



## Glenelg Shire Council

### Notice of Meeting and Agenda

### Council Meeting Tuesday 26 March 2024

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Notice is hereby given that a Council Meeting will be held in the Main Hall, Merino Public Hall, 10 High Street, Merino commencing at **5:30 pm** on the above date for the purpose of transacting the business on the attached Agenda, together with such other business as the Chairperson may permit.

Greg Wood  
**Chief Executive Officer**

Date of Issue: Tuesday 26 March 2024

Invited: Mayor, Councillor Karen Stephens  
Councillor Michael Carr  
Councillor Scott Martin  
Councillor Alistair McDonald  
Councillor Robyn McDonald  
Councillor John Northcott  
Councillor Gilbert Wilson  
Chief Executive Officer, Mr Greg Wood  
Acting Director Corporate Services, Mr Matthew Berry  
Director Infrastructure Services, Mr Stuart Husband  
Chief Information Officer, Ms Ann Kirkham  
Acting Director Community Services, Ms Jane Ruge

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**1. PRESENT****2. ACKNOWLEDGEMENT OF COUNTRY**

On behalf of this Glenelg Shire Council, I respectfully acknowledge the traditional lands and waters of the Gunditjmara, Jardwadjali and Boandik people and their respective culture heritages. I acknowledge the elders past and present here at today's gathering and through them, to all Aboriginal people.

Aboriginal and Torres Strait Islander People provide an important contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait community living throughout the Glenelg Shire and the contribution they make to the Glenelg Shire's prosperity and wellbeing.

**3. RECORDING OF MEETINGS**

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published. Council meetings may be livestreamed and the Chief Executive Officer will enable a copy of the recording to the public.

**4. RECEIPT OF APOLOGIES****5. CONFIRMATION OF MINUTES****5.1. CONFIRMATION OF MINUTES****Recommendation**

**That the minutes of the Council Meeting held on Tuesday 27 February 2024, as circulated, be confirmed.**

## 5.2. RECORD OF COUNCILLOR BRIEFINGS

### Executive Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken from the period commencing the 27 February 2024.

### Recommendation

**That Council receives the record of the Councillor briefing held on the 27 February 2024 and the 12 March 2024.**

### 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 27 February 2024 [5.2.1 - 1 page]
2. Councillor Briefing Record 12 March 2024 [5.2.2 - 1 page]

**6. DECLARATIONS OF CONFLICT OF INTEREST**

A Councillor or Officer with a conflict of interest in an item on the Agenda must indicate that they have a conflict of interest by clearly stating:

- The item for which they have a conflict of interest
- Whether their conflict is ***general*** or ***material***; and
- The circumstances that give rise to the conflict of interest.

Declaration of material or general conflict of interest must also be advised by Councillors and Officers at the commencement of discussion of the specific item.

**7. COUNCILLOR ACTIVITY REPORTS****7.1. COUNCILLOR ACTIVITY REPORT 10 FEBRUARY - 12 MARCH 2024****Recommendation**

**That Council notes the Councillor Activity Reports for 10 February to 12 March 2024.**

**Cr STEPHENS, MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
13/02/2024	Councillor Briefing	Portland	Monthly strategic briefing session of Council.
14/02/2024	Heywood Resident Meeting	Heywood	To discuss future of the Old School Building
14/02/2024	Community Budget 2024/25 Information Session	Heywood	Forum for Heywood and district community members to attend and understand the forthcoming budget with Council.
15/02/2024	PIRSA / RDA Hydrogen Forum	Mt Gambier	Forum giving overview of Renewable Energy projects within the Green Triangle region.
15/02/2024	Green Triangle Forestry Industry Hub Board Meeting	Mt Gambier	Regular bi-monthly meeting
15/02/2024	Civic Reception for Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria	Warrnambool	Represent the Glenelg Shire for Victorian Governor visit to the region.
16/02/2024	MAV Emergency Management Committee meeting	Online	Regular bi-monthly meeting
17/02/2024	Classics by the Bay – car show on the foreshore	Portland	Attended annual event and presented Councillor's Choice trophy to the winner.
18/02/2024	District Swimming Sports at Casterton Swimming Pool	Casterton	Attended the annual sport event.
19/02/2024	CEO Recruitment and Remuneration Committee Meeting	Portland	Meeting to discuss the CEO Recruitment.

20/02/2024	Community Budget 2024/25 Information Session	Casterton	Forum for Casterton and district community members to attend and understand the forthcoming budget with Council.
21/02/2024	Community Budget 2024/25 Information Session	Portland	Forum for Portland and surround community members to attend and understand the forthcoming budget with Council.
23/02/2024	MAV 2024 Local Government Reform meeting	Online	Meeting to explain the potential amendments to the Local Government Act 2020
24/02/2024	Wood Wine and Roses Festival	Heywood	Judge the annual Street Parade and attend the event.
26/02/2024	Strategic Internal Audit Program interview	Online	As per the Audit & Risk Committee Annual Charter.
27/02/2024	Ordinary Council Meeting	Portland	Monthly Council meeting.
29/02/2024	Timber Towns Victoria meeting	Online	Chair - Bi-monthly meeting
01/03/2024	South West Victoria Alliance Board meeting	Warrnambool	Gathering of the six councils across the SW region to discuss strategic matters.
02/03/2024	CWA Henty Group Half-Yearly Conference	Heywood	Officially open the regional CWA conference and welcome guests to Glenelg.
04/03/2024	Forestry Transition Implementation Reference Group meeting	Online	Regular meeting with the department to discuss forestry matters.
05/03/2024	Rural Councils Victoria Forum	Melbourne	Opportunity all Rural Councils to come together as a group to discuss specific matters that effect our regions.
05/03/2024	Rural Councils Victoria (RCV) Event at Parliament House	Melbourne	Representing and advocating for the Glenelg Shire at RCV forum meeting Premier and Ministers.
06/03/2024	Greet Hon Chris Bowen MP, Federal Minister for Climate Change and Energy at Portland Aluminium Smelter	Portland	Announcement of Offshore Windfarm project and 1,790 jobs for Portland.

07/03/2024	Glenelg Shire Audit and Risk Committee meeting	Portland	Quarterly Audit & Risk Committee meeting.
08/03/2024	Sandford Bush Music Festival	Sandford	Officially open the festival and welcome visitors to Sandford and the Glenelg Shire.
09/03/2024	Portland Dahlia Festival	Portland	Attend festival and support committee / volunteers.
09/03/2024	Portland BMX Club AusCycling VIC BMX State Series Round 2 & Round 3	Portland	Officially open the race meet and welcome visitors to Glenelg.
09/03/2024	70th Annual Casterton Polocrosse Tournament	Casterton	Attended but postponed for balance of the day due to extreme heat conditions
12/03/2024	CEO Recruitment and Remuneration Committee meeting	Portland	Meeting with Recruitment Agent and Independent Advisor.
12/03/2024	Councillor Briefing Session	Portland	Monthly strategic briefing session of Council.

**Cr CARR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
13/02/2024	Councillor Briefing session	Portland	
14/02/2024	Draft Budget Community session in Heywood	Heywood	Listening to the Community
15/02/2024 - 16/02/2024	Rail Freight Alliance Victoria - AGM	Melbourne	Presentation from Infrastructure Victoria - CEO Jonathon Spear
17/02/2024	Classic by the Bay Portland	Portland	Fantastic community-led event that was well attended
19/02/2024	CEO remuneration and recruitment and employment committee Meeting #1	Portland	
20/02/2024	Community Budget Information Session Casterton	Casterton	Listening to the Community



21/02/2024	Community Budget Information Session Portland	Portland	Listening to the Community`
22/02/2024	Wood Wine and Roses – Committee and Helper BBQ	Heywood	Fantastic to see so many volunteers giving back to the community
24/02/2024	Wood wine and roses	Heywood	Iconic Community lead event
27/02/2024	Councillors Briefing session and Council Meeting	Portland (Online)	
07/03/2024	Glenelg Shire Audit and Risk Committee	Portland	
12/03/2024	CEO Employment and Remuneration Committee Meeting	Portland	

**Cr MARTIN**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
14/02/2024	Community Budget Meeting	Heywood	Listen to community members on issues important to them
20/02/2024	Community Budget Meeting	Casterton	Listen to community members on issues important to them
28/02/2024	Narrawong & Surrounds Planning Session	Narrawong	Listening to community members concerns now and into the future
29/02/2024	Advanced Council Finances	Online with Mark Davis who helped draft current LGA 2020 legislation	Continues on from previous financial courses. Mostly on what to look for and how to interpret Budget Document. Key takings to update yearly the 10yr financial plan. Look at doing a Service plan for the shire for cost reductions. Also a council plan review in January
12/03/2024	CEO Recruitment	Council Offices	Working with employment agency and independent advisor
12/03/2024	Councillor Briefing	Council Offices	Topics discussed budget, South West Sport, NGA, Windfarms and more.

**Cr A MCDONALD**

No report provided.

**Cr R MCDONALD**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
13/02/24	Councillor Briefing	Portland	
14/02/24	Community Budget Session	Heywood	
19/02/2024	CEO remuneration and recruitment and employment committee Meeting	Portland	
22/02/24	WW&R Volunteer Event	Heywood	Such a strong community spirit, appreciative of all ongoing support for this event. Lovely to see a new generation president being nurtured.
27/02/24	Councillor Briefing Council Meeting	Portland	
07/03/24	Narrawong, Allestree, Dutton Way planning strategy community session	Portland	A very positive session, reflecting community appreciation for the opportunity to be heard and to contribute.
12/03/24	CEO remuneration and recruitment and employment committee Meeting	Portland	
12/03/24	Council Briefing	Portland	

**Cr NORTHCOTT**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
27/02/2024	Council Meeting	Portland	
28/02/2024	Narrawong Dutton Way Allestree Strategic Framework Plan Community Consultation & Feedback Meeting	Narrawong	
07/03/2024	Glenelg Shire Audit and Risk Committee	Portland	
12/03/2024	CEO Employment and Remuneration Committee Meeting	Portland	
12/03/2024	Councillor Briefing	Portland	

**Cr WILSON**

No report provided.

**8. NOTICES OF MOTION****8.1. NOTICE OF MOTION 3 2023-2024 - ANZAC DAY IN THE GLENELG SHIRE**

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 26 March 2024:

- 1. That Council conducts a reception for the Portland Branch of the RSL, as per previous years, in appreciation of the service to this community and presentation of the annual floral tribute to the fallen and the Regiment Flag of the Guest Speaker.**
- 2. That Council holds a reception in the Portland Municipal Offices within the reception room commencing immediately following the ANZAC Day mid-morning service for the Portland Branch of the RSL present at the gathering.**
- 3. That Council works with Victoria Police to provide the necessary road closures for the ANZAC Day march and assist with any other matter to ensure the smooth running of the event.**
- 4. That in Casterton council will provide the use of the Casterton Town Hall to the Casterton RSL Sub-branch on ANZAC Day at no cost.**

Signed: Cr Gilbert Wilson

Date: 15 March 2024

**Attachment List**

1. Notice of Motion - Cr Wilson [8.1.1 - 2 pages]

**8.2. NOTICE OF MOTION 4 2023-2024 - GSC SUBMISSION TO ALGA FOR CONSIDERATION AT THE NATIONAL GENERAL ASSEMBLY**

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 26 March 2024:

**That Glenelg Shire Council submits the following motion to ALGA for consideration at the National General Assembly in July 2024:**

**This National General Assembly calls on the Australian Government to**

**Provide funding for a Carbon Reduction Future Infrastructure and Funding Planning Body (CRFIFPB) and that:**

- 1. Local Government Authorities that can reasonably demonstrate that projects in the National interests will have significant impact on their local government area, shall be eligible to apply for funding from this body.**
- 2. CRFIFPB shall provide funding for a position(s) to sit with in a successful applicant local government authority to assess and plan for future community needs resulting from potential projects.**
- 3. CRFIFPB shall liaise with operators and relevant departments of State and Federal government to provide oversight and coordination.**
- 4. CRFIFPB shall provide all funding necessary for the officer to perform their objectives.**
- 5. A monthly report is to be tabled at Council Meetings on the progress of the CRFIFPB officer's work for transparency and any community feedback.**

Cr Scott Martin

Received: 13 March 2024

Amended: 15 March 2024

**Attachment List**

1. Notice of Motion - Cr Martin [8.2.1 - 4 pages]

## **9. MANAGEMENT REPORTS**

### **9.1. STRATHDOWNIE DRAINAGE SCHEME - REQUEST TO RAISE A SPECIAL CHARGE FOR 2024/2025**

Director: Jayne Miller, Acting Director Corporate Services

#### **Executive Summary**

This report recommends Council commence a public submission process on the proposal to declare a Special Charge for the Strathdownie Drainage Area for the 2024/2025 financial year.

#### **Recommendation**

**That Council:**

- 1. Proposes a special charge be declared for the properties located in the constituted Strathdownie Drainage Scheme Area for the 2024/2025 financial year;**
- 2. That a special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Scheme Area which Council considers is of special benefit to those persons required to pay the Special Charge;**
- 3. That the total estimated revenue in 2024/2025 financial year from the Special Charge be \$16,000;**
- 4. That the Special Charge be due and payable by the 30 September 2024;**
- 5. Commence the community engagement process in accordance with Council's Community Engagement Policy commencing Wednesday 1 May to Wednesday 29 May 2024;**
- 6. Hear submissions required under section 223 of the *Local Government Act 1989* on the proposed special charge;**
- 7. Fix the meeting to hear any submissions on Tuesday 11 June 2024 at the Glenelg Shire Council Chambers, Portland, or if required at another day and time to be determined by the Chief Executive Officer; and**
- 8. Receive a report as described in part 7 of this resolution on its proceedings at the Council meeting on the 25 June 2024.**

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

The Strathdownie Drainage Scheme Committee is responsible for the operation, maintenance and development of the Strathdownie drainage area scheme.

The drainage area contains 170 assessments and covers an area of approximately 51,620 hectares.

Council provides a financial management service to the Strathdownie Drainage Scheme Committee and coordinates the collection of funds through rate notices via a Special charge when recommended by the Committee. The accumulated funds of the Scheme were \$166,558 as at the 26 February 2024.

Council has been advised that a meeting of the Strathdownie Drainage Scheme Committee was held on 26 February 2024 to consider a recommendation to Council to raise a special charge for the 2024/2025 financial year, and to discuss drainage maintenance requirements.

The Strathdownie Drainage Scheme Committee has recommended to Council that a special charge be set for the 2024/2025 financial year to cover maintenance, emergency works and operational costs, as requested. The proposed special charge will raise \$16,000.00 if approved by resolution.

The Committee has advised that the additional funds are required for ongoing clearance and maintenance works whilst maintaining a minimum financial balance as a contingency.

The special charge will be calculated by averaging the special charge over the combined Capital Improved Values (CIV) of properties in the Strathdownie Drainage Area. The CIV of an individual assessment is adjusted to reflect the percentage ownership of the area that falls within the Strathdownie Drainage Area.

Where the invoice amount is less than \$5, an invoice requesting payment will not be issued to debtors. For debtors whose current invoice amount is less than \$5, a manual invoice will be created showing \$0 balance payable and the statement advising that payment won't be required until the balance owing is greater than \$5.

In accordance with the requirements of S163 of the *Local Government Act 1989*, which remains the Act in force for Special Charges, Council must provide public notice and undertake a public submission process on the proposed Special Charge prior to any declaration.

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 Sections 163(1A) of the *Local Government Act 1989* (the Act), Council is required to give notice of its intention to declare a special charge. This enables the ratepayers within the designated drainage area to make a submission in relation to the proposed charge.

c. Consultation and/or communication processes implemented or proposed

The following public consultation process will be followed in accordance with Council's Community Engagement Policy to ensure due consideration and feedback is received from relevant stakeholders.

- Proposed special charge recommended to Council by the representative group;
- Community engagement through local news outlets and social media, including Your Say for a period of 28 days; and
- Proposed special charge (with any revisions) be presented to June Council meeting for adoption.

d. Financial Implications and Collaboration

The proposed special charge would raise \$16,000.00 for the 2024/25 financial year to cover maintenance, emergency works and operational costs, as requested.

e. Governance Principles

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

**Attachment List**

1. Strathdownie Drainage Advisory Committee Minutes February 2024 [9.1.1 - 2 pages]

## 9.2. GLENELG SHIRE COUNCIL FINANCIAL REPORT FEBRUARY 2024

Director: Jayne Miller, Acting 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 February 2024.**

### Background/Key Information:

The 2023/24 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 and
- Statement of Capital Works.

The Adopted Budget is the Budget endorsed by Council at the Council Meeting held on 27 June 2023. The Forecast Budget reflects those transactions that were not known at this point in time.

During February, managers conducted a review of budgets and the required funds to deliver programs and initiatives. This report is seeking approval of the changes which will increase the cash position at the end of the financial year by \$1.214M to \$8.972M.

This is largely due to higher than anticipated income in the following areas:

Reimbursement income received for insurance claim \$147k, sales income in visitor information centres \$45k, investment interest income \$50k, fire services levy income received for a prior year \$50k and unbudgeted aerodrome income \$25k.

Additional expenditure budget required for services offset this income in the following areas:

Cost of municipal monitors \$100k, purchase of materials for aerodrome services \$25k, final works undertaken for office refurbishment \$75k, higher than expected insurance and legal costs \$140k and recognition of Council's non-monetary contribution for green waste initiatives \$40k.

The forecast also includes an adjustment for Aged Services which ceased on 30 September 2023. The net impact was immaterial, however the adjustment impacted user fees, operating grants, other income, employee costs and materials and services.

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



The forecast adjustments were prepared with relevant budget managers and reviewed by the Executive Team.

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 - February 2024 Version 2 [9.2.1 - 7 pages]

**10. URGENT BUSINESS**

**11. QUESTION TIME**

**11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING**

Nil.

**11.2. QUESTIONS FROM THE GALLERY**

**12. CONFIDENTIAL REPORTS**

Nil.

**13. CLOSURE OF COUNCIL MEETING**