 3 March 2020
- E1. (4) Assembly of Councillors - Deputation by Live4Life 10 March 2020
- E1. (5) Meeting Record of the Australia Day Advisory Committee held on 10 March 2020
- E1. (6) Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 18 March 2020 2661468
- E1. (7) Assembly of Councillors – CEO and Councillors Briefing session meeting held on 24 March 2020
- E1. (8) Assembly of Councillors – Councillors Briefing session 24 March 2020
- E1. (9) Assembly of Councillors – Councillors and CEO Briefing session 7 April 2020
- E1 (10) Assembly of Councillors - Councillors Workshop 14 April 2020
- F4. (1) Glenelg Shire Council Plan Third Quarter Performance Report 2019/20

Separate Circulation to Councillors, CEO and Directors

- D2. (1) Minutes of the Audit Committee Meeting held on Tuesday 5 March 2020.
- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register

Recommendation

The documents separately circulated to Councillors, CEO, Directors and to the Public, as listed above, be received.

MOTION**MOVED Cr Wilson**

The documents separately circulated to Councillors, CEO, Directors and to the Public, as listed above, be received.

SECONDED Cr Stephens**CARRIED****CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.29pm.

I HEREBY CERTIFY THAT PAGES 1-37 ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

CR ANITA RANK
MAYOR

26 MAY 2020

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