



Glenelg Shire Council

Notice of Meeting and Agenda

Council Meeting Tuesday 28 March 2023

Notice is hereby given that a Council Meeting will be held in the Community Room, Nelson Community Hall, Leake Street, Nelson commencing at **7:00 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.

PAUL PHELAN

Chief Executive Officer

Date of Issue: Thursday 23 March 2023

Invited: Mayor, Councillor Scott Martin
Deputy Mayor, Councillor Jayden Smith
Councillor Michael Carr
Councillor Chrissy Hawker
Councillor Anita Rank
Councillor Karen Stephens
Councillor Gilbert Wilson
Chief Executive Officer, Mr Paul Phelan
Director Community Services, Ms Melanie Bennett
Director Corporate Services, Mr David Hol
Chief Information Officer, Ms Ann Kirkham
Acting Director Assets, Mr Chris Saunders

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1. PRESENT**2. OPENING PRAYER**

Lord, we ask you for your blessing upon Council, direct and prosper its deliberations to the advantage of Thy Glory, and the true welfare of the people whom we serve.

3. ACKNOWLEDGEMENT TO COUNTRY

On behalf of this Glenelg Shire Council, I respectfully acknowledge the traditional lands and waters of the Gunditjmara, Bunganditj Jardwadjali 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.

4. 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 maybe livestreamed and the Chief Executive Officer will enable a copy of the recording to the public.

5. RECEIPT OF APOLOGIES

Nil.

6. QUESTION TIME**6.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING**

1. Mr David Punton of Portland asked the following question:

a. *Can you provide a complete list of job roles and the numbers within those job roles?*

Mr Paul Phelan Chief Executive Officer advised the question will be taken on notice and review what further details can be provided. In regard to the total number of staff previously supplied, the figure of 414 staff members fluctuates depending on staff movements.

A response has since been provided to Mr Punton outlining the level of detail requested would require an unreasonable diversion of Council resources.

2. Mr Nick Harvey of Strathdownie asked the following question:

- a. *Can you explain how the Glenelg Shire Council, having deliberately set a much higher rate in the dollar on primary production land in order to offer a Clayton's discount, managed, you say, to give away \$2.7 million a year whilst simultaneously running an average annual operating surplus for the decade of \$4.5 million a year after the rebate.*

The Mayor advised he would take the question on notice.

A response has since been provided to Mr Harvey outlining the budget discussions and challenges Council face each year whilst striving to meet the balance between the provision of Council services and minimising rating pressures.

6.2. QUESTIONS FROM THE GALLERY

7. DECLARATIONS OF CONFLICT OF INTEREST

Conflict of Interest

In accordance with Section 130 (1-8) of the Local Government Act 2020, there is an obligation for Councillors and Officers to declare a conflict of interest in a matter that could come before Council.

Disclosure of Conflict of Interest

A Councillor or Officer must make full disclosure of a conflict of interest by advising the class and nature of the interest immediately before the matter is considered at the meeting. While the matter is being considered or any vote taken, the Councillor with the conflict of interest must leave the room and notify the Chairperson that he or she is doing so.

8. CONFIRMATION OF MINUTES**Recommendation**

That the minutes of the Council Meeting held on Tuesday 28 February 2023, as circulated, be confirmed.

9. PRESENTATIONS

Nil.

10. DEPUTATIONS

Nil.

11. NOTICES OF MOTION

Nil.

12. PETITIONS

Nil.

13. COMMITTEE REPORTS**13.1. AUDIT AND RISK COMMITTEE MINUTES 2 MARCH 2023**

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to receive the Biannual Report and Minutes of the Audit and Risk Committee Meeting held on 2 March 2023.

Recommendation

That Council:

- 1. Receives the minutes of the Audit and Risk Committee Meeting held on 2 March 2023.**
- 2. Notes the Audit and Risk Biannual Report for the period 1 July 2022 to 31 December 2022 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.**

Background/Key Information:

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

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

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

The Audit and Risk Committee Meeting held on 2 March 2023 considered the following items:

Item No.	Management Reports (Title)
1.	Draft External Audit Strategy
2.	Internal Audit Update (AFS & Associates)
3.	Strategic Internal Audit Plan 2021-2024

4.	Internal Audit – Asset and Infrastructure Management
5.	Organisational Enterprise Resource Program (ERP) update
6.	Update on Budget Timetable 2023/24
7.	Business Continuity Plan (BCP)
8.	Review of Council's Fraud Prevention Framework
9	Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022
10.	Review Processes for Communicating Council's Staff Code of Conduct and for Monitoring Compliance
11.	Internal Audit Cyber Crime Action Plan March 2023
Item No.	Regular Reports (Title)
1.	Cyber Security Incident Report
2.	Glenelg Shire Council Financial Report December 2022
3.	Audit and Risk Register Review
4.	OHS Quarterly Report 1 October 2022 to 31 December 2022
5.	Workcover & Injury Management Quarterly Report 1 October 2022 to 31 December 2022
6.	Risk Management Quarterly Report 1 October 2022 to 31 December 2022
7.	Councillors Quarterly Expenditure Report
8.	CEO & EA Expenditure – Credit Card and Reimbursements
9.	Annual Work Plan Year Ending 30 June 2023 – Standing Item
Item No.	Confidential Reports (Title)
1.	Council Litigation Matters
Item No	Other Business (Title)
1.	Independent Audit and Risk Member Expression of Interest

a. Council Plan and Policy Linkage

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

Audit and Risk Committee Charter 2021 - 2023.

b. Legislative, Legal and Risk Management Considerations

Under section 53 of the "Act" Council is required to establish an Audit and Risk Committee and operate this committee under specific guidelines.

c. Consultation and/or communication processes implemented or proposed

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

d. Financial Implications and Collaboration

The 2022-2023 Council budget contains a provision to support the Audit and Risk Committee and to undertake an internal audit program during the financial year. Management and staff time to support the Committee and internal audit projects is an indirect cost.

e. Governance Principles

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

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

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

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

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

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

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

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

Attachment List

1. Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022 (2) [**13.1.1** - 10 pages]
2. Public Audit and Risk Committee Minutes 2 March 2023 [**13.1.2** - 60 pages]



AUDIT AND RISK COMMITTEE

BIANNUAL REPORT

For the Period 1 July 2022 to 31 December
2022

Presented to the Audit and Risk Committee on 2 March 2023.

To be adopted by Council at its meeting on 25 April 2023.

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PURPOSE OF THIS REPORT

The purpose of this report is to provide to Council a bi-annual report on the activities of Council's Audit and Risk Committee in accordance with the *Local Government Act 2020*.

BACKGROUND

Under Section 54 (5) of the *Local Government Act 2020* an Audit and Risk Committee must prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations. This biannual report must be provided to the Chief Executive Officer for tabling at the next Council Meeting.

Under Section 53 of the *Local Government Act 2020* it is a requirement that Council must establish an Audit and Risk Committee.

The Glenelg Shire Council Audit Committee (the Committee) was established in 1997 and the Audit and Risk Committee was reconstituted on 25 August 2020 following the introduction of the *Local Government Act 2020*.

AUDIT COMMITTEE CHARTER

Under Section 54 (1) of the *Local Government Act 2020* it is a requirement for Council to prepare and approve an Audit and Risk Committee Charter.

The Committee reports to Council and provides advice, assurance and recommendations relevant to its charter.

Under Section 54 (2) of the *Local Government Act 2020*, the Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including the following:

- Monitor the compliance of Council policies and procedures with:
 - The overarching governance principles; and
 - The *Local Government Act 2020* and the regulations and any Ministerial directions.
- Monitor Council financial and performance reporting;
- Monitor and provide advice on risk management and fraud prevention systems and controls; and
- Oversee internal and external audit functions.

The Charter is reviewed bi-yearly. The revised Audit and Risk Committee Charter for 2021-2023 was received by the Audit and Risk Committee on 3 June 2021 and therefore is due for review by June 2023.

MEMBERSHIP

Membership of the Committee currently comprises of four independent representatives, one of whom is chair, and three Councillors including the Mayor. The Committee meets at least four times a year.

Membership for the period 1 July 2022 to 31 December 2022 was as follows:

Name	Membership Type	Term Expiry Date
Independent Members		
Mr David Stafford	Independent Member – <i>Chairperson (elected 8 December 2022)</i>	26 August 2024
Mr Philip Saunders	Independent Member	29 February 2024
Ms Bonnie Holmes	Independent Member	31 August 2025
Ms Teresa Paris	Independent Member	31 August 2026
Councillor Representatives		
Cr Scott Martin	Mayor	November 2024
Cr Karen Stephens	Councillor	November 2024
Cr Michael Carr	Councillor	November 2024

The Chairperson of the Committee is appointed on an annual basis from the independent membership by all members of the Committee.

The Chief Executive Officer, Director Corporate Services, Chief Finance Officer and Corporate Governance Coordinator attend all meetings by invitation to assist the Committee, however they do not have voting rights. A standing invitation is also extended to the Council's appointed VAGO representative (external auditor) RSD Audit and Council's Internal Auditors (AFS & Associates).

MEETINGS AND ATTENDANCE

Two meetings were held between 1 July 2022 and 31 December 2022 and member attendance was as follows:

Member Name	Meeting 1 15 September 2022	Meeting 2 8 December 2022
Mr Philip Saunders	✓	✓
Ms Bonnie Holmes	✓	✓
Ms Teresa Paris	✓	✗
Mr David Stafford	✗	✓
Cr Anita Rank	✓	Ceased to be Mayor 26/10/22
Cr Scott Martin (Mayor)	N/A	✓
Cr Karen Stephens	✓	✓
Cr Michael Carr	✓	✓

✓ = Attended

✗ = Apology received

The Committee's meeting schedule for the remainder of the 2022/2023 year is as follows:

- 2 March 2023; and
- 1 June 2023.

EXTERNAL AUDIT

Council's external auditor is the Victorian Auditor General. The Auditor-General has appointed RSD Audit as its representative to conduct the Glenelg Shire Audit for the 2022/23 financial year.

The External Auditor's primary duty is to express an opinion on the financial statements, and to report to Council on any weakness in internal control identified during the audit.

On 15 September 2022, the External Auditor attended the Audit and Risk Committee via teleconference to present the Audited Financial Statements as at 30 June 2022. The External Auditor also presented the VAGO Closing Report 2021/2022 Financial Report and Performance Statement.

On 15 September 2022, the External Auditor presented the Final Management Letter for the period ending 30 June 2022. The Final Management Letter includes a 'Summary of Audit Findings'.

INTERNAL AUDIT

Council manages the internal audit function with audits being outsourced to a single service provider established via a public tender process to obtain specialist audit and financial advice and satisfy the requirements under the Council's Procurement Policy. AFS & Associates were awarded the contract on 1 August 2022, expiring 1 August 2024 with an option for one (1) two (2) year extension.

In accordance with the Audit and Risk Committee Charter, Council sets a Strategic Internal Audit Plan to direct the activities of the internal audit function. Internal audit provides a review of the effectiveness of governance, risk management and control processes.

A three-year Strategic Internal Audit Plan 2021-2024 was adopted by Council on 27 July 2021. The following Internal Audits were presented during the period 1 July 2022 and 30 December 2022:

- **Internal Audit – Payroll**
(Internal Audit undertaken by Crowe, presented to the Audit and Risk Committee on 15 September 2022)

For this review the objectives of the scope of works assessed the controls and processes associated within:

- Internal controls designed to prevent fraud and corruption, including management's processes for ensuring the validity/existence of employees, staff appointment, termination and transfers;
 - The process for recording and paying autopay, timesheets, overtime worked and changes in pay rates;
 - Payroll system controls, including reconciliations, bank accounts, leave balances, clearing accounts and master file changes;
 - The process for the transfer of payroll information between the payroll system and the general ledger;
 - IT system controls;
 - The control of PAYG and superannuation payments;
 - The processes for calculating and paying termination payments;
 - The process for recording and paying employees for leave;
 - Policies and procedures for payroll have been appropriately documented, maintained to reflect changing circumstances/requirements and are available to staff; and
 - Payroll masterfile is regularly updated and reviewed to ensure currency and accuracy. Access to the payroll Masterfile and duties in key payroll processes are appropriately segregated.
- **Internal Audit – Social Media and Communications Strategy and Framework**
(Internal Audit undertaken by AFS & Associates, presented to the Audit and Risk Committee on 8 December 2022)

For this review the objectives of the scope of works assessed the controls and processes associated within:

- Confirmed the processes and framework in place to govern effective social media and communications across Glenelg Shire Council to support clarity and consistency to external and internal stakeholders.
 - Assessed the processes and controls in place to mitigate communications risks associated with reputation, compliance with privacy, legal and governance obligations, inconsistent and/or miscommunication, staff and Councillor use of personal social media or communications.
 - Reviewed internal processes and systems in place to manage social media and communications, including budget considerations.
- **Internal Audit – Procurement (below tender) and Accounts Payable**
(Internal Audit undertaken by AFS & Associates, presented to the Audit and Risk Committee on 8 December 2022)

For this review the objectives of the scope of works assessed the controls and processes associated within:

- Confirmed whether an adequate framework exists to support efficiency and promote value for money in procurement below tender threshold including:
 - spend thresholds and associated procedures
 - application of internal controls
 - reference to the Delegations of Authority
 - reference to the Code of Conduct
 - governance and oversight arrangements
 - identification of high risk procurements below tender thresholds
 - controls to support establishing vendor supplier panels.
- Evaluated the process, delegations and approval over non-tender procurements.
- Evaluated the IT and procurement systems in place to support procurement, including:
 - electronic delegations and approval
 - seeking and obtaining appropriate quotes
 - issuing purchase orders
 - retaining records to support transparency and probity.
- Confirmed the adequate and appropriate (expected) internal controls exist over accounts payable.
- Assessed the effective use of monitoring and oversight of procurement (below tender) and accounts payable, including identification of trends or risk indicators requiring further investigation.

The internal audit reports contain recommendations regarding process and/or control improvements, along with management comments, which are included in the Audit and Risk Register and reviewed quarterly by the Audit and Risk Committee to monitor the outstanding actions.

KEY ACTIVITIES – AUDIT AND RISK ANNUAL WORK PLAN

Under Section 54 (3) of the *Local Government Act 2020* an Audit and Risk Committee must adopt an annual work program.

The Audit and Risk Committee Annual Work Plan sets the framework for the reports to be considered by the Committee throughout the year.

In addition, the Executive Team include additional items of interest during the year to keep the Committee briefed of emerging issues or changes.

The key activities of the Committee for the period 1 July 2022 to 31 December 2022 were as follows:

Financial Reports

The Committee considered the following finance reports between 1 July 2022 and 31 December 2022:

- Audited Financial Statements as at 30 June 2022;
- Final Management Letter 2021/2022;
- Monthly Financial Management Report including profit and loss, balance sheet, cash flow and capital works;
- Councillor Expenditure Report;
- CEO and EA Expenditure Report – Credit Card reimbursements;
- Outstanding Debtors at 30 June 2022;
- Roads to Recovery Program 2021/2022;
- Open Office Finance Upgrade Report;
- Compliance with Council's Investment Policy; and
- Annual Update on Defined Benefits Superannuation vested benefit position.

Risk Management

At each of its meetings the Committee considered a report that provides an overview of developments in relation to Council's organisational risk management function.

The Committee considered the following risk management reports between 1 July 2022 and 31 December 2022:

- Occupational Health and Safety (OHS) and Risk Management Quarterly Report for the periods April 2022 to 30 June 2022 and 1 July 2022 to 30 September 2022;
- OHS Management Plan Year 3 Action Plan March 2022 – March 2023;
- Risk Management Report 1 July to 30 September 2022
- Council's Insurance Programme; and
- Council Litigation Matters.
- Organisational Strategic Risk Register Review

Other Matters

The Committee also considered the following matters during the period 1 July 2022 and 31 December 2022 in accordance with its Charter and Annual Work Plan:

- Election of the Audit and Risk Committee Chairperson;
- Biannual Report for the period 1 January 2022 to 30 June 2022;
- OVIC Requirements – Protective Data Security Plan and Information Assets Register;
- Local Government Performance Reporting Framework 2021/2022;
- Glenelg Shire Council Plan 2017-2021 Quarter Three and Quarter Four Performance Reports;
- Glenelg Shire Council Annual Report 2021-2022;
- Audit and Risk Committee Self-Assessment Survey 2021-2022;
- Audit and Risk Committee Biannual Report for the period 1 January 2022 to 30 June 2022;
- Local Government Act 2020 Update;
- Review key policies – Receive a Review Report on Gifts, Benefits and Hospitality (Councillors) and (Employees);
- Regulatory and Integrity Agency Reports:
 - VAGO Report Fraud Control Over Local Government Grants May 2022
- Audit and Risk Register Review;
- Cyber Security Incident Report;
- Internal Audit Cyber Crime Year 1 Action Plan – December 2022;
- VicRoads Information Protection Agreement Audit 2021/2022;
- Attestation Compliance Report (Standing Item); and
- Audit and Risk Committee Annual Work Plan Ending 30 June 2023 (Standing Item)

COMMITTEE PERFORMANCE

As required by its Charter, the Committee is required to undertake a self-assessment of its performance measured against the Committee's obligations as detailed in the Charter. The results of the self-assessment were presented to the September 2022 Audit and Risk Committee Meeting.

The results of the self-assessment from seven respondents showed that members have rated the Audit and Risk Committee as having a special strength, performing as expected, with nil areas for focus.

MINUTES OF THE AUDIT AND RISK COMMITTEE

In accordance with Section 54(6) of the *Local Government Act 2020* the Chief Executive Officer must ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee and table reports and annual assessments of the Audit and Risk Committee at Council meetings when required and when requested by the chairperson of the Audit and Risk Committee.

Accordingly, all minutes of the Audit and Risk Committee are presented to the next available Council Meeting.

CONCLUSION

It is of the view that the Audit and Risk Committee has discharged its responsibilities under the Audit and Risk Committee Charter and that with the information presented to it, considers the Council has strong executive management, leadership and governance processes in place to proactively respond to organisational risks that may present.

The three-year Strategic Internal Audit Plan 2021-2024 and Internal Audit Annual Work Plan 2022-2023 have been developed taking into consideration both the organisation's operational and strategic risks as well as current emerging issues faced by the Glenelg Shire Council.

The Committee will continue to review Council's governance, accountability, risk and internal controls to reduce the risk to the organisation and recommend improvements where identified.

David Stafford, Chair

On behalf of the Audit & Risk Committee
18 January 2023



Glenelg Shire Council
Minutes of the Audit and Risk Committee held on
Thursday 2 March 2023 at 1:00 pm at
Glenelg Shire Council Library
Bentinck Street Portland

AUDIT AND RISK COMMITTEE MINUTES

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AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

1. INVITED

Mr David Stafford (Independent Member/Chair), Mr Philip Saunders (Independent Member), Ms Bonnie Holmes (Independent Member), Ms Teresa Paris (Independent Member), Cr Scott Martin (Mayor), Cr Karen Stephens, Cr Michael Carr, Mr Paul Phelan (Chief Executive Officer), Mr David Hol (Director Corporate Services), Ms Lauren Easson (Chief Finance Officer), Ms Kylie Walford (Corporate Governance Coordinator) and Ms Virginia Bobbitt (Executive Assistant to the CEO).

Mr Brad Ead from AFS Auditors attended via Teams.

Ms Blessing Muncan attended via Teams.

Ms Ann Kirkham (Chief Information Officer – Glenelg Futures) attended via Teams.

Mr Ricky Luke (Team Leader Design and Assets) attended in person.

2. ACKNOWLEDGEMENT TO COUNTRY

The Chair read the Acknowledgement to Country.

3. RECEIPT OF APOLOGIES

Nil.

4. CONFIRMATION OF MINUTES**Recommendation**

That the minutes of the Audit and Risk Committee held on Thursday 8 December 2022, as circulated, be confirmed.

MOTION

MOVED Member Bonnie Holmes

That the minutes of the Audit and Risk Committee held on Thursday 8 December 2022, as circulated, be confirmed.

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

5. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

6. BUSINESS ARISING FROM THE PREVIOUS MEETING**6.1. BUSINESS ARISING FROM THE PREVIOUS MEETING**

1. Question on Notice taken at the Audit and Risk Committee Meeting 8 December 2022 -

Acting CEO Paul Phelan asked for clarification on the minimum scope of the audit and the rationale of the 2k threshold. (Item 7.4 Internal audit - Procurement (below tender) and accounts payable)

The following response was received from Internal Auditors AFS & Associates;

AFS & Associates confirmed that this was a typo in the report and the final report has been updated to reflect the \$5k threshold.

2. Action from Audit and Risk Committee Meeting 8 December 2022 -

Provide a timeline of scheduling for PEN test to March Audit and Risk Committee meeting.

The following response was received from Chief Information Officer, Ann Kirkham:

It is proposed that the PEN test will be scheduled to be submitted to the Audit and Risk Committee in March 2024.

3. Action from Audit and Risk Committee Meeting 8 December 2022 -

That term deposit options with other institutions be explored. (Item 7.6.
COMPLIANCE WITH COUNCIL'S INVESTMENT POLICY 2021/2022)

The following response was received from Chief Finance Officer, Lauren Easson:

In accordance with Council's Investment Policy, the following officers, known as Investment Officers, have the authority to invest surplus funds on Glenelg Shire's behalf - Director Corporate Services, Chief Finance Officer, and Finance Coordinator. Given that investments are transacted electronically, Glenelg Shire relies on the strong 'separation of duty' controls associated with electronic banking processes. This ensures that appropriate segregation of duties exist with the authorisation, execution and reporting of investment transactions.

Investment Officers should aim to maximise investment returns that do not jeopardise the security of funds invested. Interest rate quotes must be obtained from a minimum of three approved financial institutions for every investment. At least one quote must be obtained from a financial institution with a presence in the Glenelg Shire. Each financial institution is given only one opportunity to quote per investment round and it is assumed that each institution's first rate offer is their best offer.

Council will be in a position by March to more accurately determine surplus funds as projections to 30 June 2023 on capital expenditure are finalised. At this point, Council will consider engaging a fixed income intermediary, for example Curve Securities, to streamline Council's short or long term investment needs.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

Curve Securities is widely used in the Local Government sector and provides a platform for Council to give investment instructions, list authorised officers and execute bank account openings.

4. Action from Audit and Risk Committee Meeting 8 December 2022 -

How do Councillors log emails that appear suspicious?

The following response was received from Chief Information Officer, Ann Kirkham:

If Councillors receive a suspicious email they have been instructed to log any suspicious email by:

1. *Do not click, open or forward;*
2. *Contact Councillor Support staff;*
3. *Councillor Support will assist you in assessing and reporting the email.*

A reminder on this process was sent out in a Councillor Update on 20 January 2023.

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It is proposed that the PEN test will be scheduled to be submitted to the Audit and Risk Committee in March 2024.

3. Action from Audit and Risk Committee Meeting 8 December 2022 -

That term deposit options with other institutions be explored. (Item 7.6. COMPLIANCE WITH COUNCIL'S INVESTMENT POLICY 2021/2022)

The following response was received from Chief Finance Officer, Lauren Easson:

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In accordance with Council's Investment Policy, the following officers, known as Investment Officers, have the authority to invest surplus funds on Glenelg Shire's behalf - Director Corporate Services, Chief Finance Officer, and Finance Coordinator. Given that investments are transacted electronically, Glenelg Shire relies on the strong 'separation of duty' controls associated with electronic banking processes. This ensures that appropriate segregation of duties exist with the authorisation, execution and reporting of investment transactions.

Investment Officers should aim to maximise investment returns that do not jeopardise the security of funds invested. Interest rate quotes must be obtained from a minimum of three approved financial institutions for every investment. At least one quote must be obtained from a financial institution with a presence in the Glenelg Shire. Each financial institution is given only one opportunity to quote per investment round and it is assumed that each institution's first rate offer is their best offer.

Council will be in a position by March to more accurately determine surplus funds as projections to 30 June 2023 on capital expenditure are finalised. At this point, Council will consider engaging a fixed income intermediary, for example Curve Securities, to streamline Council's short or long term investment needs. Curve Securities is widely used in the Local Government sector and provides a platform for Council to give investment instructions, list authorised officers and execute bank account openings.

4. Action from Audit and Risk Committee Meeting 8 December 2022 -

How do Councillors log emails that appear suspicious?

The following response was received from Chief Information Officer, Ann Kirkham:

If Councillors receive a suspicious email they have been instructed to log any suspicious email by:

1. *Do not click, open or forward;*
2. *Contact Councillor Support staff;*
3. *Councillor Support will assist you in assessing and reporting the email.*

A reminder on this process was sent out in a Councillor Update on 20 January 2023.

7. MANAGEMENT REPORTS**7.1. DRAFT EXTERNAL AUDIT STRATEGY**

Author: Lauren Easson, Chief Finance Officer
Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to inform the Audit and Risk Committee that the external audit strategy for the financial year ending 30 June 2023 has been received from the audit service provider appointed by the Victorian Auditor-General.

Recommendation

That the Audit and Risk Committee receives the Audit Strategy for 2022/23.

MOTION

MOVED Member Bonnie Holmes

That the Audit and Risk Committee receives the updated Audit Strategy for 2022/23.

SECONDED Member Teresa Paris

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

ACTION - Chief Finance Officer, Lauren Easson to circulate updated version of Audit Strategy for 2022/23

Background/Key Information:

Bendigo based Chartered Accountants, Richmond Sinnott & Delahunty (RSD) has been appointed by the Victorian Auditor-General to conduct the Glenelg Shire audit for the 2022/2023 financial year.

RSD has submitted an Audit Strategy for the financial year ending on 30 June 2023. The Primary purpose of the Audit Strategy is to communicate the Auditor-General's planned approach to the audit of the Glenelg Shire's annual financial statements and performance reports.

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.

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b. Legislative, Legal and Risk Management Considerations

The Audit Strategy is provided by Council's external auditors and is prepared in line with the requirements set out in the *Local Government Act 2020* Division 3, Section 98 where Council is required to prepare an annual report including audited performance statement and financial statements.

c. Consultation and/or communication processes implemented or proposed

Audit Strategy to be presented to the Audit and Risk Committee Meeting.

d. Financial Implications and Collaboration

The resourcing of year-end audit is provided for in the adopted budget.

e. Governance Principles

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

Attachment List

1. P.2 Audit Strategy Memorandum 30 June 2023 draft GSC [7.1.1 - 25 pages]

AUDIT AND RISK COMMITTEE MINUTES

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7.2. INTERNAL AUDIT UPDATE (AFS & ASSOCIATES)

- Strategic Internal Audit Program Status Update
- Industry Update

Attachment List

1. AFS SIAP Status Update - 02.03.23 [**7.2.1** - 3 pages]
2. AFS Industry Update 02.03.23 [**7.2.2** - 4 pages]

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7.3. STRATEGIC INTERNAL AUDIT PLAN 2021 - 2024

Author: Kylie Walford, Corporate Governance Coordinator
Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to consider a revised Audit and Risk Committee Strategic Internal Audit Plan (the SIAP) for the period 2021 – 2024.

Recommendation

That the Audit and Risk Committee agree to the proposed changes to the Strategic Internal Plan 2021 – 2024, being:

1. SIAP Year Ending June 2023:
 - Defer 'Cyber Security – Penetration Testing and Vulnerability Assessment (PEN Test)' from March 2023 to March 2024.
 - Defer Data Analytics from June 2023 to June 2024; and
 - Bring forward Rates Management (including data analytics) from June 2024 to June 2023.
2. SIAP Year Ending June 2024:
 - Reduce from six to four internal audits.
 - Remove 'Cyber Security – Maturity Assessment against the 'Essential 8' and 'IT Disaster Recovery (incl digital 'roll out')' and replace with 'Cyber Security – Penetration Testing and Vulnerability Assessment (PEN Test)' (deferred from March 2023);
 - Remove 'Privacy and Data Protection (incl Data Security and CCTV governance)'.

MOTION

MOVED Member Teresa Paris

That the Audit and Risk Committee agree to the proposed changes to the Strategic Internal Plan 2021 – 2024, being:

1. **SIAP Year Ending June 2023:**
 - **Defer 'Cyber Security – Penetration Testing and Vulnerability Assessment (PEN Test)' from March 2023 to March 2024.**
 - **Defer Data Analytics from June 2023 to June 2024; and**

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- **Bring forward Rates Management (including data analytics) from June 2024 to June 2023.**

2. **SIAP Year Ending June 2024:**

- **Reduce from six to four internal audits.**
- **Remove 'Cyber Security – Maturity Assessment against the 'Essential 8' and 'IT Disaster Recovery (incl digital 'roll out')' and replace with 'Cyber Security – Penetration Testing and Vulnerability Assessment (PEN Test)' (deferred from March 2023);**
- **Remove 'Privacy and Data Protection (incl Data Security and CCTV governance)'.**

SECONDED Member Bonnie Holmes**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

In accordance with the Audit and Risk Committee Charter, Council sets an internal audit plan to direct the activities of the internal audit function. Internal audit provides a review of the effectiveness of governance, risk management and control processes. Whilst a three-year plan exists, the Audit and Risk Committee will retain its ability to recommend amendments as required where circumstances change or new risks present.

Year 3 (2023/2024) has been reviewed and from a resourcing and budgetary perspective it is proposed to reduce the number of internal audits from six to four (one per quarter).

The following outlines the proposed changes to the SIAP (see explanation under each proposed change (in bold):

SIAP YEAR ENDING JUNE 2023 (CURRENT)

No	Internal Audit Project FY ending June 2023	Hours	Jun 22	July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23
1	Social Media/Communications and Digital Communications Strategy	FINALISED		X	X	p									
2	Procurement (below tender) and Accounts Payable (ex. Credit Cards/Fuel Cards)	FINALISED					X	X	p						
3	Cyber Security – Penetration Testing and Vulnerability Assessment									X	X	p			
Defer to March 2024 (see below)															

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No	Internal Audit Project FY ending June 2023	Hours	Jun 22	July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23
4	Asset /Infrastructure Management	IN PROGRESS								X	X	p			
5	Data Analytics	TBA											X	X	p
Defer to June 2024 (to enable sufficient data and better value out of Internal Audit) Replace with Rates Management (including data analytics)															

SIAP YEAR ENDING JUNE 2024 (CURRENT)

No	Internal Audit Project FY ending June 2024	Hours	Jun 23	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24
	Annual review of the Strategic Internal Audit Plan		p												
1	Cyber Security – Maturity Assessment against the 'Essential 8'	TBA		X	X	p									
Remove and replace with PEN Test: A PEN test is more beneficial for the organisation than the Maturity Assessment against the 'Essential 8'. However the PEN test will need to occur after Council has performed the live fire testing on the BCP and IT DRP. Therefore it is proposed that the PEN test be listed for March 2024, with fieldwork to commence at the end of 2023.															
2	IT Disaster Recovery (incl digital 'roll out')	TBA		X	X	p									
Remove: In 2021 Council commissioned new DRP equipment and commissioned a new DRP site at the Heywood Office. The IT DRP was then completely reviewed by external consultants (VOTAR) and this work was completed December 2021. All new IT DRP documentation was delivered, and the IT team also undertook a 'desktop' exercise with the consultants to test the DRP documentation. We have audit action items to test the IT DRP alongside the BCP with live fire scenarios. Upon investigation it was discovered that Council's BCP had not been reviewed and was out of date. Live fire testing could not be completed due to this. OHS Team was undertaking project to have the BCP updated, and this work was completed in late October 2022. After the completion of the BCP review, OHS are currently undertaking quotations for live fire testing of the BCP and IT DRP. This is currently out for quotes. Once completed and a successful vendor is assigned, Council will perform live fire testing on the BCP and IT DRP.															
3	Privacy and Data Protection (incl Data Security and CCTV governance)	TBA					X	X	p						
Remove: Given Council now carries out a self-audit and declaration through OVIC via the Protected Data Security Plan validation, this internal audit is not seen as a priority.															
4	Climate Change Adaptation	TBA								X	X	p			
Conduct Internal Audit December 2023															
5	Rates Management (incl. Data Analytics)	TBA											X	X	p
Bring Forward to June 2023.															
6	HR Workforce management (incl remote workforce management)	TBA											X	X	p
Conduct Internal Audit September 2023															

PROPOSED SIAP YEAR ENDING JUNE 2024

AUDIT AND RISK COMMITTEE MINUTES

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No	Internal Audit Project FY ending June 2024	Hours	Jun 23	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24
	Annual review of the Strategic Internal Audit Plan		p												
1	HR Workforce management (incl remote workforce management)	TBA		X	X	p									
2	Climate Change Adaptation	TBA					X	X	p						
3	Cyber Security – Penetration Testing and Vulnerability Assessment	TBA								X	X	p			
4	Data Analytics	TBA											X	X	p
	Client Engagement	TBA													

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

Section 54 of the *Local Government Act 2020* states Council must prepare and approve an Audit and Risk Charter.

The Audit and Risk Committee Charter requires the Internal Auditor to establish an Internal Audit Plan in conjunction with the Audit and Risk Committee and the Executive Team, and to implement the Plan with regular reports to both the Audit and Risk Committee and Chief Executive Officer.

c. Consultation and/or communication processes implemented or proposed

- Council's Internal Audit – AFS & Associates
- Director Corporate Services
- Chief Executive Officer
- Key Personnel

d. Financial Implications and Collaboration

Internal Audits are incorporated in Council's Budget 2022/2023.

e. Governance Principles

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

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

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

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

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

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

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

Innovation and continuous improvement is to be pursued.

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

Attachment List

Nil

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7.4. INTERNAL AUDIT - ASSET AND INFRASTRUCTURE MANAGEMENT

Author: Kylie Walford, Corporate Governance Coordinator
 Director: David Hol, Director Corporate Services

Mr Ricky Luke, Team Leader Design and Assets, joined the meeting 1.33pm

Executive Summary

This report is to present to the Audit and Risk Committee the Internal Audit Report and recommendations in relation to the review of Council's Asset and Infrastructure Management.

Recommendation

That the Audit and Risk Committee receives the Internal Audit Report – Asset and Infrastructure Management.

MOTION**MOVED Cr Stephens**

That the Audit and Risk Committee receives the Internal Audit Report – Asset and Infrastructure Management.

SECONDED Cr Carr**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

ACTION That recommendation 5.1 in the Internal Audit Report - Asset and Infrastructure Management be amended to 'Agree'.

Background/Key Information:

The Internal Audit for the review of Asset and Infrastructure Management has been undertaken in accordance with year two of the Strategic Internal Audit Plan 2021 – 2024.

Council's Internal Auditors AFS & Associates were engaged to complete the Audit.

The objective of the audit was to confirm Asset Management processes address key infrastructure risks.

The scope of the review was as follows:

- Identification and establishment of Asset Management Principles, including:
 - integration with corporate and business plans;
 - asset management policies and objectives; and

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- linkages to asset strategies.
- Risk Management Assessment, including:
 - risk assessment process; and
 - asset control and monitoring.
- Review the adequacy of Asset Management Planning undertaken, including:
 - development of Asset Management Plans (sub-plans);
 - service delivery needs;
 - management monitoring and reporting
 - financial processes including
 - year-end processes
 - project closing and WIP transfers
 - feeding data into long term financial planning.
- Review the adequacy of Asset Management Information Systems.

In the final report, under detailed findings, there are five categories, containing a total of six recommendations. Of the six recommendations, five were assessed as moderate risks and one as a low risk.

Of the six recommendations, five were 'agreed' to by management and one 'disagreed'. Relevant management comments were made and responsibilities and target completion dates assigned.

The full report is attached to this Agenda.

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

In accordance with Section 53 of the *Local Government Act 2020* a Council must establish an Audit and Risk Committee.

In accordance with Section 54 of the *Local Government Act 2020* the Audit and Risk Committee must approve an Audit and Risk Committee Charter. The Audit and Risk Committee Charter specifies the functions and responsibilities of the Audit and Risk Committee including overseeing internal and external audit functions.

Planned Internal Audits assist with adopting effective internal controls to mitigate risks.

c. Consultation and/or communication processes implemented or proposed

Communication was undertaken with key personnel assigned to this Internal Audit and management comments have been incorporated into the audit document.

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This report has been reviewed by Council's Executive Team prior to being presented to the Audit and Risk Committee.

d. Financial Implications and Collaboration

The Internal Audit Program is incorporated into the 2022/2023 Council Budget.

It is anticipated that the recommendations accepted will be implemented within current operational budgets.

e. Governance Principles

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

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

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

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

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

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

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

Innovation and continuous improvement are to be pursued.

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

Attachment List

1. Internal Audit Asset and Infrastructure Management [7.4.1 - 18 pages]

Mr Ricky Luke, Team Leader Design and Assets, left the meeting at 1.51pm

AUDIT AND RISK COMMITTEE MINUTES

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7.5. ORGANISATIONAL ENTERPRISE RESOURCE PROGRAM (ERP) UPDATE

Author: David Hol, Director Corporate Services

Director: David Hol, Director Corporate Services

Executive Summary

This report provides the Audit and Risk Committee with an update on the progress on the Council project to review its current Enterprise Resource Program (ERP) IT platform and corporate software suite used with the majority of operational services.

Recommendation

That the Audit and Risk Committee receives the update of the progress with the Enterprise Resource Program project.

MOTION**MOVED Member Teresa Paris**

That the Audit and Risk Committee receives the update of the progress with the Enterprise Resource Program project.

SECONDED Cr Stephens**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

Council staff had embarked on a project to undertake an update to the Council IT financial system in 2019. Throughout the project it became evident that this process was becoming more complex and resource dependent than initially forecast.

This necessitated a pause and review of the project which ultimately resulted in a decision during 2022 to terminate this project in its current scope and consider a more wide-ranging review of the major IT platform that provides IT systems to many of Council operational services.

Such a project is a significant resource and strategic decision for Council and requires a full commitment to enable success.

In late 2022 a draft scope of works and specification was developed and provided to the Executive Team. The feedback resulted in the documentation being refined to focus on two specific stages of the project.

Stage 1 – Review of Councils existing software systems and architecture

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- Understanding of Council, its operations, current ERP, and architecture
- Include key central component of the finance system and linkages to other systems / areas
- Outline and deliver a methodology (number of on-site off-site) stakeholder meetings / workshops
- Actively engagement with operational areas to facilitate agreement on requirements.
- Refining of scope of systems to be considered.
- Provision of pragmatic advice consistent with Council budgetary constraints
- Presentations of recommendations to Executive Team

Stage 2 – Preparation and procurement of vendors

- Preparation of tender process for procurement of preferred systems
- Provide a roadmap for implementation with necessary resource requirements and hold points
- Review and assessment of tender responses.
- Provision of tender outcomes and recommendation to Executive Team.

Following the successful completion of the above two stages Council will again seek assistance for implementation of the systems as a future project in itself.

The draft specification is now currently under review by Councils Glenelg Futures Team who are in contact with various other municipalities who have recently or are currently undergoing similar projects. This process will enable Council to learn off the opportunities and pitfalls that others have experienced and build this into the project plan to mitigate project risks.

It is expected that the specification will be finalised, and a procurement process undertaken for the project in the first half of 2023.

a. Council Plan and Policy Linkage

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

Our Access, Transport and Technology - Making it easier for people to connect in and around the Glenelg Shire.

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 procurement of the project will be undertaken in accordance with the procurement policy. The refinement of the scope of works is currently underway to identify and mitigate risks with the project delivery.

c. Consultation and/or communication processes implemented or proposed

The project will involve significant consultation with users of Council's Corporate Suite of Software and with oversight from the Executive Team.

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d. Financial Implications and Collaboration

The success of the project will require financial allocation in the 2023-2024 Council operational 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.

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

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

Innovation and continuous improvement is to be pursued.

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

Attachment List

Nil

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7.6. UPDATE ON BUDGET TIMETABLE 2023/24

Author: Lauren Easson, Chief Finance Officer
Director: David Hol, Director Corporate Services

Executive Summary

This report provides Audit and Risk Committee with a schedule of the dates set for the Budget 2023/24 process.

Recommendation

That the Audit and Risk Committee receives the Budget 2023/24 process and timetable.

MOTION

MOVED Member Teresa Paris

That the Audit and Risk Committee receives the Budget 2023/24 process and timetable.

SECONDED Member Bonnie Holmes

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

Council is required to prepare and adopt an Annual Budget and subsequent 3 financial years by 30 June each year in accordance with the *Local Government Act 2020*.

The key objective of the Budget is financial sustainability in the medium to long term, whilst still achieving the Council's corporate objectives as specified in the Council Plan.

As part of the budget review process all staff members with budget responsibilities are required to undertake a comprehensive review of their budget areas.

The dates for the Budget 2023/24 process have been set and are documented in the separate circulation, which is based on the upcoming Council meetings and workshops and identifies the items that will be presented.

a. Council Plan and Policy Linkage

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b. Legislative, Legal and Risk Management Considerations

Under the *Local Government Act 2020*, Part 4 Division 2 - Budget Process and specifically section 94, Council is required to prepare and adopt an annual budget and subsequent 3 financial years. The budget is required to be adopted by 30 June each year and a copy submitted to the Minister within 28 days of adoption.

Also, in accordance with Division 4, Section 101 Council is required to consider the following Financial Management Principles:

- a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- b) Financial risks must be monitored and managed prudently having regard to economic circumstances.

c. Consultation and/or communication processes implemented or proposed

Consultation is required to be carried out in accordance with Part 3, Division 1 Community accountability and specifically sections 55 and 56 of the *Local Government Act 2020* which requires a Council to adopt a Community Engagement Policy.

Report to be prepared for the Audit and Risk Committee meeting.

d. Financial Implications and Collaboration

The preparation of the Budget 2023/24 provides Council's financial intentions for the period 1 July 2023 to 30 June 2024.

e. Governance Principles

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

Attachment List

1. 2023 24 GSC Council Budget Timetable [7.6.1 - 1 page]

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7.7. BUSINESS CONTINUITY PLAN (BCP)

Author: Lynne Thompson, Risk & Safety Manager
Director: David Hol, Director Corporate Services

Executive Summary

This report provides an update regarding Council's Business Continuity Plan (BCP)

Recommendation

That the Audit and Risk Committee receives the status of the Business Continuity Plan (BCP).

MOTION

MOVED Cr Stephens

That the Audit and Risk Committee receives the status of the Business Continuity Plan (BCP).

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

The BCP tests an organisation's ability to respond and function during an unexpected event. In March 2020, the BCP was enacted for essential Council services as part of the Coronavirus COVID-19 Pandemic response and was also called upon to manage the short-term closure of the Portland Customer Service Centre, due to storm damage. The Pandemic has rewritten the understanding of an effective BCP and will significantly change, improve, and inform future plans.

In October 2021, the Audit & Risk Committee commissioned a Cyber Crime Assessment as part of their 2021-2024 Action Plan. A recommendation from this was to use a 'live fire' scenario to test how Council would react and respond to an unexpected event.

In March 2022 Council updated and installed new IT Disaster Recovery (IT DR) infrastructure.

In October 2022 Council engaged a BCP specialist consultant to assist with a review of the BCP. The review was undertaken and adopted by the Executive Team in November 2022.

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In February 2023 Council finalised a Request for Quote (RFQ), for testing to be undertaken of the BCP and to include 'live fire' testing of the IT Disaster Recovery Plan (DRP), with a plan to review and appoint a vendor before end of March 2023, and to complete testing before July 2023.

Once a testing date is set, further communication including a hardcopy of the BCP will be sent to all unit Managers and Directors to read and store off site. Training and an overview of the BCP will be provided. Although the BCP document is 76 pages, each unit need only refer to their Unit BC Sub Plans.

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 realized.

b. Legislative, Legal and Risk Management Considerations

Local Government Act 2020.

c. Consultation and/or communication processes implemented or proposed

Consultation with key stakeholders has been undertaken when reviewing the Business Continuity Plan.

d. Financial Implications and Collaboration

The Business Continuity Plan review was conducted within existing department budgets.

e. Governance Principles

Innovation and continuous improvement are to be pursued.

Attachment List

1. GSC BCP Glenelg Shire Council Business Continuity [7.7.1 - 76 pages]

AUDIT AND RISK COMMITTEE MINUTES

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7.8. REVIEW OF COUNCIL'S FRAUD PREVENTION FRAMEWORK

Author: Kylie Walford, Corporate Governance Coordinator
Director: David Hol, Director Corporate Services

Executive Summary

Under Section 54 (2)(c) of the *Local Government Act 2020* an Audit and Risk Committee must monitor and provide advice on risk management and fraud prevention systems and controls. This is also defined in the Audit and Risk Committee Charter 2021-2023.

As outlined in the Audit and Risk Committee Annual Work Plan 2022-2023, the Audit and Risk Committee is to receive a report annually on 'Review of Council's Fraud Prevention Framework'.

Recommendation

That the Audit and Risk Committee receives the report on 'Review of Council's Fraud Prevention Framework'.

MOTION

MOVED Member Bonnie Holmes

That the Audit and Risk Committee receives the report on 'Review of Council's Fraud Prevention Framework'.

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

The Glenelg Shire Council is committed to excellence in fulfilling public expectations of service performance and meeting its statutory obligations. This Framework provides overarching direction and sets out the policies and procedures designed to achieve this, forming the foundation for fraud, misconduct and corruption prevention.

Council has the following adopted documents to support its Fraud Prevention Framework:

- Fraud Prevention Policy

The Glenelg Shire is committed to excellence in service performance and in meeting its statutory obligations. This includes maintaining a strong culture and sound governance that not only provides for the protection of public funds and

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assets but also protects the integrity, security and reputation of the Glenelg Shire Councillors, employees and the services it provides to the community.

This Policy clearly outlines the expected conduct of employees, volunteers and contractors of the Glenelg Shire Council in relation to prevention, detection and reporting of fraudulent and corrupt activity.

Due for review: June 2023

- Fraud and Corruption Control Plan

This Plan summarises the anti-fraud and anti-corruption strategies, including internal controls used within Council covering the areas of prevention, detection and response.

Due for review: June 2023

- Fraud and Corruption Risk Register

This document identifies the areas of vulnerabilities and possible fraud and strategies to eliminate or minimise those risks.

Reviewed annually.

Last review January 2023

- Fraud and Corruption Incident Register

This register lists all incidents of Fraud and Corruption that have occurred, details of the incident, findings and actions and controls implemented following the discovery.

All incidents are also reported as required to the Audit and Risk Committee separate to this report.

There are no incidents to report.

Other related procedures in place to support this framework are:

- Governance Rules (including Disclosure Conflict of Interest for Councillors and staff);
- Councillor Code of Conduct;
- Staff Code of Conduct;
- Gifts, Benefits and Hospitality Policy (Staff and Councillors);
- Public Interest Disclosure Procedures (and an appointed Public Interest Disclosure Coordinator, being position of Director of Corporate Services); and
- Complaints Policy.

With these documents in place, it is important to develop and support an ongoing culture of awareness, where employees have an understanding of expected behaviour and a willingness to report any incidents of suspected fraud.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

In accordance with the Fraud and Corruption Control Plan, periodic fraud awareness training is incorporated into Council's organisational compliance training program to ensure staff and Councillors understand their fraud control responsibilities.

Fraud and Awareness Training was held for high risk key staff, depot staff and Councillors in May 2021. The training was delivered by Council's Internal Auditor, with training held virtually for indoor staff/Councillors and face to face for Depot staff.

Online training will be delivered in the second half of 2023, as part of Council's Organisational Compliance Package which incorporates the following training modules:

- Alcohol and other drugs (AOD);
- Child Safe Standards & Reportable Conduct Scheme;
- Code of Conduct;
- Cultural Awareness;
- Cyber Security;
- Equal Opportunity, Diversity and Inclusion;
- Family Violence;
- Fraud & Corruption Awareness;
- Gender Equality;
- Information Privacy;
- Mental Health & Wellbeing;
- Sexual Harassment;
- Vic Charter of Human Rights & Responsibilities; and
- Workplace Bullying & Harassment.

The Glenelg Shire has a sound ethical culture also supported by Councillor and Staff Codes of Conduct.

Council continues its consultation and periodic communication with staff to increase the fraud awareness culture across the organisation.

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

Monitor compliance of Council policies and procedures with the Overarching Governance Principles in accordance with the Audit and Risk Committee Charter 2021-2023.

Section 54 (2)(c) The Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including:

- (c) monitor and provide advice on risk management and fraud prevention systems and controls;

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

c. Consultation and/or communication processes implemented or proposed

Consultation took place with:

- Director Corporate Services
- Chief Executive Officer
- Key personnel - Review of Fraud and Corruption Risk Register
- Risk and Compliance Training Manager

d. Financial Implications and Collaboration

Nil.

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.

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

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

Attachment List

1. COUNCIL POLICY CP O- CORP S- G E-001 Fraud and Corruption Control Policy [7.8.1 - 5 pages]
2. Fraud and Corruption Control Plan [7.8.2 - 27 pages]
3. Fraud and Corruption Risk Register Version 1.3 [7.8.3 - 9 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

7.9. AUDIT AND RISK COMMITTEE BIENNIAL REPORT FOR THE PERIOD 1 JULY 2022 TO 31 DECEMBER 2022

Author: Kylie Walford, Corporate Governance Coordinator
Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to present the Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022.

Recommendation

That the Audit and Risk Committee:

1. Receives the Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022.
2. Recommends to Council that the Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022 be adopted, in accordance with Section 54(5) of the *Local Government Act 2020*.

MOTION

MOVED Member Bonnie Holmes

That the Audit and Risk Committee:

1. **Receives the Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022.**
2. **Recommends to Council that the Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 December 2022 be adopted, in accordance with Section 54(5) of the *Local Government Act 2020*.**

SECONDED Member Teresa Paris

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

Under Section 54 (5) of the *Local Government Act 2020* an Audit and Risk Committee must prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.

This report satisfies this reporting requirement.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

The biannual report must then be provided to the Chief Executive Officer for tabling at the next Council Meeting.

The Audit and Risk Committee Biannual Report is a summary of the Committee's operation and activities for the period 1 July 2022 to 31 December 2022, covering the following sections:

- Overview;
- Audit and Risk Committee's Charter;
- Membership;
- Meetings and Attendance;
- External Audit;
- Internal Audit;
- Key Activities – Audit and Risk Annual Work Plan;
- Committee's Performance; and
- Conclusion.

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

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

c. Consultation and/or communication processes implemented or proposed

Consultation - Director Corporate Services
- Audit and Risk Committee Chairperson

The adopted report will be made publicly available on Council's website.

d. Financial Implications and Collaboration

Nil.

e. Governance Principles

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

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

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

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

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

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

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

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

Innovation and continuous improvement is to be pursued.

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

Attachment List

1. Signed (Chairperson) Audit and Risk Committee Biannual Report for the period 1 July 2022 to 31 Dece [7.9.1 - 10 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

7.10. REVIEW PROCESSES FOR COMMUNICATING COUNCIL'S STAFF CODE OF CONDUCT AND FOR MONITORING COMPLIANCE

Author: Kylie Walford, Corporate Governance Coordinator
Director: Paul Phelan, Chief Executive Officer

Executive Summary

As outlined in the Audit and Risk Committee Annual Work Plan 2022-2023, under Compliance and Performance Management, the Audit and Risk Committee is to receive a report annually on 'Review Processes for Communicating Council's Staff Code of Conduct and for monitoring Compliance'.

Recommendation

That the Audit and Risk Committee receives the report on 'Review Processes for Communicating Council's Staff Code of Conduct and for monitoring Compliance', as required in the Audit and Risk Committee Annual Work Plan.

MOTION**MOVED Member Teresa Paris**

That the Audit and Risk Committee receives the report on 'Review Processes for Communicating Council's Staff Code of Conduct and for monitoring Compliance', as required in the Audit and Risk Committee Annual Work Plan.

SECONDED Member Philip Saunders**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

In accordance with section 49 of the *Local Government Act 2020*, a Chief Executive Officer must develop and implement a Code of Conduct for Council staff.

Council's Staff Code of Conduct ('the Code') is current with the last review taking place on 7 December 2021. Policies are reviewed every four years, or as required by any legislative or Council changes. The next review will take place prior to 1 October 2025.

The Chief Executive Officer must ensure that members of Council staff have access to the Code.

All staff are provided with a copy of the Code prior to commencement. The Code is one of the main features of the induction program on an employee's first day with Council. It is also essential that the Code is signed by all new staff during the core induction/onboarding process. The same process is followed for Council's trainees and apprentices who are employed through Westvic Staffing Solutions.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

Refresher programs are undertaken annually for existing staff and re-signing occurs in situations where changes have been made in the Code.

The Executive Team and managers monitor employee behaviour to ensure that employees act in accordance with Council's ethical and behavioural standards. The Executive Team oversee the development, promotion and maintenance of the Code and lead by example in actively promoting and complying with the Code.

The expected 'values and behaviours' are actively promoted which form part of the Code. Values and behaviours are assessed monthly through performance reporting of all staff via STAR, Council's staff appraisal software system.

The objectives relating back to the standards of behaviour in the Code are detailed in staff and manager annual performance reviews and work plans.

Whilst the Code applies to all Council staff, the Code also extends to include contractors/sub-contractors, staff on exchange, volunteers, agency staff, work experience students or graduate placements, or other third parties who perform work for Council.

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

Section 49 of the *Local Government Act 2020* (Code of Conduct for members of Council staff).

Monitor compliance of Council policies and procedures with the overarching governance principles in accordance with the Audit and Risk Committee Charter 2020/2021.

Section 54 (2)(c) of the *Local Government Act 2020* (Audit and Risk Committee Charter).

c. Consultation and/or communication processes implemented or proposed

- Human Resources Coordinator
- Acting Manager Organisational Development
- Director Corporate Services
- Chief Executive Officer

d. Financial Implications and Collaboration

Not applicable.

e. Governance Principles

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

Attachment List

1. ORGANISATIONAL POLICY Staff Code of Conduct OP O- CE O- H R-003
Current 7 December 2021 [7.10.1 - 26 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

7.11. INTERNAL AUDIT CYBER CRIME ACTION PLAN MARCH 2023

Author: Ann Kirkham, Chief Information Officer - Glenelg Futures
Director: Ann Kirkham, Chief Information Officer - Glenelg Futures

Ms Ann Kirkham, Chief Information Officer, joined the meeting 2.19pm

Executive Summary

The purpose of this report is to brief the Audit and Risk Committee on the current status of the cyber risks identified in the internal audit review of Council's Cyber Security.

Recommendation

That the Audit and Risk Committee receives the Status Report of the cyber risks identified in the internal audit review of Council's Cyber Security.

MOTION

MOVED Member Teresa Paris

That the Audit and Risk Committee receives the Status Report of the cyber risks identified in the internal audit review of Council's Cyber Security.

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

ACTION - Ann Kirkham (Chief Information Officer – Glenelg Futures) to amend report for items not commenced, to note an anticipated commencement time and due dates.

ACTION - Paul Phelan to provide further information to the Committee on Council's action following recent Commonwealth announcement regarding cyber negligence and penalties.

Background/Key Information

The Internal Audit for the review of Council's Cyber Security was undertaken in accordance with year one of the Strategic Internal Audit Plan 2021 - 2024.

Crowe were engaged to conduct the following Cyber Crime assessments as a member of the Council's panel for provision of internal audit services.

As a result of the internal audit, the following four reports were produced and presented to the Audit and Risk Committee in March 2022.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

Objective 1. Cyber Crime Vulnerability Scorecard
Objective 2. Cyber Risk Report
Objective 3. Cyber Risk Report Cyber Azure 365
Objective 4. Dark Web Credentials Scan

A clear plan was then developed that outlined the recommendations and priorities of each objective.

The Audit and Risk Committee requested a quarterly report be provided to each Audit and Risk Committee on the cyber risks identified within the above reports.

A status update of each objective for this quarter is attached for the information of the Audit and Risk Committee.

Cyber Crime Assessment Objectives March 2023 UpdateObjective 1

Completing a cybercrime vulnerability assessment using a Cybercrime Vulnerability Scorecard tool.

Objective 2

Completing an external vulnerability assessment, including:

Objective 3

Completing an internal vulnerability assessment to assess the network for weaknesses and to identify vulnerabilities. This is similar to a penetration test where vulnerabilities are identified but not exploited.

Objective 4

Scan the Dark Web for indications that the organisation may be targeted (where much cybercrime is organised and planned), including assessing Council's exposure on the Dark Web.

The December 2022 report indicated most actions had been listed as Completed, Commenced or Ongoing. There are 9 actions that are Planned or yet to Commence. These have been transferred to – *Cyber Crime Action Plan Outstanding Items*, and status updates will continue to be provided to the Audit & Risk Committee.

Both the Action Plan Cyber Crime Assessment March Report and the Cyber Crime Action Plan Outstanding Items March 2023 are attached.

A request for Quote has been completed and is open for vendor applications to perform a Live Fire Exercise to test the Business Continuity Plan (BCP) and the disaster Recovery Plan (DRP). Evaluation and project initiation will commence in the next two months.

a. Council Plan and Policy Linkage

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AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

b. Legislative, Legal and Risk Management Considerations

Privacy and Data Protection Act 2014.

c. Consultation and/or communication processes implemented or proposed

N/A

d. Financial Implications and Collaboration

Completed within budget

e. Governance Principles

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

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

Innovation and continuous improvement is to be pursued.

Attachment List

1. Action Plan Cyber Crime Assessment Yr 2 Internal Audit March 2023 [7.11.1 - 9 pages]
2. Cyber Crime Action Plan Outstanding Items March 2023 [7.11.2 - 1 page]

8. REGULAR REPORTS**8.1. CYBER SECURITY INCIDENT REPORT**

Author: Kylie Walford, Corporate Governance Coordinator
Director: Ann Kirkham, Chief Information Officer - Glenelg Futures

Executive Summary

The purpose of this report is to provide the Audit and Risk Committee with the quarterly Cyber Security Incident Report update.

Recommendation

That the Audit and Risk Committee receives the quarterly Cyber Security Incident Report update.

MOTION**MOVED Cr Carr**

That the Audit and Risk Committee receives the quarterly Cyber Security Incident Report update.

SECONDED Mayor Cr Martin**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

A Cyber Security Incident Response Log stored in the Glenelg Data Hub located in Sharepoint logs and records all cyber security incidents. This log supports Council's commitment to report back to the Audit and Risk Committee in the event of a cyber security breach or incident.

Council has had two cyber security incidents in this current quarter, between 22 November 2022 and 20 February 2023.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

Date	Incident	Control	Business Impact Level	Impact to Unit/ Council	Resolved
09/02/2023	Suspicious access – impossible travel (connection made from a Russian geolocated IP address)	Contact made with user who further secured their password. Recommended to implement Geolocation blocking for Australia only for all users. Use MFA for exceptions required.	Medium	Low	Yes
09/02/2023	Suspicious Access – Unauthorised User (New Zealand)	Contacted user – Flowingly Found it was a technician testing service account provided.	Low	Low	Yes

a. Council Plan and Policy Linkage

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b. Legislative, Legal and Risk Management Considerations

The *Privacy and Data Protection Act 2014* outlines an organisation's obligation regarding privacy and information security.

The Victorian Protective Data Security Framework (VPDSF) and the Victorian Protective Data Security Standards (VPDSS) establish mandatory requirements to protect public sector data and provide for governance across the four domains of information, personnel, ICT and physical security. Under the VPDSS, agencies must have effective business continuity processes in place to enable them to respond to and recover from any event that affects the confidentiality, integrity and availability of public sector data.

c. Consultation and/or communication processes implemented or proposed

Ongoing education to staff around cyber security including current training program.

d. Financial Implications and Collaboration

Council's current antivirus and advanced threat protection software used is within the current IT budget.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

e. Governance Principles

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

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

Attachment List

Nil

Ms Ann Kirkham, Chief Information Officer, left the meeting at 2.30pm

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

8.2. GLENELG SHIRE COUNCIL FINANCIAL REPORT DECEMBER 2022

Author: Lauren Easson, Chief Finance Officer
Director: David Hol, Director Corporate Services

Executive Summary

The Financial Report is a key document in assuring responsible and responsive governance and decision making. This high-level report is provided to give Council the ability to monitor Glenelg Shire's financial performance.

Recommendation

That the Audit and Risk Committee receives the financial report for the period ending December 2022.

Cr Carr left the meeting at 2:30 pm and was absent for voting

MOTION

MOVED Member Teresa Paris

That the Audit and Risk Committee receives the financial report for the period ending December 2022.

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

The 2022/2023 Annual Budget was adopted by Council on 28 June 2022.

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.

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.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

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:

(a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;

(b) 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 2022/2023 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 2022 2023 - December 2022 FINAL [8.2.1 - 8 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

8.3. AUDIT AND RISK REGISTER REVIEW

Author: Kylie Walford, Corporate Governance Coordinator
Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to brief the Audit and Risk Committee on the current status of the Audit and Risk Register.

Recommendation

That the Audit and Risk Committee receives the Audit and Risk Register Review Report.

Member Teresa Paris left the meeting at 2:32 pm and was absent for voting

MOTION

MOVED Member Bonnie Holmes

That the Audit and Risk Committee receives the Audit and Risk Register Review Report.

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Stephens, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

In accordance with the Audit and Risk Committee Annual Workplan 2022-2023, under 'Internal Audit', the Audit and Risk Committee is to receive a quarterly report on the status of the Audit and Risk Committee Register.

The Audit and Risk Register details each recommendation from prior internal audits conducted, as well as external financial audits which contain recommendations requiring action.

Once items have been completed, they are removed from the register and documented in this report.

Management comments have been updated for items in progress and five items have been completed in the last quarter, which are reflected in this report.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

No	Title	Audit Recommendation	Final Management Comment
ceo2.3	Internal Audit Social Media & Communications Strategy Framework December 2022	3. NO REGISTER OR MONITORING OVER SOCIAL MEDIA ACCESS We recommend designing and implementing a Social Media Access Register that stipulates who has access to which social media pages and why. As part of this a review of current users who have access to social media pages should be completed to confirm there are no user accounts active for ex and/ or inappropriate employees of the organisation. If there are, we recommend revoking access.	COMPLETED An excel spreadsheet has been developed which monitors access of Council owned social media pages.
ceo2.5	Internal Audit Social Media & Communications Strategy Framework December 2022	5. NO FORMALISED PROCESS FOR ESCALATING COMPLAINTS, CONCERNS AND QUERIES RECEIVED THROUGH SOCIAL MEDIA CHANNELS We recommend updating the current complaints policy to include a sub- section that relates to management of complaints received through social media.	COMPLETED Complaints policy includes sub-section on process for complaints received via social media.
ceo2.8	Internal Audit Social Media & Communications Strategy Framework December 2022	8. LEVERAGE EXISTING MONITORING TOOLS WITHIN SOCIAL MEDIA ACCOUNTS TO SUPPORT WITH SOCIAL MEDIA MONITORING We recommend leveraging the profanity filters and key word tools within social media accounts	COMPLETED Profanity filters being used on GSC Facebook page.
as3.1	Internal Audit Depot Operations	1. ACCURACY OF PLANT AND EQUIPMENT REGISTER - TESTING RESULTS We recommend a regular review is undertaken of the minor plant and equipment Asset Registers to promote accuracy and help prevent or track loss or theft.	COMPLETED Maintenance spread sheet created to capture asset information. This sheet will also help identify issues with Plant which helps determine outstanding equipment highlighting preferred replacements.
cs4.1	Interim Management Letter June 2022	2022.3 BUSINESS CONTINUITY PLAN The Business Continuity Plan was last reviewed in 2018 and this document has not been updated since. This was also noted by the internal auditors as part of the Cyber Security Review.	COMPLETED BCP review completed and adopted by ET November 2022. Note: Testing project scheduled for completion before end of June 2023

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

In accordance with s53 of the *Local Government Act 2020*, Council must establish
an Audit and Risk Committee.

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

The aim of the Audit and Risk register is to assist with adopting effective internal controls to mitigate the risk.

c. Consultation and/or communication processes implemented or proposed

Communication was undertaken with key staff with comments updated as required.

d. Financial Implications and Collaboration

Resource and budget implications will vary dependent upon the specific audit recommendation.

e. Governance Principles

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

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

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

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

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

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

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

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 Register for the financial year 2022 2023 Updated February 2023 [8.3.1 - 12 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

Cr Carr returned to the meeting at 2:33 pm.

Member Teresa Paris returned to the meeting at 2:34 pm.

8.4. OHS QUARTERLY REPORT 1 OCTOBER 2022 TO 31 DECEMBER 2022

Author: Lynne Thompson, Risk & Safety Manager

Director: David Hol, Director Corporate Services

Executive Summary

This report provides an overview of OHS matters and developments for the period 1 October 2022 to 31 December 2022.

Recommendation

That the Audit & Risk Committee receives the OHS Quarterly Report 1 October 2022 to 31 December 2022.

MOTION

MOVED Member Bonnie Holmes

That the Audit & Risk Committee receives the OHS Quarterly Report 1 October 2022 to 31 December 2022.

SECONDED Member Philip Saunders

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

This report provides an overview of the OHS performance over the last quarter period for 2022.

Some of the more notable points include:

- Support continues to be provided from the OHS team across all areas within Council
- OHS Committee Meeting was held 7 December 2022, 12 of 16 members attended
- The OHS Unit are prepared for the pending introduction of OHS Psychological Health Regulation Amendment, expected Feb 2023
- Training completed includes, Chief Fire Warden, OHSR, Load Restraint, Chainsaw, Tree Felling, Driver competency and Dangerous Dog Handling
- One WorkSafe notification regarding asbestos, resulted in item not containing asbestos
- All SWMS have been reviewed and currently up to date
- Lack of maintenance may be resulting in some incident reports

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

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 realized.

b. Legislative, Legal and Risk Management Considerations

Compliance monitoring and improvements are undertaken in accordance with the OHS Act and Regulations.

c. Consultation and/or communication processes implemented or proposed

Consultative processes are undertaken in accordance with the OHS Act and Regulations and Council's policies and procedures.

d. Financial Implications and Collaboration

OHS matters are undertaken within existing budget allocations.

e. Governance Principles

Innovation and continuous improvement are to be pursued.

Attachment List

1. OHS and Safety Quarterly Report From 1 October to 31 December [8.4.1 - 7 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

*Meeting adjournment 1.33pm-1.40pm***8.5. WORKCOVER & INJURY MANAGEMENT QUARTERLY REPORT 1
OCTOBER 2022 TO 31 DECEMBER 2022**

Author: Lynne Thompson, Risk & Safety Manager

Director: David Hol, Director Corporate Services

Executive Summary

This report provides an overview of Workcover and Injury Management matters and developments from 1 October 2022 to 31 December 2022.

Recommendation

That the Audit and Risk Committee receives the Workcover Quarterly Report 1 October 2022 to 31 December 2022.

MOTION**MOVED Member Teresa Paris****That the Audit and Risk Committee receives the Workcover Quarterly Report 1 October 2022 to 31 December 2022.****SECONDED Member Philip Saunders****CARRIED****FOR:** Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes**AGAINST:** Nil**Background/Key Information:**

This report provides an overview of the Workcover performance and injury management for the last quarter period for 2022.

Some of the more notable Workcover points include:

- Three new Workcover claims, one denied claim was re-submitted resulting in a second claim, the other claimant has returned to full duties
- Graph indicates low claims compared to previous years
- Out of the six claims, two claimants are not at work, other claimants have returned to work at full capacity or reduced hours
- Previous Common Law claims have increased the 2022-23 payments
- Current active legal action details for three claims

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

- Continuing support across the organisation was provided to manage non-work-related injuries to eliminate exacerbation of existing medical conditions
- 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 realized.
- b. Legislative, Legal and Risk Management Considerations

Relevant legislation is considered when undertaking Workcover and injury management.
- c. Consultation and/or communication processes implemented or proposed

Consultation is undertaken in accordance with legislative requirements and within Council's policies, procedures, and guidelines.
- d. Financial Implications and Collaboration

Management of Workcover and injury management is undertaken within operational budgets.
- e. Governance Principles

Innovation and continuous improvement are to be pursued.

Attachment List

1. Confidential Work Cover Quarterly Report 1 October to 31 Decemb (1) [8.5.1 - 5 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

8.6. RISK MANAGEMENT QUARTERLY REPORT 1 OCTOBER 2022 TO 31 DECEMBER 2022

Author: Lynne Thompson, Risk & Safety Manager
Director: David Hol, Director Corporate Services

Executive Summary

This report provides an overview of Risk Management and Insurance claims including Public Liability, from 1 October 2022 to 31 December 2022.

Recommendation

That the Audit and Risk Committee receives the Risk Management Quarterly Report 1 October 2022 to 31 December 2022:

MOTION**MOVED Member Philip Saunders**

That the Audit and Risk Committee receives the Risk Management Quarterly Report 1 October 2022 to 31 December 2022:

SECONDED Member Teresa Paris**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

This report provides an overview of Councils Insurance claims, legal matters, and third-party incidents for the last quarter period for 2022:

- Damage to vehicles, five vehicles with minor damage, no insurance claims
- Mower stolen; insurance claim submitted
- Vehicle stolen; insurance company retrieving from Western Australia, claim submitted
- Public Liability dispute over two properties, insurers responding to the matter
- Member of public lost control of vehicle, no further action
- Third party; three incidents, no witnesses
- Property damage to floating pontoon, claim submitted
- Slips trips and falls graph provided
- Risk Register being reviewed and improved, the registers are operational in PowerBI, provides examples of how the register is displayed in PowerBi

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Relevant legislation is considered when understanding Risk Management

c. Consultation and/or communication processes implemented or proposed

Consultation is undertaken in accordance with legislative requirements and within Council's policies, procedures, and guidelines.

d. Financial Implications and Collaboration

Risk Management is undertaken to ensure the best outcome and within budget requirements

e. Governance Principles

Innovation and continuous improvement are to be pursued.

Attachment List

1. Risk Management Quarterly Report 1 October to 31 December 2022 [**8.6.1** - 6 pages]

AUDIT AND RISK COMMITTEE MINUTES

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8.7. COUNCILLORS QUARTERLY EXPENDITURE REPORT

Director: Paul Phelan, Chief Executive Officer

Executive Summary

This Quarterly Expenditure Report is presented to the Audit & Risk Committee 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 October 2022 to 31 December 2022.

Recommendation

That the Audit & Risk Committee receives the Councillors quarterly expenditure report for the period 1 October 2022 to 31 December 2022.

MOTION**MOVED Member Teresa Paris**

That the Audit & Risk Committee receives the Councillors quarterly expenditure report for the period 1 October 2022 to 31 December 2022.

SECONDED Member Bonnie Holmes**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

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

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

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

- Travel expenses (Includes remote allowance) – TR;

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

- Car mileage expenses – CM;
- Childcare expenses – CC;
- Information and communication technology – IC; and
- Conference and training expenses – CT.

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

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

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

Following is a table of expenditure that has been incurred by Councillors during the period 1 October 2022 to 31 December 2022.

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	Carer	Grand Total	YTD
Carr								\$559
Hawker								\$426
Martin	\$3033						\$3033	\$3729
Rank	\$2142			\$234	\$1970		\$4346	\$7023
Smith	\$545						\$ 545	\$2992
Stephens	\$3239	\$3271		\$233			\$6743	\$10125
Wilson		\$174		\$764			\$938	\$1330
Grand Total	\$8959	\$3445		\$1231	\$1970		\$15605	
YTD	\$15040	\$3486		\$4684	\$2974		\$26184	\$26184

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 October 2022 to 31 December 2022:

Councillor	Amount	YTD
Carr	\$5588	\$12805
Hawker	\$7611	\$15117
Martin	\$24392	\$36451

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Rank	\$4045	\$28163
Smith	\$12466	\$19972
Stephens	\$7611	\$15117
Wilson	\$5384	\$11389
Grand Total	\$67097	
YTD	\$139014	\$139014

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 10e, 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 2022-2023 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

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

8.8. CEO & EA EXPENDITURE - CREDIT CARD AND REIMBURSEMENTS

Author: Lauren Easson, Chief Finance Officer
Director: David Hol, Director Corporate Services

Executive Summary

This report provides Audit and Risk Committee with a report on Chief Executive Officer (CEO) and CEO Executive Assistant (EA) Expenditure. This report is required as a result of the actions resulting from an audit undertaken by VAGO on Fraud and Corruption Control in Local Government.

Recommendation

That the Audit and Risk Committee receives the report on CEO & EA Expenditure for the period 1 November to 31 January 2023.

MOTION

MOVED Member Philip Saunders

That the Audit and Risk Committee receives the report on CEO & EA Expenditure for the period 1 November to 31 January 2023.

SECONDED Member Teresa Paris

CARRIED

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes

AGAINST: Nil

Background/Key Information:

In June 2019 the Victorian Auditor-General tabled its report to Parliament on *Fraud and Corruption Controls – Local Government*. Council undertook a self-assessment of the VAGO Report findings and identified a number of areas for improvement. The actions from this assessment were considered by the Audit and Risk Committee at the meeting held on 5 December 2019.

In this report VAGO identified limitations in fraud and corruption controls over staff expenditure, particularly CEO expenditure. The following statement was included in the VAGO report for CEO expenditure:

We consider better practice would be for the councils' CFOs or equivalent to approve CEO expenditure and for councils to refer the full transaction history to their ARC or council for periodic review. This increases financial scrutiny and ensures that mayors are not involved in daily council business, which is not their role.

One of the recommendations from Internal Audit was to report CEO and CEO Executive Assistant expenditure, including petty cash, credit card and reimbursement expenditure, to the Audit and Risk Committee commencing at the March 2020 meeting.

AUDIT AND RISK COMMITTEE MINUTES

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These transactions are documented in the separate circulation and a summary is provided in the table below:

CEO and EA Expenditure for the period 1 November 2022 to 31 January 2023

Employee	Credit Card	Other
Greg Burgoyne	\$249.35	\$146.60
Paul Phelan	\$14.20	\$ -
Virginia Bobbitt	\$7,262.36	\$ -
Total Expenditure	\$ 7,525.91	\$ 146.60

Other expenditure accounts for employee reimbursements either through petty cash or the creditor system. Details of this expenditure are provided in the attachment.

These expenditure transactions are now approved by the CFO or Director Corporate Services, rather than the Mayor.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

In June 2019 the Victorian Auditor-General tabled its report to Parliament on Fraud and Corruption Controls – Local Government. In this report VAGO identified limitations in fraud and corruption controls over staff expenditure, particularly CEO expenditure. Council have prepared this report on credit card and reimbursement expenditure for the CEO and CEO EA to improve these controls.

c. Consultation and/or communication processes implemented or proposed

The VAGO Report on Fraud and Corruption Control has been presented to Councillors, Audit and Risk Committee and the Executive Team.

d. Financial Implications and Collaboration

It is not possible to quantify the financial or resource implications relating to any improvements in internal controls.

e. Governance Principles

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

Attachment List

1. CEO and EA Credit Card Expenditure Nov 2022 to Jan 2023 [8.8.1 - 11 pages]
2. Other expenditure Nov - Jan 2023 - Greg Burgoyne [8.8.2 - 1 page]

AUDIT AND RISK COMMITTEE MINUTES

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8.9. ANNUAL WORK PLAN YEAR ENDING 30 JUNE 2023 - STANDING ITEM

Author: Kylie Walford, Corporate Governance Coordinator
Director: David Hol, Director Corporate Services

Executive Summary

In accordance with Section 54 (3) of the *Local Government Act 2020* an Audit and Risk Committee must adopt an annual work program (plan).

The Annual Work Plan is a standing item to the Audit and Risk Committee Agenda.

Recommendation

That the Audit and Risk Committee receives the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2023, as a quarterly standing item, including the amendments outlined in this Report.

MOTION**MOVED Member Teresa Paris**

That the Audit and Risk Committee receives the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2023, as a quarterly standing item, including the amendments outlined in this Report.

SECONDED Member Bonnie Holmes**CARRIED**

FOR: Mayor Cr Martin, Cr Carr, Cr Stephens, Member Teresa Paris, Member Philip Saunders, Member David Stafford and Member Bonnie Holmes
AGAINST: Nil

Background/Key Information:

The Audit and Risk Committee endorsed the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2023 at its meeting on 2 June 2022, with Council adoption on 26 July 2022.

The annual work plan sets the agenda for the Committee for the next 12 months.

Amendments**3. Compliance and Performance Management**

Item 3. Receive an Annual Report on Year 1 of the Council Plan 2021 – 2025 has been removed and incorporated in no.4 'Receive the Council's Annual Report (incorporating the annual audited financial statements and a progress report on implementation of the Council Plan for the preceding financial year.

AUDIT AND RISK COMMITTEE MINUTES

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Some more legislative references have been added for example, whilst it's not the Audit and Risk Committee's function to prepare a Gift Policy, it's still a legislative requirement to have one.

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

Section 54 (3) of the *Local Government Act 2020* states that an Audit and Risk Committee must adopt an annual work program.

c. Consultation and/or communication processes implemented or proposed

Quarterly Audit and Risk item to be reviewed prior to 30 June each year, or as required.

d. Financial Implications and Collaboration

Not Applicable.

e. Governance Principles

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

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

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

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

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

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

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

Innovation and continuous improvement is to be pursued.

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

Attachment List

1. Current Audit and Risk Committee Annual Work plan 1 July 2022 to 30 June 2023 - adopted by the Audit [8.9.1 - 4 pages]

AUDIT AND RISK COMMITTEE MINUTES

THURSDAY 2 MARCH 2023

9. CONFIDENTIAL REPORTS**10. ANY OTHER BUSINESS**

Mr David Hol, Director Corporate Services, advised of a potential new Independent Audit & Risk member, and is currently working through the expression of interest process.

10.1. ATTESTATION REPORT

Nil.

11. NEXT AUDIT AND RISK COMMITTEE MEETING

The next Audit and Risk Committee Meeting will be held on Thursday 1 June 2023.

12. CLOSURE OF AUDIT AND RISK COMMITTEE MEETING

The Audit and Risk Committee Meeting closed at 3.08pm.

14. MANAGEMENT REPORTS

14.1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

Director: Paul Phelan, 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 35 (1) (e) (4) (6) of the *Local Government Act 2020*.

Background/Key Information:

In accordance with Section 35 (1) (e), (4), and (6) of the *Local Government Act 2020* Councillors are entitled to take Leave of Absence.

Section 35 (1) (e), (4) and (6) of the *Local Government Act 2020* states:

35 Councillor ceasing to hold office

(1) A Councillor ceases to hold the office of Councillor and the office of the Councillor becomes vacant if the Councillor:

(e) subject to this section, is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.

(4) The Council must grant any reasonable request for leave for the purposes of subsection (1)(e).

(6) A Councillor is not to be taken to be absent from Council meetings during the period of 6 months after the Councillor or their spouse or domestic partner:

(a) becomes the natural parent of a child; or

(b) adopts a child under the age of 16 years

and the Councillor has responsibilities for the care of the child during that period.

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

Section 35 of the *Local Government Act 2020*.

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 Implications and Collaboration

Nil.

e. Governance Principles

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

Attachment List

Separately circulated as a Confidential attachment.

14.2. GLENELG SHIRE COUNCIL FINANCIAL REPORT FEBRUARY 2023

Director: David Hol, Director Corporate Services

Executive Summary

The Financial Report is a key document in assuring responsible and responsive governance and decision making. This high-level report is provided to give Council the ability to monitor Glenelg Shire's financial performance.

Recommendation

That Council receives the Financial report for the period ending February 2023.

Background/Key Information:

The 2022/2023 Annual Budget was adopted by Council on 28 June 2022.

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.

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:

- (a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- (b) 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 2022/2023 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 2022 2023 - February 2023 [**14.2.1** - 7 pages]



Glenelg Shire Council

2022/2023 Financial Report - YTD February

Glenelg Shire Council 2022/2023 Financial Report - YTD February**Contents**

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Balance Sheet variance analysis	3
Statement of Cash Flows	4
Statement of Capital Works	5

Comprehensive Income Statement

For the Period ended February 2023

	2022/2023 Adopted Budget	2022/2023 Forecast Budget	February 2023 YTD Forecast Budget	February 2023 YTD Actual
Income				
Rates and Charges	31,392,915	31,392,915	31,231,671	31,404,562
Statutory Fees and Fines	931,778	923,778	514,504	531,150
User Fees	3,152,858	3,159,358	2,068,881	2,210,286
Grants - Operating	14,783,620	16,851,707	7,369,598	7,212,819
Grants - Capital	8,248,469	24,993,124	12,410,137	11,967,257
Other Income	573,892	1,075,392	907,378	1,048,026
Contributions - Monetary	115,000	364,118	279,118	137,216
Net Gain (or Loss) on disposal of PP & E	1,200	1,200	74,126	306,175
Total Income	59,199,732	78,761,592	54,855,413	54,817,490
Expenses				
Employee Costs	(26,339,804)	(26,767,600)	(15,879,133)	(14,922,270)
Materials and Services	(18,825,769)	(21,476,553)	(14,142,197)	(12,607,734)
Borrowing Costs	(146,000)	(97,700)	(48,850)	(20)
Bad and Doubtful Debts	0	0	0	(75)
Other Expenses	(2,266,607)	(2,287,457)	(1,621,787)	(1,642,249)
Finance Costs - Leases	(19,500)	(19,500)	(14,000)	(13,594)
Depreciation and Amortisation	(12,751,800)	(12,751,800)	(8,518,946)	(8,509,381)
Internal Cost Allocations	1,210,577	1,210,576	910,880	446,272
Total Expenses	(59,138,903)	(62,190,034)	(39,314,033)	(37,249,052)
Surplus/(Deficit) for the year	60,829	16,571,558	15,541,380	17,568,438

Notes

Rates and Charges amount is based on amount invoiced during this financial year (1 Jul 2022 to 30 Jun 2023)

Variance notes are based on a materiality threshold where the variance is greater or less than \$500,000 and this variance to YTD forecast or Full year budget is greater or less than 10 percent.

Category	Variance Notes
Contributions - Monetary	Monetary Contributions received YTD are \$142k less than YTD Forecast budget due to timing. Funds have not yet been received for the following budget items: Great South Coast Cycling Tour (\$20k) and Western Vic Grain Industry Supply Chain Study (\$125k)
Net Gain (or Loss) on disposal of Property Plant & Equipment	Net gain for the month is \$232k higher than YTD budget as 15 Light Fleet Vehicles and 1 Loader have been disposed of YTD.
Borrowing Costs	YTD Borrowing costs are \$48k below YTD budget. This large variance is due to the deferral of the need to draw down on Loans.
Materials and Services	YTD Materials and Services are \$1.5M lower than the YTD Budget. Contract Labour expenses & Consulting Fees are tracking (\$2.3M) below YTD budget, mostly due to a reduction in trainees and consultant engagement; utilising employees rather than contractors; and timing of work on local roads. This is partially offset by an increase in Capital Equipment purchased of \$440k over the YTD Budget. The following Materials & Services are tracking higher than YTD budget; Fuel & Oil (\$239k); Software & Licences (\$102k); and Insurance (\$27k)
Internal Cost Allocations	Internal Cost Allocation is \$464k under YTD Budget mostly due to low allocations of Vehicle & Machinery costs. Gravel allocations are tracking on par with the YTD budget.

Balance Sheet

For the Period ended February 2023

	2022/2023 Adopted Budget	2022/2023 Forecast Budget	February 2023 YTD Actual
Assets			
Current assets			
Cash and Cash Equivalents	4,696,000	10,827,453	13,604,807
Trade and other receivables	3,204,000	3,204,000	9,868,188
Inventories	200,000	200,000	189,767
Non-current assets classified as held for sale	0	0	0
Other Assets	400,000	400,000	5,048
Total current assets	8,500,000	14,631,453	23,667,810
Non-current assets			
Non current Trade and other receivables	10,000	10,000	0
Property, infrastructure, plant and equipment	460,044,000	472,174,089	458,584,147
Right of Use Assets	249,000	249,000	285,578
Total non-current assets	460,303,000	472,433,089	458,869,725
Total assets	468,803,000	487,064,542	482,537,535
Liabilities			
Current liabilities			
Trade and other payables	2,100,000	2,100,000	2,319,242
Trust funds and deposits	1,000,000	1,000,000	1,681,320
Provisions	5,052,000	5,052,000	3,700,750
Interest-bearing loans and borrowings	1,147,000	771,446	167,307
Lease Liabilities - Current	155,000	155,000	36,935
Total Current liabilities	9,454,000	9,078,446	7,905,555
Non-current liabilities			
Non Current Provisions	8,291,000	8,291,000	9,965,762
Non Current Interest-bearing loans and borrowings	13,532,000	6,906,892	710,500
Lease Liabilities - Non Current	93,000	93,000	263,629
Total Non-current liabilities	21,915,000	15,290,892	10,939,891
Total liabilities	31,369,000	24,369,338	18,845,445
Net assets	437,434,000	462,695,204	463,692,090
Equity			
Accumulated surplus	143,040,171	125,173,362	125,173,368
Reserves	293,875,509	320,492,793	320,492,793
Reserves - Restricted Cash	457,491	457,491	457,491
Operating Surplus (Deficit)	60,829	16,571,558	17,568,438
Total Equity	437,434,000	462,695,204	463,692,090

Balance Sheet variance analysis

For the Period ended February 2023

Category	Variance Notes
Cash and cash equivalents	Cash and Cash Equivalents increased by \$8.4M in February. Rates and User Fees of \$10.9M were collected together with FSPL of \$1.1M and Grant Income of \$879k. This was offset by Capital Works expenditure of \$1.1M, Salary Expenses of \$1.8M and Materials & Services of \$1.4M.
Trade and other receivables	Trade and other receivables at EOM have decreased by \$10.6M to \$9.8M for the period ending 28 February 2023. The value of Rates debtors at EOM is \$7.5M and the Fire Services Debtors \$550k. As each Rate instalment falls due, the value of Rates Debtors will decrease. Sundry Debtors at EOM total \$278k while Other Debtors make up \$326k.
Non current assets held for sale	There are no identified non current assets held for sale.
Right of use assets	A new Lease Agreement for copiers was entered into in February.
Trade and other payables	Trade and Other payables has decreased by \$105k for February 2023. Trade and Other Payables of \$2.3M is made up of Fire Services Levy (\$1.88M), Rates Overpayments of (\$320k) and Other Payables (\$104k).
Provisions	Current and Non Current provisions are made up of Employee, Landfill and Gravel Pit Provisions. From 30 June 2022 to YTD, Provisions have decreased by approx. \$1.8M due to payments of Annual Leave, Long Service Leave and Sick Leave Gratuity.
Interest Bearing Loans and borrowings	No change in Loans outstanding of \$1.2M at 30 June 2022. Borrowings are fully offset by cash balances resulting in \$0 interest paid YTD. Council have budgeted new borrowings of \$7M in the 2022/23 Budget which is not expected to be used prior to 30 June 2023. However Council will utilise an approved loan facility of approximately \$7M with the NAB from the Budget 21/22 (this amount was not draw down in 21/22 due to surplus cash from grants paid in advance).
Reserves	Reserves have increased as a result of a revaluation of land and buildings from an independent valuation in 21/22. Also included is a reserve for Public Open Space levies collected of \$457k to be spent at a future date.

Statement of Cash Flows

For the Period ended February 2023

	2022/2023 Adopted Budget	2022/2023 Forecast Budget	February 2023 YTD Actual
	Inflow (Outflow)	Inflow (Outflow)	Inflow (Outflow)
Cash flows from operating activities			
Rates, Charges & User Fees (including kerbside collection)	34,546,000	34,552,273	26,668,187
Grants	23,032,000	21,838,521	7,786,463
Statutory Fees and Fines	932,000	923,778	531,150
Contributions - monetary	115,000	364,118	137,216
Interest received	100,000	150,000	123,237
Other receipts	475,000	925,392	924,789
Employee costs	(26,340,000)	(26,767,600)	(17,238,038)
Materials and services	(18,826,000)	(23,149,811)	(14,726,235)
Short term, low value and variable lease payments	(20,000)	(50,000)	(72,790)
Trust funds and deposits repaid	0	0	1,249,464
Other payments	(2,432,000)	(2,287,457)	(1,642,249)
Net cash provided by/(used in) operating activities	11,582,000	6,499,214	3,741,194
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(10,920,000)	0	(2,612,081)
Payments for carry forward property, infrastructure, plant & equipment	(17,332,000)	(18,728,443)	(4,243,715)
Proceeds from sale of property, infrastructure, plant and equipment	0	306,175	306,175
Proceeds from investments	0	0	0
Loans and advances made	0	0	0
Payments of loans and advances	0	0	0
Net cash provided by/(used in) investing activities	(28,252,000)	(18,422,268)	(6,549,621)
Cash flows from financing activities			
Finance costs	0	(19,500)	0
Proceeds from borrowings	7,000,000	7,000,000	0
Repayment of borrowings	(590,000)	(590,000)	0
Interest paid - Lease liabilities	(21,000)	(17,570)	(13,530)
Repayment of lease liabilities	(183,000)	(193,844)	(144,657)
Net cash provided by/(used in) financing activities	6,206,000	6,179,086	(158,187)
Net increase (decrease) in cash and cash equivalents	(10,463,000)	(5,743,968)	(2,966,614)
Cash and cash equivalents at the beginning of the financial year	15,159,000	16,571,421	16,571,421
Cash and cash equivalents	4,696,000	10,827,453	13,604,807

Statement of Capital Works
For the Period ended February 2023

	2022/2023 Adopted Budget	2022/2023 Forecast Budget	February 2023 YTD Actual
Property			
Buildings	5,375,000	7,252,675	411,951
Land	0	0	3,759
Total Property	5,375,000	7,252,675	415,710
Plant and Equipment			
Heritage plant and equipment	10,000	20,000	1,500
IT Equipment	0	0	0
Plant, machinery and equipment	1,135,000	2,049,250	1,548,902
Fixtures, fittings and furniture	10,000	10,000	0
Library Resources	95,000	95,000	57,360
Total Plant and Equipment	1,250,000	2,174,250	1,607,763
Infrastructure			
Roads	2,905,000	7,820,800	823,649
Bridges	200,000	1,199,926	218,239
Footpaths and Street Furniture	50,000	59,814	59,736
Drainage	50,000	2,597,258	15,230
Recreational, Leisure and Community facilities	200,000	5,751,901	484,724
Waste Management	280,000	290,000	142,609
Parks, Open Space and Streetscapes	260,000	1,457,552	(236,000)
Aerodrome	50,000	430,000	253,761
Off Street Carparks	50,000	50,000	0
Other Infrastructure - LRCI	0	5,350,117	3,068,176
Other Infrastructure - Other	250,000	749,749	2,200
Total Infrastructure	4,295,000	25,757,117	4,832,324
Total Capital Works Expenditure	10,920,000	35,184,042	6,855,796
Capital Works represented by:			
New asset expenditure	5,350,000	26,585,134	3,504,524
Asset renewal expenditure	5,310,000	8,250,034	3,077,612
Asset upgrade expenditure	260,000	348,874	273,660
Total Capital Works	10,920,000	35,184,042	6,855,796

Notes

The Forecast Budget 2022/2023 has not been adjusted for expenditure that will be carried forward to future financial years as a result of phasing of some major projects.

Category	Variance Notes
Property	The Forecast budget for "Property" Capital Works has increased to \$12.25M due to carried forward works from 21/22 of \$6.8M. \$6.1M of the carried forward works are for the Foreshore Multipurpose Building which has incurred \$242k of expenditure YTD for design work.
Plant and equipment	The Forecast Budget for "Plant and Equipment" Capital Works has increased by \$924k to \$2.17M. This is due to delays passed on by suppliers for the purchase of 2 heavy vehicles and a number of light fleet vehicles that were on order and budgeted for in 21/22. YTD \$1.6M has been spent made up of the following: \$844k on Heavy Fleet (2 new trucks) and \$558k on Light Fleet. YTD \$57k has also been spent on Library Resources and \$137k on Generators for Relief & Recovery Centres.
Infrastructure	The Forecast Budget for "Infrastructure" Capital Works has increased by \$21.5M to \$25.7M. This includes new projects such as the Airport Hangar Improvement project of \$630k, and fully funded projects such as Local Freight Roads \$4.8M and Portland North Precinct \$2.5M. It also includes carry forwards of \$12.5M from 21/22 such as Alexandra Park for \$4.4M, Bridge Replacement works \$1M, Bridgwater Bay \$1.1M, and Local Roads and Infrastructure Projects (Covid Stimulus LRCI program) of \$5.3M. YTD \$4.8M has been spent on Infrastructure with some of the major projects including Alexandra Park Masterplan (\$1.9M), Portland Foreshore Ancillary Works (\$730k), Road Resheeting (\$665k) and Portland Airport Hangar Improvements (\$253k)

14.3. COUNCIL MEETING PROPOSED DATE CHANGE

Director: David Hol, Director Corporate Services

Executive Summary

At the Statutory Council meeting in 2022, Council by resolution set the dates for the following twelve months of Council meetings on the fourth Tuesday of the month. Due to the ANZAC Day Public Holiday falling on Tuesday the 25 April, it is proposed that the April Council meeting be rescheduled to the following day being Wednesday 26 April 2023.

Recommendation

That Council:

- 1. Reschedule the April Council Meeting to Wednesday 26 April 2023; and**
- 2. Undertakes a public notification process on the change of date for the April 2023 Council meeting.**

Background/Key Information:

The Council adopted the Council Meeting dates for the Mayoral year at the Statutory Council meeting held on 9 November 2022.

These dates were then published to the public in the newspaper and internet.

The date originally set for the April Council meeting is a Public Holiday for ANZAC day. Subsequently it is proposed that Council by resolution rescheduled the April Council meeting to the following day Wednesday the 26 April 2023

Changes to these dates requires Council resolution and a public notification process.

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 process for Council meetings are outlined in the Glenelg Shire Council Governance Rules.

c. Consultation and/or communication processes implemented or proposed

Council Meeting dates for the Mayoral year are considered at the Statutory Council Meeting held in November of each year. The community will be notified of this change in date through a public notice process.

d. Financial Implications and Collaboration

Council Meetings are included in the Glenelg Shire Council budget each year.

e. Governance Principles

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

Attachment List

Nil

14.4. GENERAL LOCAL LAW 2018 - SCHEDULE 29 DOG CONTROL ORDER

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is for Council to adopt a new Schedule 29 – Dog Control Order No 2 under the Domestic Animals Act 1994 and the General Local Law 2018, identifying dog control areas.

This process is a legal requirement following the Council resolution in 2022 to amend the General Local Law permitting designated on-leash areas along the newly developed Portland foreshore pathways and the Portland Botanical Gardens.

Recommendation

That Council:

- 1. That Council revokes Schedule 29 – Dog Control Order No 1 of the General Local Law 2018, which was resolved at a Council Meeting on 27 February 2018.**
- 2. That Council make an order under section 26 of the *Domestic Animal Act 1994* and adopt the Schedule 29 – Dog Control Order No 2 of the General Local Law 2018 permitting dogs on leash along the newly developed Portland foreshore pathway and Portland Botanical Gardens.**
- 3. That the order made by the Council be published in the Government Gazette and in the Portland Observer.**

Background/Key Information:

The Glenelg Shire Council Domestic Animal Management Plan 2021-2025 (DAMP) was adopted via Council Resolution on 22 March 2022.

An objective was developed in the DAMP to undertake a comprehensive review of dog control areas in the Shire to ensure an effective balance of existing on leash and off leash areas, inclusive of any newly developed areas/infrastructure over the four-year period. All changes to the General Local Law List of Schedules 2018 must be made via Council Resolution.

Under section 26(2) of the Domestic Animals Act 1994, Council is required to revoke the existing schedule and adopt a new schedule to ensure our Local Laws team can enforce the changes.

A report presented to Council on 26 April 2022, seeking Council to consider amendments to current Schedule 29 – Dog Control Order No.1, declaring Portland Botanical Gardens and newly developed pathway along Henty Beach (between the Trawler Wharf and Yacht Club as designated on leash areas for dogs, on the pathway

only, and maintain the existing prohibited designation for dogs on all other areas of Henty Beach was adopted.

The Local Laws team will ensure there is appropriate signage updated in the abovementioned areas and will provide appropriate communication and education to the community upon resolution of this recommendation.

a. Council Plan and Policy Linkage

Our Lifestyle, Neighbourhood and Culture - Creating enriched and vibrant lives through experiences, safe and well planned neighbourhoods.

b. Legislative, Legal and Risk Management Considerations

The Domestic Animals Act 1994

c. Consultation and/or communication processes implemented or proposed

The DAMP was subject to a significant community consultation process in 2021 and 2022. No further consultation is recommended for this matter to enable changes to the List of Schedules 2018.

All changes to the General Local Laws List of Schedule 2018 under section 26A of the Domestic Animal Act 1994 must be published in the Government Gazette and in the local newspaper.

d. Financial Implications and Collaboration

Investment in any specific infrastructure, such as additional dog waste stations, signage and footpath artwork will be considered within the operational budget.

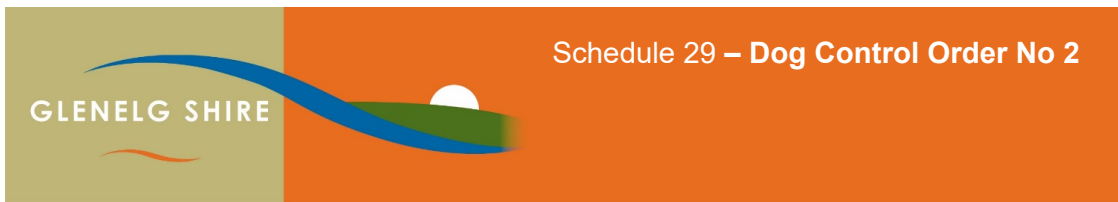
e. Governance Principles

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

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

Attachment List

1. Schedule 29 Dog Control Order No 1 v2 8 Amended [**14.4.1** - 3 pages]



At its meeting on 28 March 2023 Glenelg Shire Council resolved to make a resolution Schedule 29 pursuant to section 26(2) of the *Domestic Animals Act 1994*.

1. Revocation

All previous Resolutions made by Council under section 26 of the *Domestic Animal Act 1994* on 27 February 2018 are hereby revoked.

2. Dogs must be under effective control

A person in control of a dog in an **off-leash** area shall always ensure that the dog is under effective control by:-

- a) remaining in effective voice or hand control of the dog and placing the dog on a chain, cord or leash if that becomes necessary; and
- b) not allow the dog to attack, rush at, or chase any person.

3. Prohibited Areas

- a) A dog must not enter or remain in a Prohibited Area
- b) The prohibition under sub-clause (1) applies in a Prohibited Area regardless of whether the dog is on a chain, cord or lease

4. Dog On-leash Areas

- a) Any person in control of a dog must always ensure that the dog is under control by means of a chain, cord or leash while the dog is on a road, street, or public place in those areas designated by Council by resolution to be dog **on leash** areas.
- b) Notwithstanding the provisions of sub-clause (1) this section will not apply to events conducted and organised by Portland Dog Obedience Club Inc, Casterton Kelpie Festival and Portland and District Kennel Club

5. Removal of dog excrement

- a) A person must not permit excrement of a dog under their care or control to remain on a road, Council land or a public place.
- b) A person who is in charge or control of a dog on a road, Council land or in a public place, must have in his or her possession a bag for the purpose of removing any excrement deposited by that dog from the road, Council land or public place.

6. Meaning of words in Schedule 29

On-leash and Off-leash Areas: means any park or playground listed in this order

Owner: has the same meaning as in the *Domestic Animals Act 1994*

Prohibited Area:

- Portland Foreshore Playground- All Municipal Places within the area bounded by a line commencing at the south west corner of Lee Breakwater Road and then extending in a north westerly direction along the western side of Lee Breakwater Road to the southern side of the Portland Yacht Club building and then extending in an easterly direction to the water edge, and then extending back in a south easterly direction following the water's edge to Trawler Wharf Road, and then in a westerly direction to the start at Lee Breakwater Road.

Excluded is the pathway along Henty Beach from Trawler Wharf to the Yacht Club (refer to Portland on-leash areas)

- Yarraman Park, Portland

Public Place: has the meaning given to it in the *Summary Offences Act 1966*, and includes all streets, roads, footways, reserves, lanes parks, schools, public halls and markets.

Portland On-leash Areas

- Portland Botanical Gardens
- Henty Beach Pathway – from trawler Wharf to the Yacht Club
- Flinders Park
- Henty Park
- Cavalier Park
- Hanlon Park
- Alexandra Park
- Nelson Park
- Friendly Society Reserve
- Dutton Bluff Playground
- Portland Foreshore Playground
- Ploughed Field Playground
- Rosdell Street Playground
- Nuns Beach- all municipal places within the area bounded by a line commencing at the carpark at southern end of Lee Breakwater Road where it joins the cliff edge then in a northerly direction along cliff edge to the point of a line drawn following the southern fence of the Portland Bay Holiday Park then in a easterly direction to the water's edge then in a southerly direction along the water's edge to Lee Breakwater then in a westerly direction back to the start

Between 9.00am and 6.00pm from 1 December until midnight Easter Tuesday.

Portland Off-leash Areas

- Small and Large Portland Dog Park
- Heywood On-leash Areas
- Heywood Football Ground
- Apex Park

List of Schedules – General Local Law 2018

153

Casterton On-leash Areas

- Island Park

Merino On-Leash Areas

- Merino Showgrounds

14.5. HERITAGE GRANT APPLICATION RECOMMENDATION 35 PERCY ST PORTLAND

Director: David Hol, Director Corporate Services

Executive Summary

A total of two heritage grant applications were received for the period to 7 March 2023 seeking \$15,000 for projects totaling approximately \$28,000.

An individual report and recommendation have been created for each grant application.

Council's Heritage Advisor has provided a report confirming the eligibility of these works as per the Heritage Support Policy. Council officers have evaluated the application and this report presents the recommendation to support the application.

Recommendation

That Council approve the grant application of \$5,000 from the heritage grants and loans restoration fund for the conservation works at 35 Percy Street, Portland in accordance with the recommendations in Council's heritage advisor report and relevant permits.

Background/Key Information:

On 25 October 2022 Council updated the Heritage Support Policy. Recommendations for grants are evaluated by Council officers in consultation with Council's heritage advisor.

A heritage grant application was submitted on 17 February 2023 for the replacement of roofing and galvanised ridge capping with an estimated cost of works totaling \$10,615. The applicant has requested \$5,000 in funding.

The Portland Club, 35 Percy Street, Portland is an individually State listed heritage property (HO17) constructed in 1860 using local basalt. Originally an auction room and wool warehouse, it was acquired by the Portland Club in 1919.

Council's Heritage Advisor inspected the property on 9 February 2023 with a recommendation to grant the maximum amount available. The heritage advisor report notes the building is a highly visible and important early landmark within Portland. It is considered a highly worthwhile project of high priority, urgent and eligible.

The application meets all eligibility requirements of the Heritage Support Policy. The conservation works to be undertaken meet the high priority criteria. It is recommended to approve the maximum co-contribution amount of \$5,000.

a. Council Plan and Policy Linkage

Our Lifestyle, Neighbourhood and Culture - Creating enriched and vibrant lives through experiences, safe and well planned neighbourhoods.

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative, legal or risk management considerations.

c. Consultation and/or communication processes implemented or proposed

The applicant will be advised of the outcome following the Council Meeting.

d. Financial Implications and Collaboration

The Heritage Grants and Loans restoration fund has an estimated balance of \$12,000 once all grants approved to date are paid. This will reduce to approximately \$2,000 if both grants are approved.

e. Governance Principles

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

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

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

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

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

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

Attachment List

1. Smartygrants application 35 Percy Street Portland Redacted [14.5.1 - 10 pages]

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 12 From Mr Robert Hope
Form Submitted 17 Feb 2023, 12:30pm AEDT

Heritage Grant/Loan Scheme

*** indicates a required field**

[Click here to view or download a pdf copy of the Guidelines.](#)

What are you applying for?

- ☒ Heritage Loan
☐ Heritage Grant

Applicant Details

Mr Robert Hope

Organisation Name (if applicable)

Portland Club Inc.

Postal Address

PO Box 326
Portland VIC 3305
Must be an Australian post code

Applicant Email *

Applicant Primary Phone Number

Landowner Consent

Are you the owner of the place? *

☒ Yes ☐ No

Please attach supporting documentation of landowner consent

No files have been uploaded

Property Place Details

Name of Place

Portland Club

Street Address of Place

Current Use of Place

Clubrooms

Is the Place individually listed?

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 12 From Mr Robert Hope
 Form Submitted 17 Feb 2023, 12:30pm AEDT

- ☒ Individually Listed
☒ Heritage Precinct

Previous Funding Status

Have you previously received funding from us? *

- ☒ Yes
☐ No

What is the project name of your last funded grant?

Facade refurbishment

Have all previous grants or funding been acquitted?

Yes

Comments

Cleaning and repointing of bluestone facade - 2014 - completed

Please provide any further information required to help us assess whether previous funding has been acquitted.

Proposed Works

Project Description *

Renew/replace rusty roof flashing and ridge capping. Check integrity of all spouting, downpipes and guttering behind parapet.

Refurbish and repaint clerestory windows by members if access is viable.

Must be no more than 100 words.

Must be no more than 100 words

Additional details if required.

Filename: X23100 Portland Club 35 Percy Street Portland Grant Eligibility inspection 06022023.pdf

File size: 467.9 kB

Please provide any other details that would assist in your application. I.e. financial, urgency, previous works, level of significance.

Total Project Cost

\$12,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Total Amount Requested

\$5,000.00

Must be a dollar amount.

Must be matched on a minimum \$ for \$ basis by the application (co-contribution). Maximum application is \$10,000.

Anticipated project start date: *

01/05/2023

Must be a date

Glenelg Shire Heritage Grants 2022 2023

Glenelg Shire Heritage Loan and Grant Scheme Application Form

Application No. 12 From Mr Robert Hope

Form Submitted 17 Feb 2023, 12:30pm AEDT

Anticipated project completion date: *

31/05/2023
Must be a date

Have you discussed this project with Council's Heritage Advisor Officer? *

yes - see attached file from heritage advisor
Discussion of your project idea is strongly encouraged.

Permit Details

Have you applied for a planning permit? *

- ☐ Yes
☒ No

Have you applied for a building permit? *

- ☐ Yes
☒ No

Supporting Documents

*** indicates a required field**

Please provide relevant documents to support your application. These might include:

Current copy of Title *

Filename: club title.jpg
File size: 1.8 MB

Quote 1 *

Filename: McPherson quote Feb23.jpg
File size: 170.5 kB

Quote 2

No files have been uploaded

Photographs

No files have been uploaded

Heritage Advisor Report

Filename: X23100 Portland Club 35 Percy Street Portland Grant Eligibility inspection 06022023.pdf
File size: 467.9 kB

Other Documents (ie Plans)

No files have been uploaded

Other documents may be requested if required.

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 12 From Mr Robert Hope
Form Submitted 17 Feb 2023, 12:30pm AEDT

Declaration and Privacy statement

*** indicates a required field**

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the landowner.

I have read the accompanying guidelines for applicants provided with this application form and agree to abide by all conditions contained in the Heritage Loan & Grants Scheme Guidelines,

I agree that I will contact Glenelg Shire Council immediately if any information provided in this application changes or is incorrect.

I understand that this is an application only and may not necessarily result in funding approval.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

If successful, funds must be spent on the project nominated in the application form.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☒ Yes

Applicant *

Mr Robert Hope


Date of Declaration *

17/02/2023
Must be a date

3619153

Entered in the Register Book

Vol. 6185 Fol. 1266810


VICTORIA.


Certificate of Title,

UNDER THE "TRANSFER OF LAND ACT 1928."

Graeme Preston Learmonth Retired Grazier Sydney Lewis Patterson Fisherman and --
Frank Dimond Storekeeper all of Portland are now joint proprietors -----
~~months past~~ *of an Estate in Torrensland subject to the Encumbrances*
notified hereunder in All that piece of Land delineated and coloured
red on the map in the margin being part of Crown Allotment Five Section Fourteen-
Town and Parish of Portland County of Normanby - Together with a right of carriage
way over the road coloured brown on the said map -----

Dated the Twelfth day of November One

thousand nine hundred and thirty-seven.



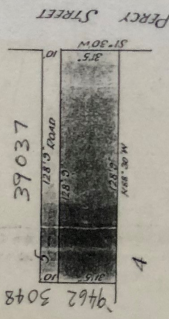
M. G. G. G.
Assistant Registrar of Titles.

ENCUMBRANCES REFERRED TO.

12510

9462 5048

39037

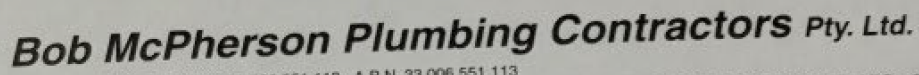


PERCY STREET

The Measurements are approximate

Attachment 14.5.1

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25 BENNETT STREET, PORTLAND, VIC., 3305.
TEL: (03) 5522 4770

Email: margm@iconnect.net.au

DATE 7/2/23

3697

M. Portland Mens Club.
PH. ROBERT HARR.

We have pleasure in submitting the following quotation			AMOUNT
QUANTITY	DESCRIPTION		
	Quote to Access & Remove Rusted RIDGE CAPING & SOAK Roof; gutters on main ROOF. check blocked gutters. with Boom LIFT Access		
		TOTAL \$	9650 +557 <u>10207</u>

Total \$ 9650
+ \$57

Printed by Davis Print - Portland, 3305. Ref. No. 22980

VALID FOR 30 DAYS

Total \$

Signed _____

On behalf of **Bob McPherson Plumbing Contractors Pty. Ltd.**

Glenelg Shire Council Heritage Advisor Report

Planning Application No.:	X23100
Owner / Applicant:	Portland Club: represented by Mr Robert Hope
Location:	35 Percy Street
Heritage Status:	HO17
Proposal:	Heritage Conservation Grant Eligibility
To:	Tammy Hurst
Date:	09022023



From Vic Heritage Database

Inspection: 6 February 2023



Glenelg Shire Council Heritage Advisor Report

Statement of Significance (From Vic Heritage Database)

What is significant?

The Portland Club was erected in Percy Street, Portland in 1860 as auction rooms and wool warehouse for Crouch and Fethers, reportedly to a design by local architect, Daniel Nicholson. George G. Crouch was an early settler in Portland, who arrived in Australia in about 1835, and probably began business in Portland in 1842. He was appointed the second post-master there in 1844, ran a general store and auctioneering business and was one of the seven members elected to Portland's first Municipal Council in 1855. He purchased the Percy Street site from the original owner, William S. Sutherland and by 1856 had constructed a large iron building to accommodate his auctioneering business. This was replaced by the existing building in 1860. Crouch died in 1876 and the building became an engineering establishment of George Jarrett until 1887 when the Salvation Army occupied the building. The Portland Club acquired the building in 1919. Established in 1877 as a gentleman's club, this was their fourth home.

From its beginning as a trading port for the whaling industry in the 1830s, Portland developed rapidly through the 1840s, due to settlement of the rich pastoral hinterland, with wool becoming an important staple export. In the 1850s and 1860s, Portland became established as a prosperous urban settlement as the gold rush period attracted people and wealth to the town. It became a municipality in 1855 and access improved with the establishment of the Portland Roads District in 1856, a Cobb & Co. service to Melbourne via Geelong and an electric telegraph service in 1857. As a result, by the mid-1860s the city contained a fine collection of public, private and commercial buildings.

Like other buildings erected in the 1850s and 1860s, Crouch and Fethers building was constructed in local basalt, with a fine axed front facade, made possible by the nature of the extremely fine grain black basalt of the region. It is a rectangular building containing a main hall, lit by a roof monitor light down its length, and ancillary rooms at front and rear. The symmetrical, classically conceived front facade incorporates an entablature supported by Doric pilasters and a parapet with a simple triangular pediment and side scrolls. A pediment, containing the date 1842, accentuates the central arched entrance, which itself is flanked by two arched openings. Loading platforms, a stone archway over the driveway to the north, and Crouch's residence at the rear of the property have been demolished.

How is it significant?

The Portland Club is of historical and architectural significance to the State of Victoria.

Why is it significant?

The Portland Club is of historical significance due to its association, as commercial premises, with the era when Western District wool was exported from this important port. The building was erected at the height of Portland's prosperity by one of its early settlers, George G. Crouch, and together with a number of other bluestone buildings in Portland, built in the 1850s and 1860s, it is illustrative of this important period.

[Online Data Upgrade Project 2004]

Background:

The Portland Club is seeking assistance to undertake conservation work of the roof and are enquiring as to grant eligibility. The following scope was identified:

- Erection of scaffold to undertake the works;
- New barge and ridge flashings to replace corroded flashings;
- Potentially New gutters to clerestory;
- Check discharge from box gutter to rear of parapet;
- Minor stormwater management;
- External painting of northern timbers to clerestory;
- Check source of wind-blown rain;
- Check parapet flashing and condition of rear of parapet

Glenelg Shire Council Heritage Advisor Report

Quotations are being sought for the work. Complete reroofing

Council Policy

The heritage grant scheme provides funds for eligible works that promote the conservation of recognised heritage buildings, sites or objects of heritage value in the Glenelg Shire. Applicants may apply for either a loan or grant.

Satisfied: The corroded flashings detract from the overall appearance and weathertightness of this highly regarded and well used historic building

Eligibility Criteria

Applications for a loan or grant under this scheme will only be considered if they meet the following criteria:

Where required, a planning permit or building permit must be obtained.

- Works have not commenced or been completed prior to submitting an application.
- Must not have previously been granted/received in the current financial year.

The project involves carrying out work on either:

- A heritage asset, object or place listed in the Glenelg Planning Scheme's Heritage Overlay;

Works will conserve an individually listed State Heritage Place and are eligible.

Type of Work Eligible

- Urgent work that is necessary to ensure the survival of the building or structure (eg. Roof repairs).
- Conservation works on contributory or individually listed places of heritage significance.

Satisfied: badly corroded flashings urgently require replacement with matching, gavanised roll top flashings that are scribed into the corrugations.

Type of Work Ineligible

- Labour provided by the applicant.

Works are eligible. The applicant is unable to undertake the works due to the height of the building and the need for safe access.

Glenelg Shire Council Heritage Advisor Report

Assessment criteria

- The relationship of the project to approved conservation principles (eg. the Burra Charter);
- The importance of the restoration project to the heritage value of the town or place;
- The urgency of the works;
- The proposed work to be publicly visible or in publicly accessible parts of the building, structure or place;
- The adherence to the reconstruction of original features only and the proposal's support from credible evidence; and
- The proposed works have not received funding from any other Council grant program.

Keeping water out of and away from buildings is one of the key conservation actions. The project is supported as high priority, urgent and eligible.

Recommendation

The works as proposed are eligible for assistance under the Local Heritage grant scheme. The building is a highly visible and important early landmark within Portland.

The project will require scaffolding due to the height of the walls and clerestory.

I consider this a highly worthwhile project and would support the maximum available grant.

Heritage Advisor:

Douglas Alexander

14.6. HERITAGE GRANT APPLICATION RECOMMENDATION 16 BURKE STREET SANDFORD

Director: David Hol, Director Corporate Services

Executive Summary

A total of two heritage grant applications were received for the period to 7 March 2023 seeking \$15,000 for projects totaling approximately \$28,000.

An individual report and recommendation have been created for each grant application.

Council's Heritage Advisor has provided a report confirming the eligibility of these works as per the Heritage Support Policy. Council officers have evaluated the application and this report presents the recommendation to support the application.

Recommendation

That Council approve the grant application of \$5,000 from the heritage grants and loans restoration fund for the conservation works at 16 Burke Street, Sandford in accordance with the recommendations in Council's heritage advisor report and relevant permits.

Background/Key Information:

On 25 October 2022 Council updated the Heritage Support Policy. Recommendations for grants are evaluated by Council officers in consultation with Council's heritage advisor.

A heritage grant application was submitted by the Sandford Mechanic's Institute Inc Committee on 12 February 2023 for the replacement/repair of timber windows, weatherboards and door to the Foresters Hall at 16 Burke Street, Sandford. The committee requested \$10,000 in funding (revised to \$5000 as the maximum co-contribution amount with estimated cost of works totaling \$11,178).

The Foresters Hall (HO238) built in 1874 is an individually listed heritage property located on land reserved for the Mechanics Institute in 1888. The building is of historical, social and architectural significance.

Council's Heritage Advisor inspected the property on 9 June 2022 and advised essential works are required to the unsound windows and doors and weatherboard dilapidation. It was also noted the heritage asset is of immense importance to Sandford and is still actively in use for community events. The works will be publicly visible and will boost civic pride.

The application meets all eligibility requirements of the Heritage Support Policy and is supported by the Heritage Advisor as highly eligible. The quotes provided reflected the

prioritised works recommended by the Heritage Advisor. It is recommended to approve the co-contribution amount of \$5,000.

The Committee are also undertaking repair/restoration works valued at \$4,950 on the adjoining Mechanics Institute Hall on the adjoining site at 14 Burke Street. This is not included for funding due to it being owned by State Government.

a. Council Plan and Policy Linkage

Our Lifestyle, Neighbourhood and Culture - Creating enriched and vibrant lives through experiences, safe and well planned neighbourhoods.

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative, legal or risk management considerations.

c. Consultation and/or communication processes implemented or proposed

The applicant will be advised of the outcome following the Council Meeting.

d. Financial Implications and Collaboration

The Heritage Grants and Loans restoration fund has an estimated balance of \$12,000 once all grants approved to date are paid. This will reduce to approximately \$2,000 if the two grants are approved.

e. Governance Principles

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

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

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

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

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

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

Attachment List

1. Smartygrants application 16 Burke Street Sandford Redacted [14.6.1 - 15 pages]

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 06 From Mr Rodger Williams
Form Submitted 12 Feb 2023, 12:19pm AEDT

Heritage Grant/Loan Scheme

*** indicates a required field**

[Click here to view or download a pdf copy of the Guidelines.](#)

What are you applying for?

- ☐ Heritage Loan
☒ Heritage Grant

Applicant Details

Mr Rodger Williams

Organisation Name (if applicable)

Sandford Mechanic's institute Inc

Postal Address

5955 Portland-Casterton Rd
Sandford VIC 3312
Must be an Australian post code

Applicant Email *

Applicant Primary Phone Number

Landowner Consent

Are you the owner of the place? *

☐ Yes ☒ No

Please attach supporting documentation of landowner consent

Filename: sandford hall title .JPG
File size: 1.1 MB

Property Place Details

Name of Place

Sandford Mechanic's institute Inc

Street Address of Place

14 Burke St
Sandford VIC 3312 Australia

Current Use of Place

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 06 From Mr Rodger Williams
 Form Submitted 12 Feb 2023, 12:19pm AEDT

Community Hall

Is the Place individually listed?

- ☐ Individually Listed
☒ Heritage Precinct

Previous Funding Status

Have you previously received funding from us? *

- ☐ Yes
☒ No

What is the project name of your last funded grant?

Have all previous grants or funding been acquitted?

Comments

Please provide any further information required to help us assess whether previous funding has been acquitted.

Proposed Works

Project Description *

Some of the weather boards on the outside of the hall are rotten and need replacing
 The windows are starting to rot and are in bad need of attention as well as some doors
 After having a Heritage Advisor report done Which pointed out that there was a lot of work to done to the buildings. One of the first and very important parts was to keep the buildings weather tight and to preserve them from further detrition

Must be no more than 100 words.
 Must be no more than 100 words

Additional details if required.

No files have been uploaded
 Please provide any other details that would assist in your application. I.e. financial, urgency, previous works, level of significance.

Total Project Cost

\$16,128.80
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

Total Amount Requested

\$10,000.00
 Must be a dollar amount.
 Must be matched on a minimum \$ for \$ basis by the application (co-contribution). Maximum application is \$10,000.

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 06 From Mr Rodger Williams
Form Submitted 12 Feb 2023, 12:19pm AEDT

Anticipated project start date: * 01/11/2023
Must be a date

Anticipated project completion date: * 15/03/2023
Must be a date

Have you discussed this project with Council's Heritage Advisor Officer? * Yes this has been discussed
Discussion of your project idea is strongly encouraged.

Permit Details

Have you applied for a planning permit? *

- ☐ Yes
☒ No

Have you applied for a building permit? *

- ☐ Yes
☒ No

Supporting Documents

*** indicates a required field**

Please provide relevant documents to support your application. These might include:

Current copy of Title *

Filename: sandford hall title .JPG
File size: 1.1 MB

Quote 1 *

Filename: SCAN0141.JPG
File size: 1.3 MB

Quote 2

Filename: tim foster.png
File size: 2.5 MB

Photographs

No files have been uploaded

Heritage Advisor Report

No files have been uploaded

Other Documents (ie Plans)

No files have been uploaded

Other documents may be requested if required.

Glenelg Shire Heritage Grants 2022 2023
Glenelg Shire Heritage Loan and Grant Scheme Application Form
Application No. 06 From Mr Rodger Williams
Form Submitted 12 Feb 2023, 12:19pm AEDT

Declaration and Privacy statement

*** indicates a required field**

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the landowner.

I have read the accompanying guidelines for applicants provided with this application form and agree to abide by all conditions contained in the Heritage Loan & Grants Scheme Guidelines,

I agree that I will contact Glenelg Shire Council immediately if any information provided in this application changes or is incorrect.

I understand that this is an application only and may not necessarily result in funding approval.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

If successful, funds must be spent on the project nominated in the application form.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☒ Yes

Applicant *

Mr Rodger Williams

Date of Declaration *

12/02/2023
Must be a date



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Page 1 / 1


Produced 12/08/2019

09:48 hr

CERTIFICATE OF TITLE – VICTORIA

Under the Transfer of Land Act 1958

I certify that the registered proprietor is the proprietor of the estate and interest in the land subject to the encumbrances, caveats and notices described

Jan Jreson 

REGISTRAR OF TITLES

LAND DESCRIPTION

Crown Allotment 2001 Township of Sandford Parish of Sandford.
PARENT TITLE Volume 02143 Folio 595
Created by instrument AS427670T 09/08/2019

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
SANDFORD MECHANICS INSTITUTE INC of 5955 PORTLAND-CASTERTON ROAD SANDFORD
VIC 3312
Y002668G 27/05/1991

ENCUMBRANCES, CAVEATS AND NOTICES

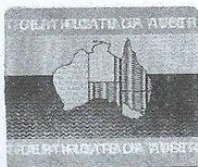
REGISTRAR'S CAVEAT AQ295514G 28/09/2017

For details of any other encumbrances see the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP856425D FOR FURTHER DETAILS AND BOUNDARIES

END OF CERTIFICATE



THIS CERTIFICATE CONTAINS INFORMATION CORRECT AT THE TIME OF PRINTING.
CURRENT INFORMATION SHOULD BE OBTAINED BY A SEARCH OF THE REGISTER.

Damian Vaughan Pty. Ltd.

JOINERY

ABN 36 939 075 366

Kitchens, Laundries and Vanity Units

Timber Windows & Doors

Timber Mouldings & Machining

28 Andrews Street, Hamilton 3300

Phone / Fax (03) 5571 9030

Mobile 0419 540 838

Email dvaughan@bigpond.net.au

Tax Invoice

3754

Date 4/9/22

M Kage mitchell.

Address

Customer's ABN

DESCRIPTION	TOTAL
Job - Sandford Hall	
No. 1 hall with kitchen & hall	
Estimation only to reglaze re-putty & repair all of sashes to make good materials + labour GST included	\$3600
Hall door - repairs & refit prime to make good GST included	\$1650
No 2 Hall - church hall	
Reglaze, re-putty & repairs & re-priming & prime. materials + labour GST included	\$3300
Please note: Strictly 14 days Trading Terms.	
Bank Details: CBA Hamilton. BSB 063513 A/C: 10269595	
Thank you.	
GST	\$
Total Amount	\$

26/6/2022

TIM FOSTER BUILDER

DBU 26176



REGISTERED
Building Practitioner

To The Sandford Hall Committee- per Kay Mitchell

Re; Window replacement quote

PO BOX 166
CASTERTON
VIC 3311
PH/FAX 03 55812211
MOB 0418834376
Email timfoster3311@gmail.com

Following is quote as requested to remove and replace double hung window in kitchen, replace weatherboards, 135 lineal metres allowance, replace corner stops, 2/2.7m, 1/3.0m and 1/3.6m.

Quote includes fixing sizzilation on wall around window, to prime cut ends of weatherboards.

Please note this quote does not include painting or removal of rubbish.

Total of this quote is \$7578.80 inc GST

Thank-you for the opportunity to quote, PLEASE NOTE: the wage portion of this quote will not change however the materials portion is subject to change due to the current economic variables. This quote is valid for 30 days only.

With thanks

Tim Foster

Glenelg Shire Council Heritage Advisor Report

Planning Application No.:	X22717
Owner / Applicant:	Foresters Hall Management Committee
Location:	16 Burke Street Sandford
Heritage Status:	HO238
Proposal:	Conservation Works including tree pruning
To:	Tammy Hurst
Date:	09 06 2022

Purpose of Meeting

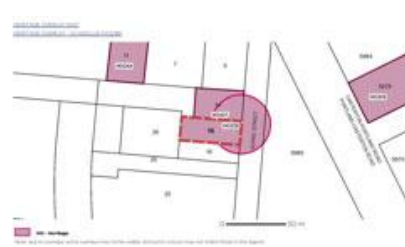
The site meeting was arranged by the Committee to:

- Show the Heritage Advisor aware of the condition of the building;
- Demonstrate the need and importance of undertaking Conservation Works;
- Discuss potential grant funding to assist the Community Committee in undertaking necessary Conservation Works.

'The Hall Committee have identified a number of maintenance issues that they need to address in the immediate future – such as upgrading the old timber windows to ensure that the building is 'water tight' prior to any painting of the interior etc., the window replacement project will need to be undertaken as a matter of urgency and there is concern about the tree needing to be 'pruned' as it is also causing issues with the building structure from overhanging limbs.'

Status

Local Heritage Place identified in 2005 Heritage Survey.



HO238	Foresters Hall and <i>Quercus robur</i> (English Oak), 16 Burke St, Sandford
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Glenelg Shire Council Heritage Advisor Report

Statement of Significance

What is Significant?

The Foresters Hall, located at 16 Burke Road in Sandford was originally built as a Rechabite Hall in 1874. The hall sits adjacent to a Mechanics Institute, built in the late 1880s. Both buildings are located on land reserved for the Mechanics Institute in 1888. The Mechanics Institute and the Forester's Hall are divided by a simple post and wire fence which surrounds each building, breaking the original reserve in two. The hall is a simple single storey red brick building, rectangular in plan. The walls, which are set on a rough stone plinth, are red brick laid in alternating header and stretcher bond on all sides. The south wall has three fine stepped buttresses with windows in the two central bays. The facade has a cement render plaque at the centre of the gable with the letters "A.O.F." still slightly discernable. There is a weatherboard entrance porch at the front centre of the hall with a single rectangular window of two panes and a door on the south side. At the rear there is a rectangular brick section with a gabled roof and a double hung sash window. The rear walls of the hall and this section have been rendered. There is a weatherboard addition with a skillion corrugated iron roof on the north side of the hall. The interiors of the building are simple, with a timber stage at one end, and local hardwood floors.

William Layley, a local shoemaker laid the foundation stone of the Rechabite Hall. John Stewart Anderson, a local saddler planted the Oak tree (*Quercus robur*) in front of the hall to commemorate the 50th Jubilee of the late Queen Victoria. This tree is dealt with in a separate datasheet as a separate heritage place. Anderson was also a member of the Board of Advice for the South Riding to the Shire of Glenelg, the Sandford Common Committee, the Rifle Club, the Sandford Cemetery Trust, and a foundation member of the Ancient Order of Foresters. He established 'penny readings' and the money raised formed the nucleus of the library later housed in the reading room at the rear of the Mechanics Hall. As secretary of the Institute he called for tenders and James McCormack was the successful tenderer.

While the 2005 Survey commented 'The building remains in very good condition and has an excellent degree of integrity. I have observed this to have altered. While the integrity is high, the condition is poor.

How is it Significant?

The Foresters Hall is of historical, social and architectural significance to the Glenelg Shire.

Why is it Significant?

The Foresters Hall is of historical significance for the association with important local figures who contributed to the welfare and advancement of the community. It is of social significance as the focus of communal activities, improvement and recreation. The Foresters Hall is of architectural significance for its use of very simple vernacular forms and traditional building techniques using local materials.

QUERCUS ROBUR (ENGLISH OAK) - Physical Description 1

The *Quercus robur* (English oak) is located at the front of the Ancient Order of Forester's Hall at 16 Burke Road, Sandford. The tree is typical of its form, with a large spreading crown, with low branches extending out from the trunk up to 12 metres. The tree is in excellent health, and retains an excellent degree of integrity, having been altered or pruned little over the past 120 years. Next to the tree, a plaque has been erected (concrete base with bronze plaque). The plaque states that the tree was planted in 1887 to commemorate the 50th Anniversary Golden Jubilee of Queen Victoria, planted by Mr. J. S Anderson.

Glenelg Shire Council Heritage Advisor Report

Statement of Significance

What is significant?

The *Quercus robur* (English oak) planted in front of the Forester's Hall in Burke Street, Sandford is a magnificent specimen, planted by important local man, J.S. Anderson to commemorate Queen Victoria's Golden Jubilee in 1887. The tree is in excellent condition with an excellent degree of integrity.

How is it significant?

The tree is of historical and aesthetic significance to the Glenelg Shire.

Why is it significant?

The tree is of historical significance as it demonstrates the joy and pride which the people of Sandford, and indeed much of Australia felt in celebrating the Golden Jubilee of Queen Victoria. It is of further historical importance for its location, in front of the Ancient Order of Forester's Hall, in the middle of the public part of the township. It is of aesthetic significance as an outstanding specimen of a mature English oak which contributes significantly to the landscape.

Proposed Scope of Work

The proposed immediate Scope of Work is to undertake essential window, door, weatherboard and porch repairs. This will also require external painting of previously painted surfaces such as timber.

The advice provided was to prepare a tabulated and prioritized Scope of Work document that included numbered windows, located on a floor plan and identified in the table with the associated scope of work and an itemized cost breakdown.

The Committee also wish to prune the tree for reasons of public safety and to safeguard the roof and roof drainage. The advice provided was limited to ensuring that pruning occurred so as not to unbalance the tree.

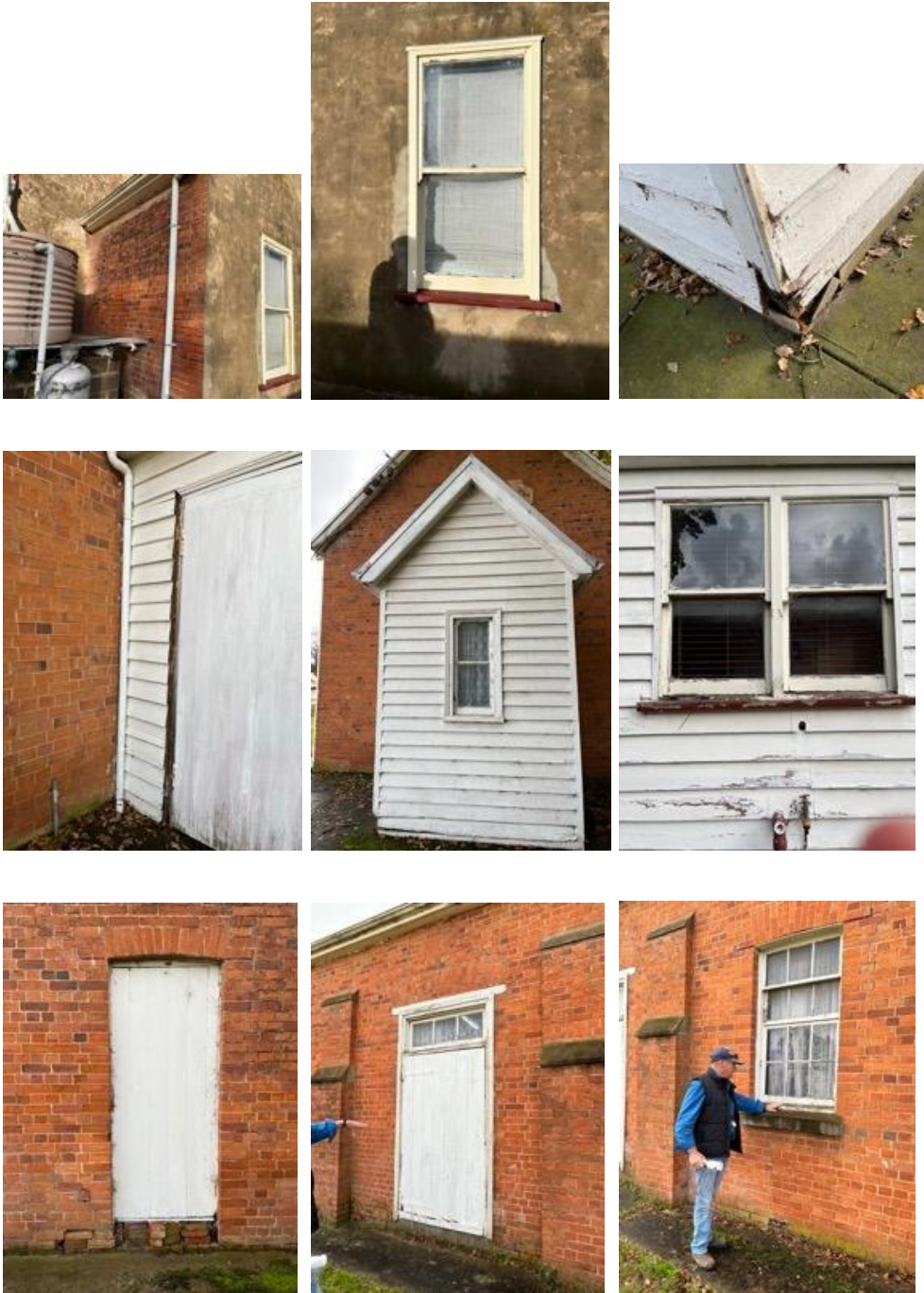
In other words: do as little as possible but as much as necessary. Views of the tree and the rear and side of the building are provided below.



Above are photographs of the rendered rear, the weathered brick chimney to the kitchen area and the weatherboard lean-to kitchen.

Glenelg Shire Council Heritage Advisor Report

Below are the rendered rear, porch that has moved away from the brickwork, brickwork and materially unsound windows and doors in the brick wall and weatherboard dilapidation.



Detailed photographs of the window dilapidation are provided overleaf.

Glenelg Shire Council Heritage Advisor Report



The above interior photograph provides a good indication of the quality and small scale of the original hall and the high level of integrity.

Glenelg Shire Council Heritage Advisor Report

Heritage and other sources of Grant Funding

The Committee is intending to apply for a Heritage Grant to assist with the Conservation Works.

Eligibility Criteria

Applications for grant under this scheme will only be considered if they meet the following criteria:

- Where required, a planning permit or building permit must be obtained.
- Works have not commenced or been completed prior to submitting an application.
- Must not have previously been granted/received \$10,000 in the current financial year.

The project involves carrying out work on either:

- A heritage asset, object or place listed in the Glenelg Planning Scheme's Heritage Overlay;

The proposed works affect a highly regarded community owned heritage asset that includes a building and tree.

The proposed works are considered highly eligible.

Type of Work Eligible

- Urgent work that is necessary to ensure the survival of the building or structure (eg. Roof repairs, damp protection, restumping or stabilisation works).
- Reconstruction work (for joinery or masonry detail, verandah or fence) for contributory and individually listed places of heritage significance which will enhance the function and/or appearance of the place. This work must be based on clear evidence of the original feature or element, such as remaining physical evidence, original photographs or documentation.
- Conservation works on contributory or individually listed places of heritage significance.
- Reinstatement of traditional paint colour scheme on contributory or individually listed places of local heritage significance.

The proposed conservation works fulfil all of the above criteria.

Type of Work Ineligible

- Labour provided by the applicant.
- New works which do not contribute to the conservation, restoration or reconstruction of the original heritage features.
- Routine maintenance works considered as general upkeep.

Glenelg Shire Council Heritage Advisor Report

- Projects which involve undertaking research, recording and documentation of cultural heritage places.
- Rear and side fencing behind the building not addressing a street frontage.

Volunteer labour is no longer available due to the limited size and age of the very small group of community owners.

Assessment criteria

- The relationship of the project to approved conservation principles (eg. the Burra Charter);
- The importance of the restoration project to the heritage value of the town or place;
- The urgency of the works;
- The proposed work to be publicly visible or in publicly accessible parts of the building, structure or place;
- The adherence to the reconstruction of original features only and the proposal's support from credible evidence; and
- The proposed works have not received funding from any other Council grant program.

The project fulfils the assessment criteria for the following reasons:

- The proposed conservation works will be undertaken to approved conservation principles;
- The heritage asset is of immense importance to Sandford, and is still actively in use for community events
- The works will be publicly visible and will boost civic pride
- Reconstruction will be based upon the existing physical evidence

Applicant Eligibility

- Must be owner or occupier of the asset; and/or
- Have the consent of the owner if the applicant is not the owner.

The applicant is the owner of the building

Permit Considerations:

In response to the relevant Victorian Planning Provision strategies relating to Heritage Conservation, at Clause 15.03-1L:

General strategies

Support development that respects the significance of the heritage place as identified in the Statement of Significance.

Protect hedges, significant plantings and garden features, fences, outbuildings and garden settings as essential elements that make up the cultural significance of the context and setting of heritage places.

Restoration, reconstruction and surface treatment strategies

Glenelg Shire Council Heritage Advisor Report

Retain the original heritage fabric of the place.

Conserve external features of significant and contributory heritage buildings.

Encourage the restoration and reconstruction of the original or early appearance of contributory fabric, particularly when seen from the street, if:

- The reconstruction will enhance the heritage significance of the heritage place.
- Evidence exists to support the accuracy of the reconstruction.

Discourage the painting of unpainted surfaces.

Ensure removal of paint from masonry is undertaken using a non-abrasive method.

Ensure that restoration of contributory fabric is undertaken using the same proportions of elements and quality of materials as the original.

Ensure colour schemes for heritage buildings relate to the period and style of construction and the character of the streetscape and heritage precinct.

Discourage particularly bright or synthetic colours designed to create contrast and hence draw attention to a particular building.

Streetscapes, infrastructure, landscape and trees strategies

Encourage the retention and conservation of heritage elements within streetscapes and landscapes (including street trees, kerb and channel, laneways, etc.).

Discourage the removal of trees with an identified heritage value unless either:

- The tree is dead or dying.
- The tree is causing structural damage to an existing heritage structure that cannot be dealt with by any other means.

In response to the relevant Decision Guidelines included in the Heritage Overlay to the Planning Scheme, at Clause 43.01-8:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.
- Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy.
- Any applicable heritage design guideline specified in the schedule to this overlay.
- Whether the proposed works will adversely affect the significance, character or appearance of the heritage place.
- Whether the lopping or development will adversely affect the health, appearance or significance of the tree.

Recommendation:

That a prioritised, itemised and costed scope of work be prepared and used for a Grant Application.

That Council advise of other sources of funding noting the most recent round of RFIP has closed.

The works may require a Permit. It is recommended that advice be obtained from a Planning Officer, once the Scope of Work is finalised.

Heritage Advisor:

Douglas Alexander

14.7. AMENDMENT C96GELG - CORRECTIONS INCLUDING HERITAGE

Director: David Hol, Director Corporate Services

Executive Summary

Amendment C96gelg (the amendment) received authorization from the Minister for Planning to prepare and exhibit the amendment. Public exhibition has taken place with one submission received. This submission was beyond the scope of the amendment. This report recommends that Council proceeds by adopting the amendment and submit it to the Minister for Planning for approval.

Recommendation

That Council submits Amendment C96gelg as adopted, to the Minister for Planning for approval pursuant to Section 31 of the *Planning and Environment Act 1987*.

Background/Key Information:

Amendment C96gelg is largely administrative which proposes to correct anomalies and errors within the Glenelg Planning Scheme on privately owned land at various locations throughout the Glenelg Shire. The changes are proposed to the scheme maps to amend zones and overlays to make the necessary corrections to reflect the use and management of the land.

Changes are also proposed to the Schedule to the Heritage Overlay and the overlay mapping where errors have been identified and ratified by Council's heritage advisor where necessary.

At the 25 October 2022 Council Meeting Council resolved to seek authorization from the Minister for Planning to prepare and exhibit the amendment. Authorisation to prepare the amendment was granted under delegation from the Minister for Planning on 30 November 2022 subject to conditions being fulfilled.

Exhibition has been completed as detailed below. Refer to Attachment 1 for a copy of the complete amendment package recommended for adoption by Council.

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

A planning scheme amendment is required to make corrections as set out in the *Planning and Environment Act 1987*.

c. Consultation and/or communication processes implemented or proposed

The amendment required formal exhibition under the *Planning and Environment Act 1987*. This has been done in the prescribed manner by the Act.

Exhibition of Amendment c96gelg was held from 12 January to 13 February 2023. Notification of individual landowners and occupiers has occurred to advise of the proposed changes to affected properties. Newspaper and website advertising has also occurred. The complete amendment package was available for viewing at the Casterton, Heywood and Portland customer service centres.

One (1) submission was received that raised issues with ownership of land. Refer to Attachment 2. This matter is outside of the scope of the amendment and cannot be addressed by Council. The submission relates to a land dispute between a private landowner and the Crown. The submission was provided to Department of Transport and Planning (DTP) for advice. DTP officers advised that a planning panel is not necessary to resolve the submission and have raised the matter with the Titles Office.

d. Financial Implications and Collaboration

Costs are to be covered by the operational budget.

e. Governance Principles

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

Attachment List

1. Amendment package for adoption [**14.7.1** - 110 pages]
2. Submission C Millard Redacted [**14.7.2** - 1 page]

Planning and Environment Act 1987

GLENELG PLANNING SCHEME

AMENDMENT C096GELG

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Glenelg Shire Council, which is the planning authority for this amendment.

The amendment has been made at the request of the Glenelg Shire Council.

Land affected by the Amendment

The Amendment applies to various parcels of land throughout the Glenelg Shire. The changes are listed below and are shown on the maps that form part of this amendment.

What the amendment does

The Amendment proposes to correct errors and anomalies within the Glenelg Planning Scheme, including rezoning, amending and deleting incorrect aspects on the Scheme Maps, Overlay Maps and in the Scheme Ordinance.

The Amendment proposes the following:

Scheme Maps

Amend Maps 1, 2, 6, 8, 9, 11, 16, 17, 24, 26, 28, 30, 32, 36, and 37 to correct zoning of land as detailed below.

- Rezone land from the Public Conservation and Resource Zone (PCRZ) to the Farming Zone (FZ1), as the land is in private ownership/management including timber plantations, at:
 - 931 Gorae Road, Gorae (LOT 1 PS508753);
 - Vickerys Road, Lake Mundi (LOT 2 PS601968);
 - Vickerys Road, Lake Mundi (LOT 3 PS601968);
 - 62 Doughboy Road, Strathdownie (CA 13A SEC B Parish of Drajurk);
 - Kellys Road, Bessiebelle (CA 23 Parish of Dunmore);
 - Malseeds Road, Breakaway Creek (CA 6A SEC 12 Parish of Condah);
 - Cooksons Track, Casterton (CA 17 Parish of Drajurk);
 - Heatherleigh Road, Bahgallah (part of LOT 2 TP579671);
 - Heatherleigh Road, Bahgallah (CA 11 SEC B Parish of Killara);
 - 553 North Killara Forrest Road, Bahgallah (CA 6 SEC B Parish of Killara);
 - 553 North Killara Forrest Road, Bahgallah (CA 9 SEC B Parish of Killara);
 - 553 North Killara Forrest Road, Bahgallah (CA 10 SEC B Parish of Killara);
 - Glenelg Highway, Casterton (CA 2 Parish of Drajurk);
 - East Greenwald Road, Greenwald (LOT 1 TP841474);

OFFICIAL

- Laslo Road, Digby (CA 6 SEC 10 Parish of Digby);
 - Trevallas Road, Sandford (Lot 1 LP5145);
 - 399 Sharrocks Road, Lake Condah (PC352930);
 - 399 Sharrocks Road, Lake Condah (PC352931);
 - 490 Coffeys Lane, Heathmere (LOT 1 LP123358); and
- Rezone land from the Public Park and Recreation Zone (PPRZ) to the Farming Zone (FZ1), as the land is in private ownership/management including timber plantations, at:
 - 818 Mocamboro Road, Merino (LOT 2 TP247340);
 - 818 Mocamboro Road, Merino (LOT 3 TP247340);
 - 818 Mocamboro Road, Merino (LOT 4 TP247340);
 - 818 Mocamboro Road, Merino (LOT 5 TP247340);
 - 818 Mocamboro Road, Merino (LOT 14 TP247340);
 - 818 Mocamboro Road, Merino (LOT 15 TP247340);
 - 818 Mocamboro Road, Merino (CA 5B SEC 1 Parish of Mocamboro);
 - 819 Mocamboro Road, Merino (CA 1B SEC 2 Parish of Mocamboro);
 - 819 Mocamboro Road, Merino (CA A SEC 2 Parish of Mocamboro);
 - 819 Mocamboro Road, Merino (Lot 1 TP589508);
 - Mocamboro Road, Merino (CA 4 SEC 1 Parish of Mocamboro);
 - 75 Russell Street, Digby (CA 42 Parish of Digby);
 - 75 Russell Street, Digby (CA 43 Parish of Digby);
 - 90 Digby-Glenorchy Road, Digby (CA 40 Parish of Digby);
 - 90 Digby-Glenorchy Road, Digby (CA 41 Parish of Digby);
 - 121 Buckingham Street, Digby (CA 37 Parish of Digby);
 - 93 Russell Street, Digby (CA 38 Parish of Digby);
 - 93 Russell Street, Digby (CA 39 Parish of Digby);
 - Portland-Nelson Road, Mount Richmond (CA 1 Sec A Parish of Kentbruck);
 - Portland-Nelson Road, Mount Richmond (CA 2 Sec 3 Parish of Kentbruck);
 - Portland-Nelson Road, Mount Richmond (CA 12 Sec 2 Parish of Kentbruck);
 - Portland-Nelson Road, Mount Richmond (CA 9 Sec 2 Parish of Kentbruck);
 - Fidlers Road, Merino (CA 3 Sec 1 Parish of Mocamboro)
- Rezone land from Public Park and Recreation Zone (PPRZ) to Industrial 2 Zone (IN2Z) at 52 Cashmore Road, Portland North (Lot 1 TP231739 and Lot 1 LP36670).
- Rezone land from the Public Park and Recreation Zone (PPRZ) to Township Zone (TZ1) at 41 Crawford Street, Digby (Lot 1 TP855746 and Lot 1 TP668430) as the land is privately owned.
- Rezone land from Farming Zone (FZ) to Public Use Zone – Service and Utility (PUZ1) at Lot 2 PS748226, Casterton to reflect the current ownership and use of the land by the relevant water authority.

Overlay Maps

OFFICIAL

Delete the following overlays from maps 31DPO and 39HO:

- Delete the Development Plan Overlay – Schedule 1 (DPO1) at 2064 Princes Highway, Heywood (Lot 1 TP252327) as the land is zoned Commercial 2 Zone and DPO1 applies only to Residential land.
- Delete Heritage Overlay (HO78) at 38 Percy St, Portland (Lot 1 TP244000) as the land does not form part of former Britannia Inn (HO78) as identified by the Heritage Investigation Report dated 1 August 2022.

Amend Maps 35HO, 38HO, 39HO and 41HO for the following existing places:

- Amend HO165 to include the entire lot at 38 Percy St, Portland (Lot 1 TP244000) as the land does not form part of former Britannia Inn (HO78) as identified by the Heritage Investigation Report dated 1 August 2022.
- Amend HO319 to reduce the extent at 195 Wilsons Road, Portland West (Lot 1 TP562530 & CA 5 Sec 5 Parish of Portland) in accordance with the map produced for *The Portland Heritage Gaps Study (2016)* and the Heritage Citation Report dated 20 June 2016.
- Amend HO165 to include the entire lot at 52 Gawler Street, Portland (Lot 1 TP12040) which is listed as a contributory place in the Incorporated Document – *Portland Heritage Precincts Statements of Significance, 2019* and CA 18 PT Sec 14 Parish of Portland as the extent was incorrectly removed during mapping of Amendment C89.

Planning Scheme Ordinance

Amend the heritage place description to correct date typo for the following heritage place in the Schedule to Clause 43.01 of the Heritage Overlay:

- Replace '*Portland Heritage Precincts Statements of Significance, 2018*' with '*Portland Heritage Precincts Statements of Significance, 2019*' for HO272.

Amend the tree controls apply column in the Schedule to Clause 43.01 of the Heritage Overlay:

- Insert '1 x Moreton Bay Fig Tree, road reserve Barton Place' in HO165. Council's Heritage Investigation Report dated 31 May 2017 recommended tree controls and the HO map be amended to include the tree. The extent was mapped in Amendment C89 but not included in the Schedule 43.01.

Strategic assessment of the Amendment

Why is the Amendment required?

The amendment is required to correct zone and overlay mapping anomalies and referencing errors within the Glenelg Planning Scheme. These errors prejudice the orderly planning of the land by unnecessarily requiring planning permit applications or otherwise not requiring planning permit applications where necessary. The amendment includes land identified by Council, landowners or their representatives, government departments or authorities.

The amendment amends the Planning Scheme Maps, Overlay Maps and the Schedule to the Heritage Overlay to:

- Correct zoning and overlay anomalies and errors on the Scheme maps;
- Implement the accurate area of heritage sites on the overlay maps; and
- Replace incorrect references in the Schedule to the Heritage Overlay.

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How does the Amendment implement the objectives of planning in Victoria?

Planning authorities have a duty to implement the objectives of Planning in Victoria under Section 12(1)(a) of the *Planning and Environment Act 1987* ('the Act') to "*review regularly the provisions of the planning scheme for which it is a planning authority*". The amendment, by updating the Glenelg Planning Scheme and resolving a number of anomalies and errors, supports the implementation of the following objectives under Section 4 (1) of the Act:

- (a) *to provide for the fair, orderly, economic and sustainable use, and development of land;*
- (d) *to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;*
- (e) *to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community;*
- (g) *to balance the present and future interests of all Victorians.*

How does the Amendment address any environmental, social and economic effects?

The amendment seeks to correct errors and mapping anomalies within the Glenelg Planning Scheme and, as such, it is considered that the amendment would not have any adverse environmental, social or economic effects.

Environmental Effects

The amendment is expected to have a positive environmental effect through the use of the appropriate zones and overlays.

Social Effects

The amendment will have positive social effects through the protection of heritage places.

Economic Effects

The amendment is not expected to have any adverse economic impacts. The expected economic benefits are:

- Correcting zoning, overlays and schedules will lead to increased efficiency by avoiding unnecessary planning permits.
- Facilitation of industrial and renewable energy developments in appropriate locations.
- The conservation of heritage places includes the potential to add to the tourism industry within the Glenelg Shire.

Does the Amendment address relevant bushfire risk?

The amendment does not impact on bushfire risk.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment complies with the Ministerial Direction - *The Form and Content of Planning Schemes* under section 7 (5) of the *Planning and Environment Act 1987*.

The amendment complies with Ministerial Direction No. 11 - *Strategic Assessment of Amendments* under section 12 (2) (a) of the *Planning and Environment Act 1987*.

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Pursuant to Ministerial Direction 19 written advice from the Environment Protection Authority has been sought on the amendment.

How does the Amendment support or implement the Planning Policy Framework and any adopted State policy?

The amendment supports the principles of the Planning Policy Framework (PPF) as follows:

14.01-2S Sustainable agricultural land use

- *To encourage sustainable agricultural land use.*

The relevant implementation strategies to achieve the State Policy objective include the following:

- *Ensure agricultural and productive rural land use activities are managed to maintain the long-term sustainable use and management of existing natural resources.*

14.01-3S Forestry and timber production

- *To facilitate the establishment, management and harvesting of plantations, and harvesting of timber from native forests.*

The relevant implementation strategies to achieve the State Policy objective include the following:

- *Identify areas which may be suitably used and developed for plantation timber production.*

Clause 15.03-1S Heritage Conservation

- *To ensure the conservation of places of heritage significance.*

The relevant implementation strategies to achieve the State Policy objective include the following:

- *Identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme;*
- *Provide for the conservation and enhancement of those places which are of, aesthetic, archaeological, architectural, cultural, scientific, or social significance, or otherwise of special cultural value;*
- *Encourage appropriate development that respects places with identified heritage values and creates a worthy legacy for future generations;*
- *Retain those elements that contribute to the importance of the heritage place;*
- *Encourage the conservation and restoration of contributory elements; and*
- *Ensure an appropriate setting and context for heritage places is maintained or enhanced.*

Clause 17.03-1S Industrial land supply

- *To ensure availability of land for industry.*

The relevant implementation strategies to achieve the State Policy objective include the following:

- *Protect and carefully plan existing industrial areas to, where possible, facilitate further industrial development.*

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Clause 19.01-2S Renewable energy

- To support the provision and use of renewable energy in a manner that ensures appropriate siting and design considerations are met.

The relevant implementation strategies to achieve the State Policy objective include the following:

- *Facilitate renewable energy development in appropriate locations.*

How does the amendment support or implement the Municipal Planning Statement?

The amendment supports and implements the Vision Statement at Clause 02.02 of the Glenelg Shire Council Plan.

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

Does the Amendment make proper use of the Victoria Planning Provisions?

The appropriate Victorian Planning Provisions have been utilised in this Amendment.

How does the Amendment address the views of any relevant agency?

The views of relevant agencies will be addressed during the preparation of the amendment.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The amendment does not have a direct impact on the transport system.

Resource and administrative costs**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The amendment is not expected have any adverse impact on the resourcing and administrative costs of the responsible authority. The amendment will provide a more accurate planning scheme and reduce officer time spent on interpreting planning controls that are unclear or inaccurate.

Where you may inspect this Amendment

The amendment can be inspected free of charge at the Glenelg Shire Council website at <https://www.glenelg.vic.gov.au/Our-Services/Planning-Services/Strategic-Planning>

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection.

The Amendment is available for public inspection, free of charge, during office hours at the following Glenelg Shire Council Customer Service Centres:

- Portland - 56 Percy Street, Portland
- Heywood - 77 Edgar Street, Heywood
- Casterton - 71 Henty Street, Casterton

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Planning and Environment Act 1987
GLENELG PLANNING SCHEME

AMENDMENT C096gelg

INSTRUCTION SHEET

The planning authority for this amendment is the Glenelg Shire Council.

The Glenelg Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 21 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map Nos 1, 2, 6, 8, 9, 11, 16, 17, 24, 26, 28, 30, 32, 36 and 37 in the manner shown on the 16 attached maps marked Glenelg Planning Scheme, Amendment C096gelg.

Overlay Maps

2. Amend Planning Scheme Map Nos 31DPO, 35HO, 38HO, 39HO and 41HO in the manner shown on the 5 attached maps marked Glenelg Planning Scheme, Amendment C096gelg.

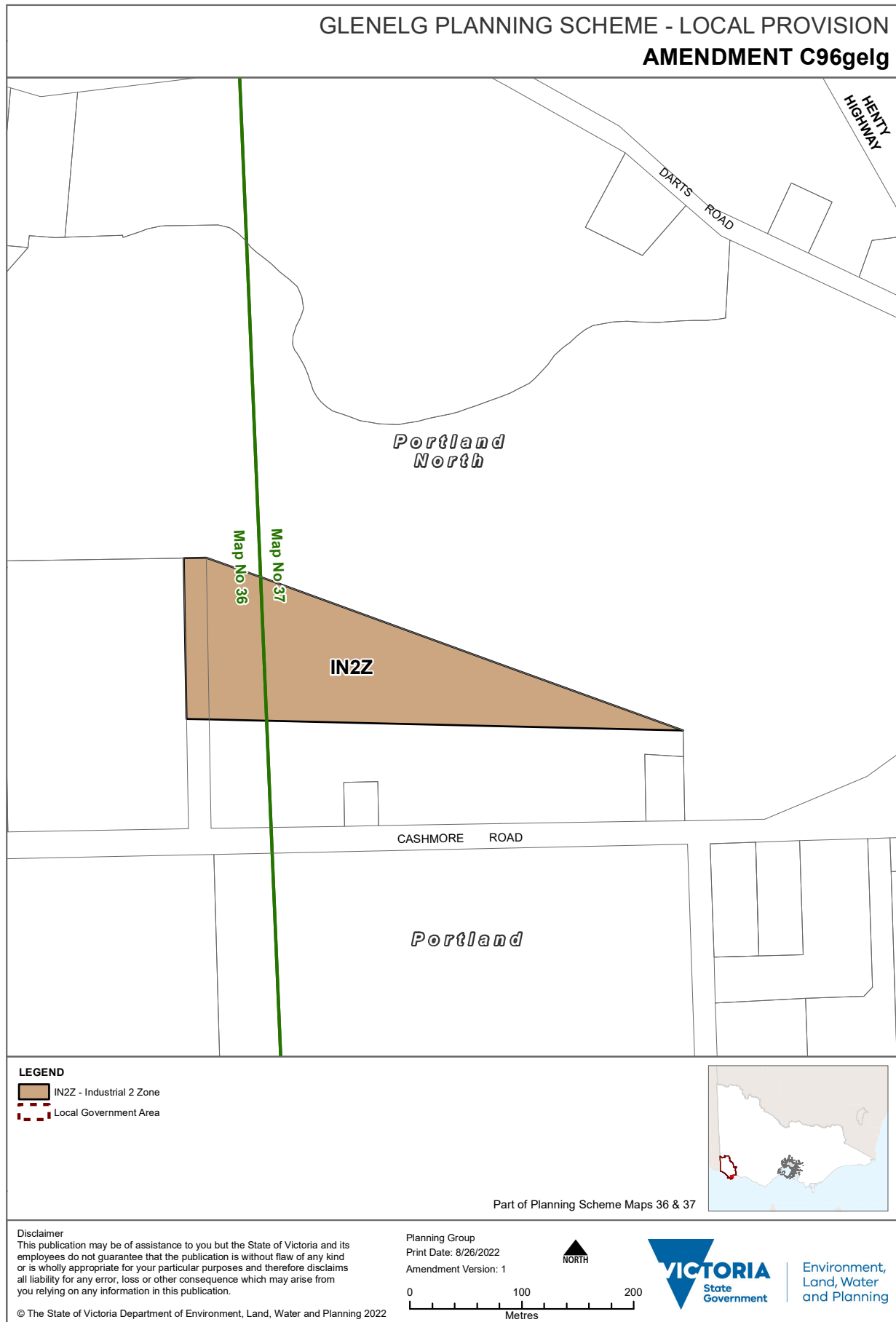
Planning Scheme Ordinance

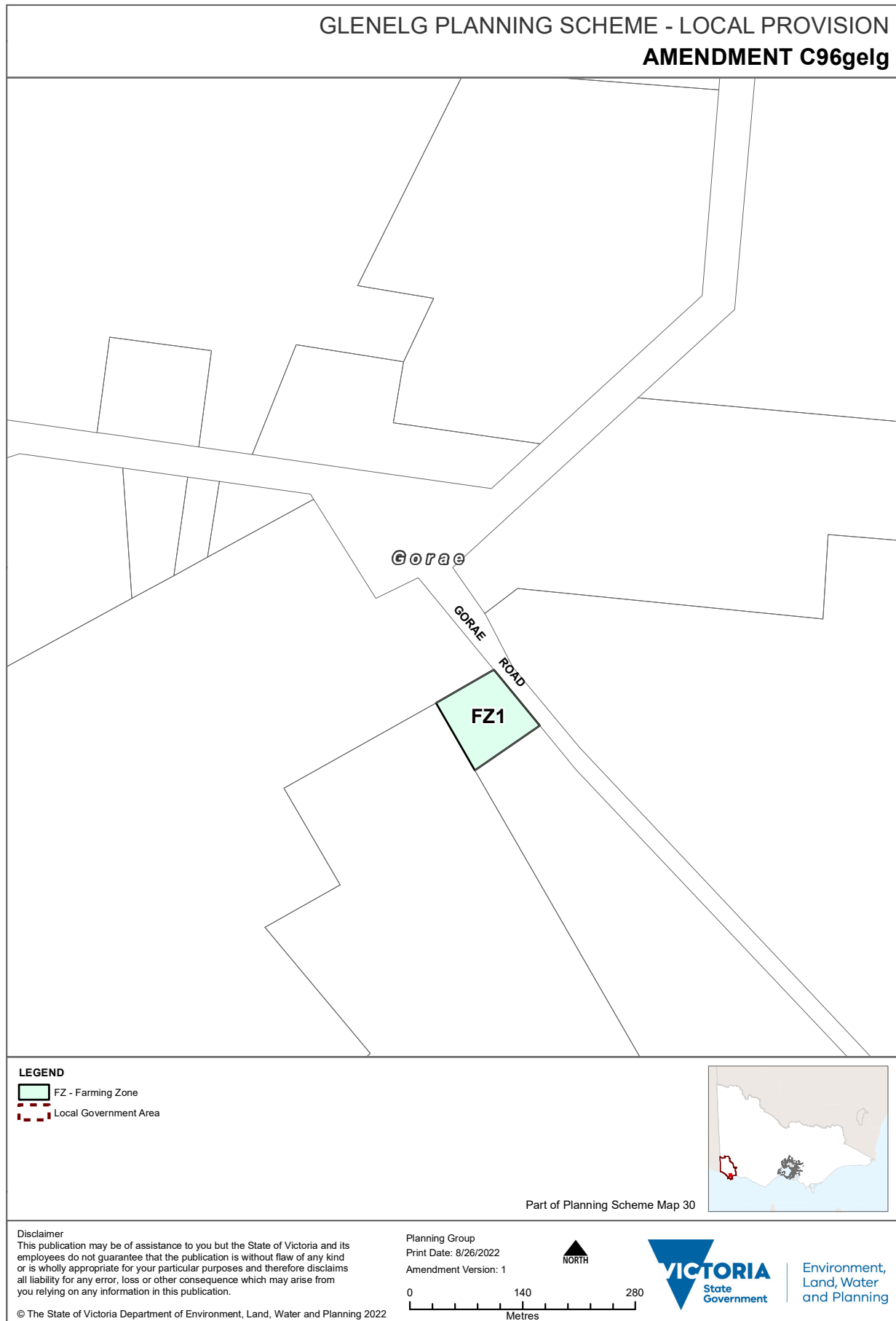
The Planning Scheme Ordinance is amended as follows:

1. In **Overlays** – Clause 43.01, replace the Schedule with a new Schedule in the form of the attached document.

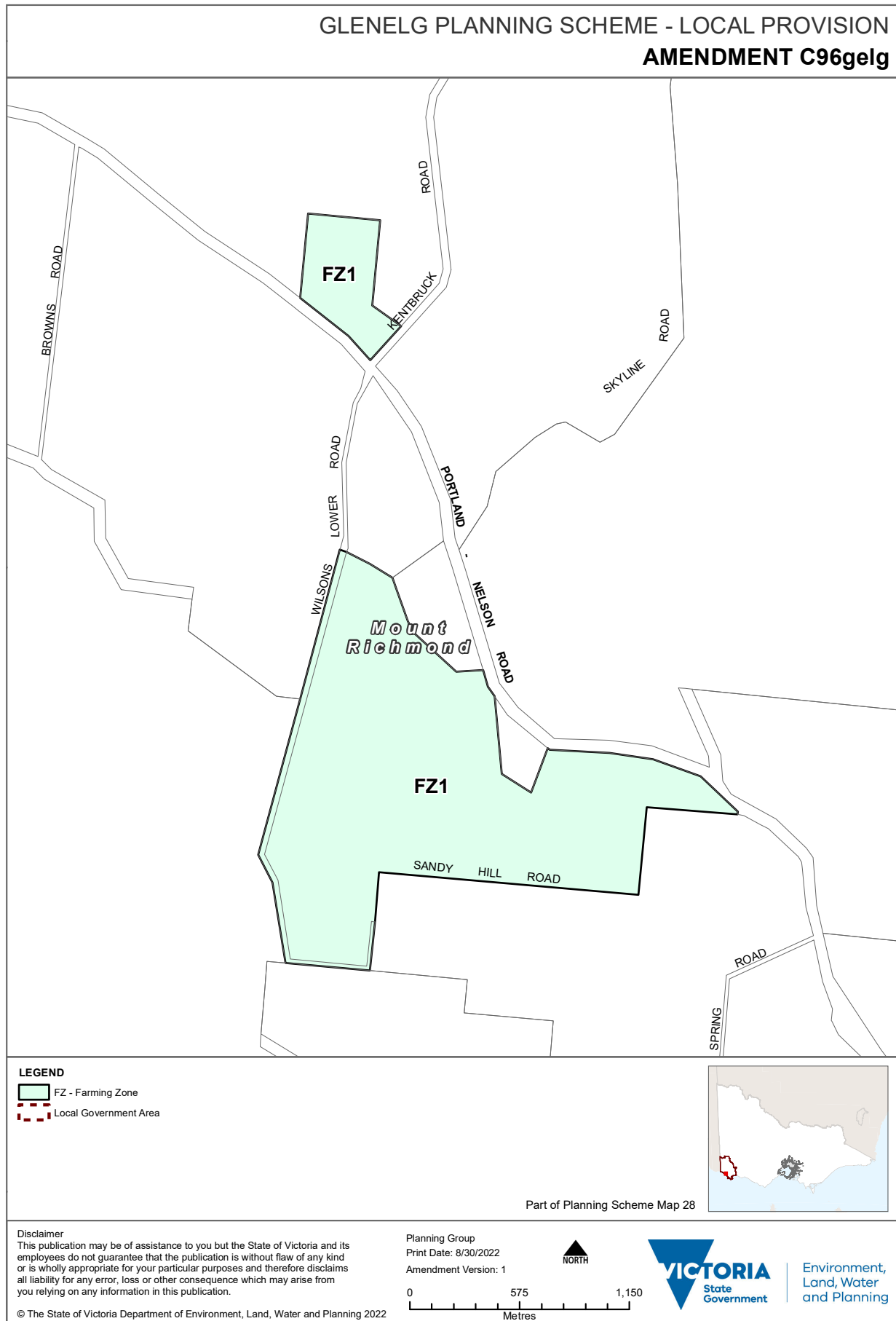
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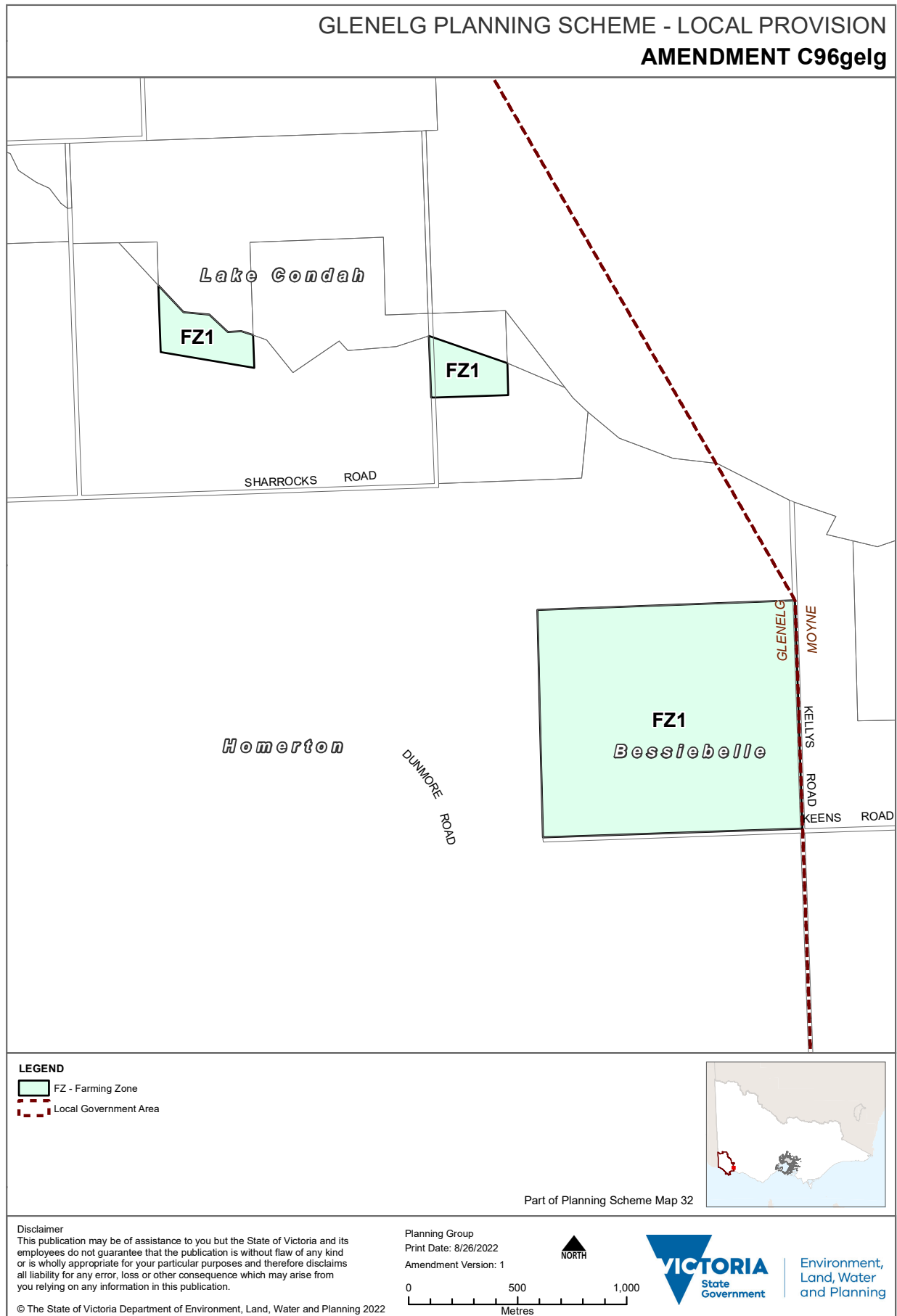
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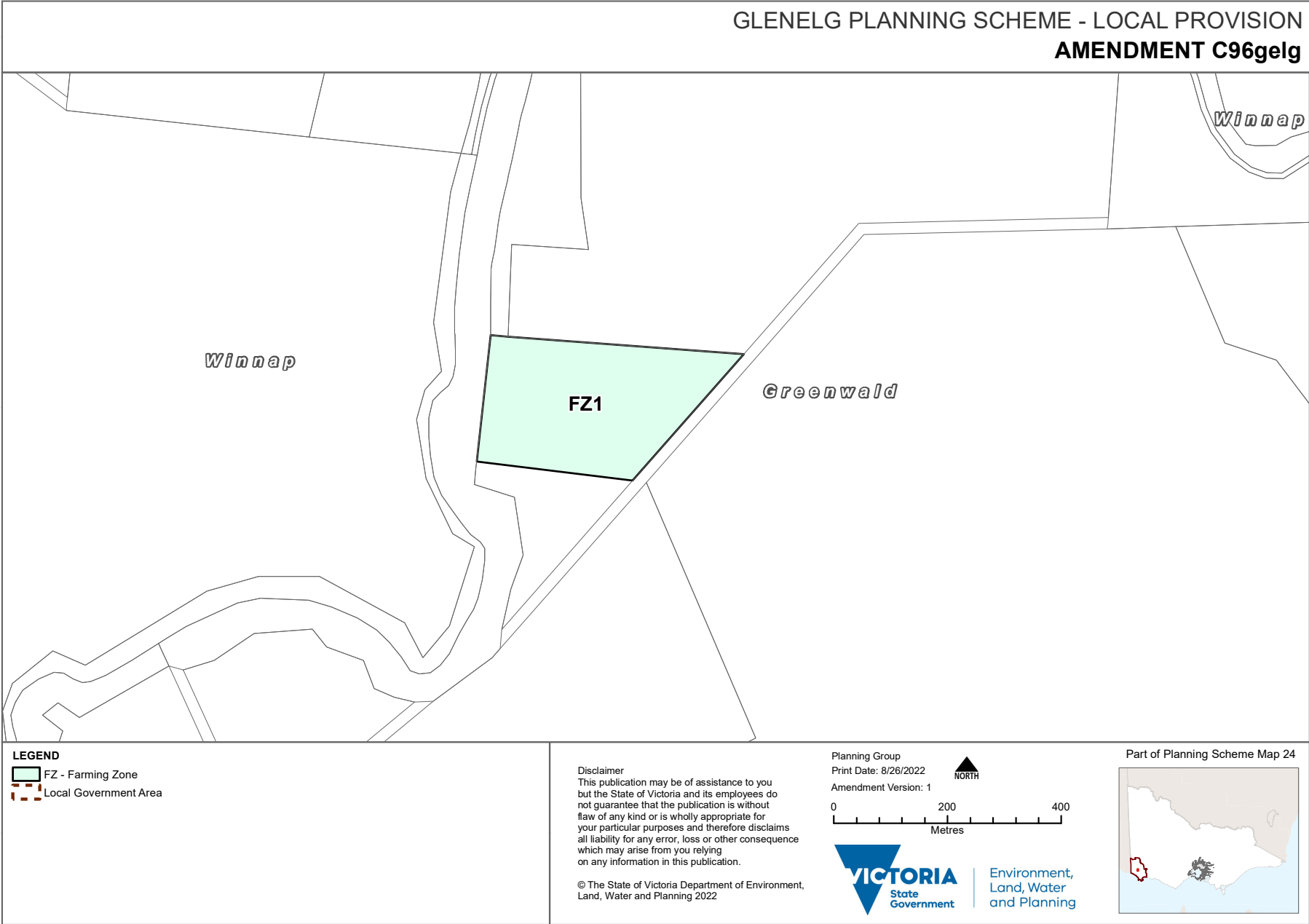


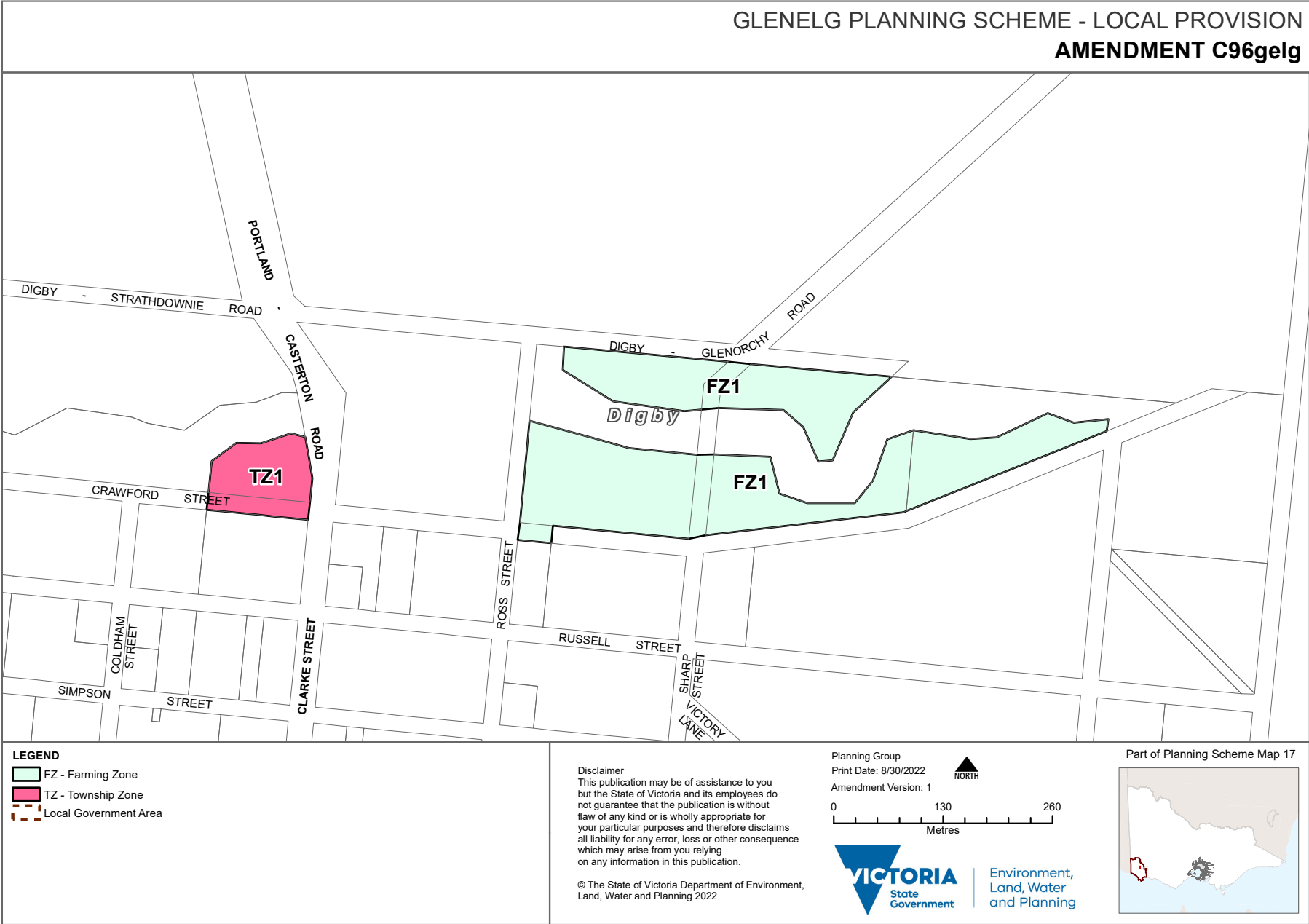


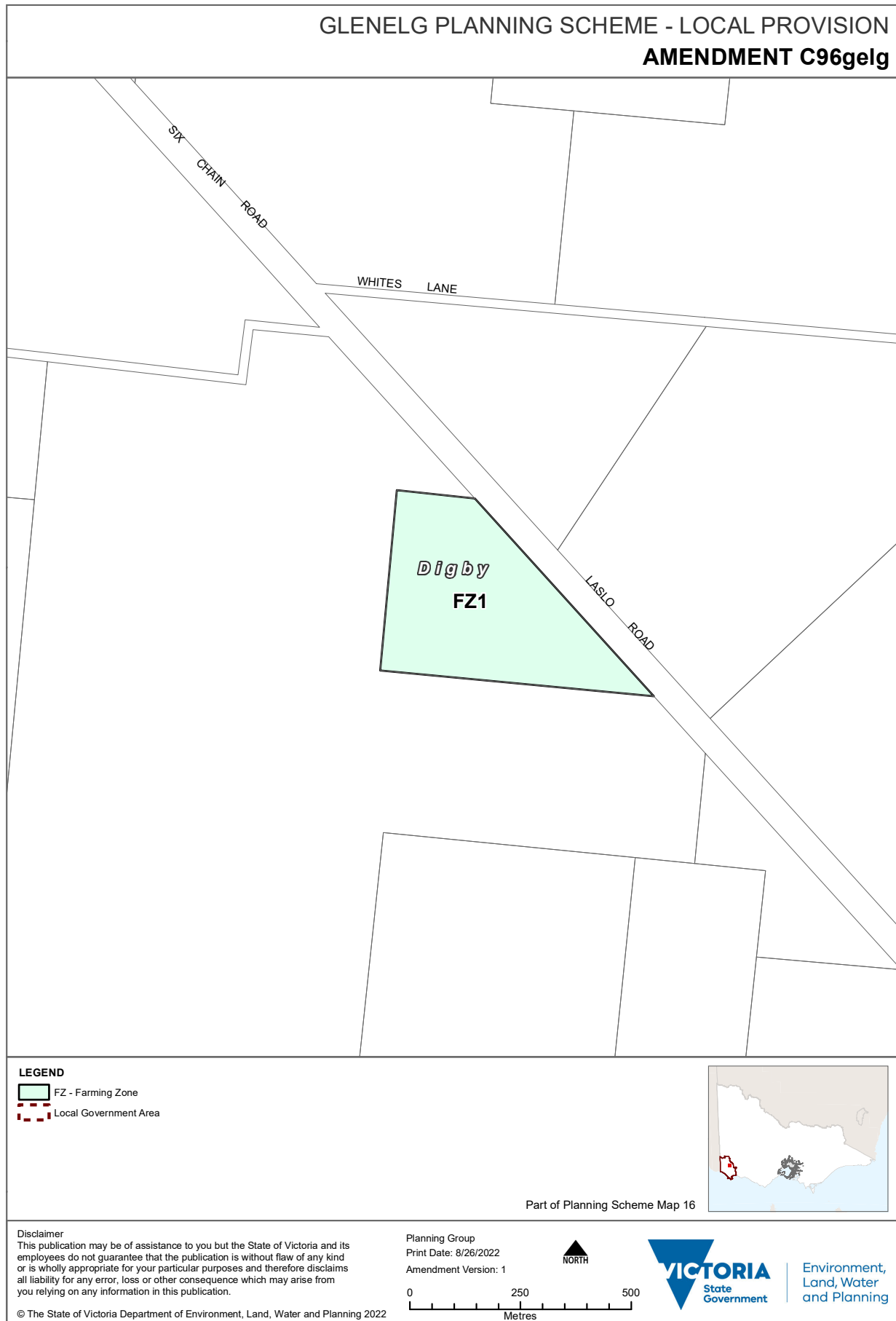






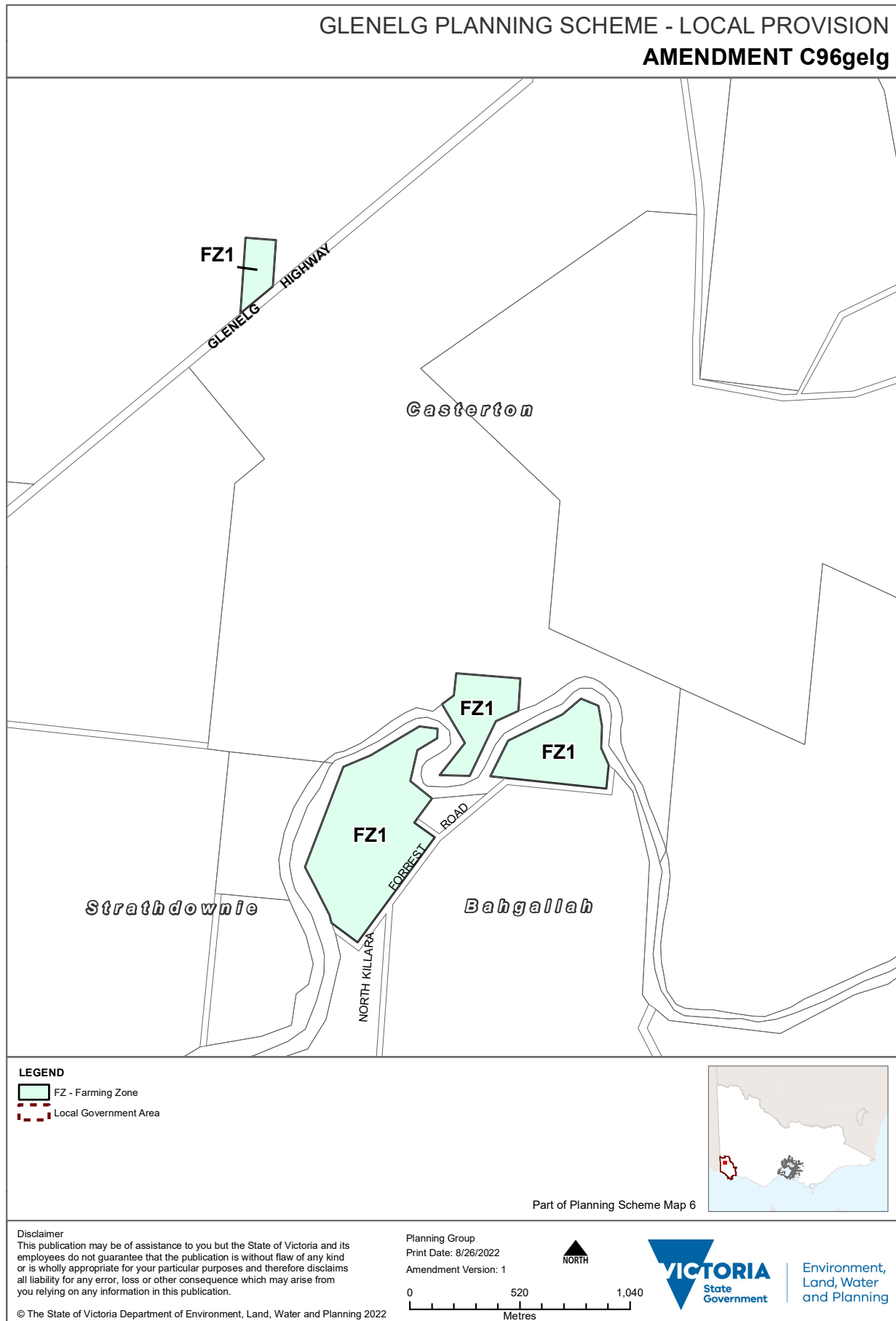


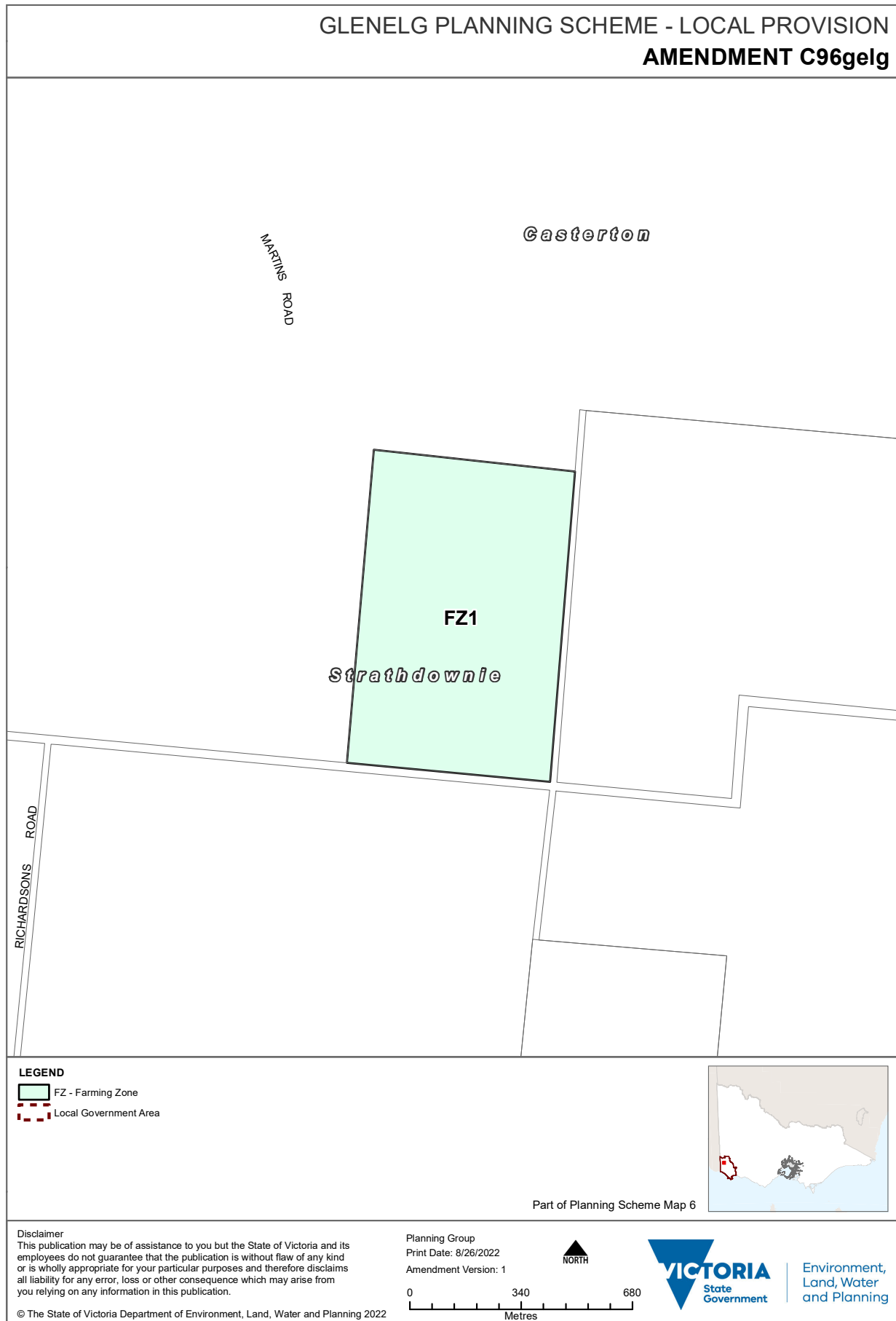












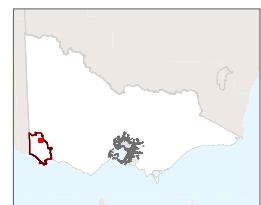
GLENELG PLANNING SCHEME - LOCAL PROVISION

AMENDMENT C96gelg



LEGEND

- FZ - Farming Zone
- Local Government Area

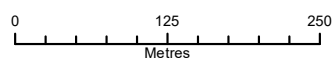


Part of Planning Scheme Map 9

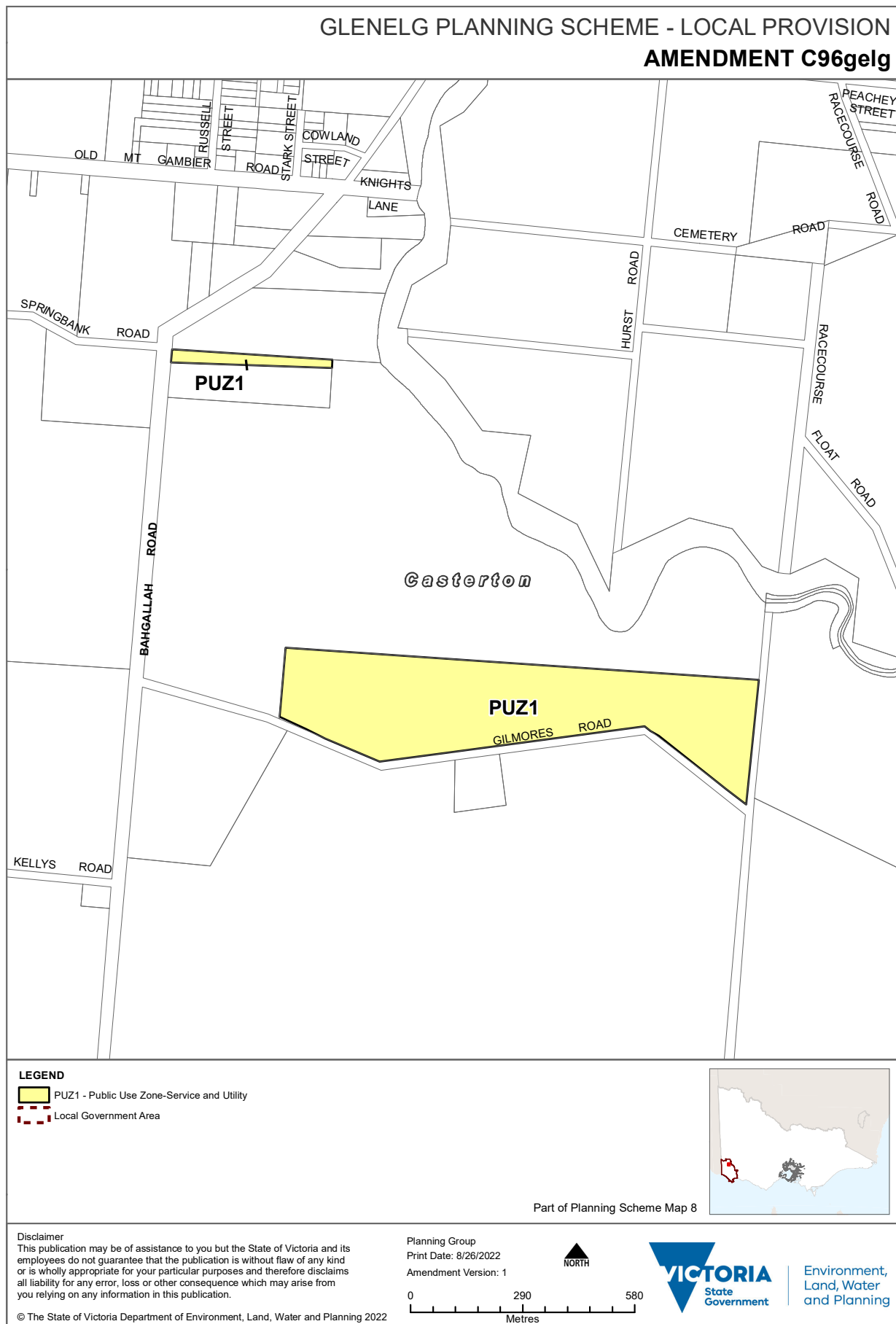
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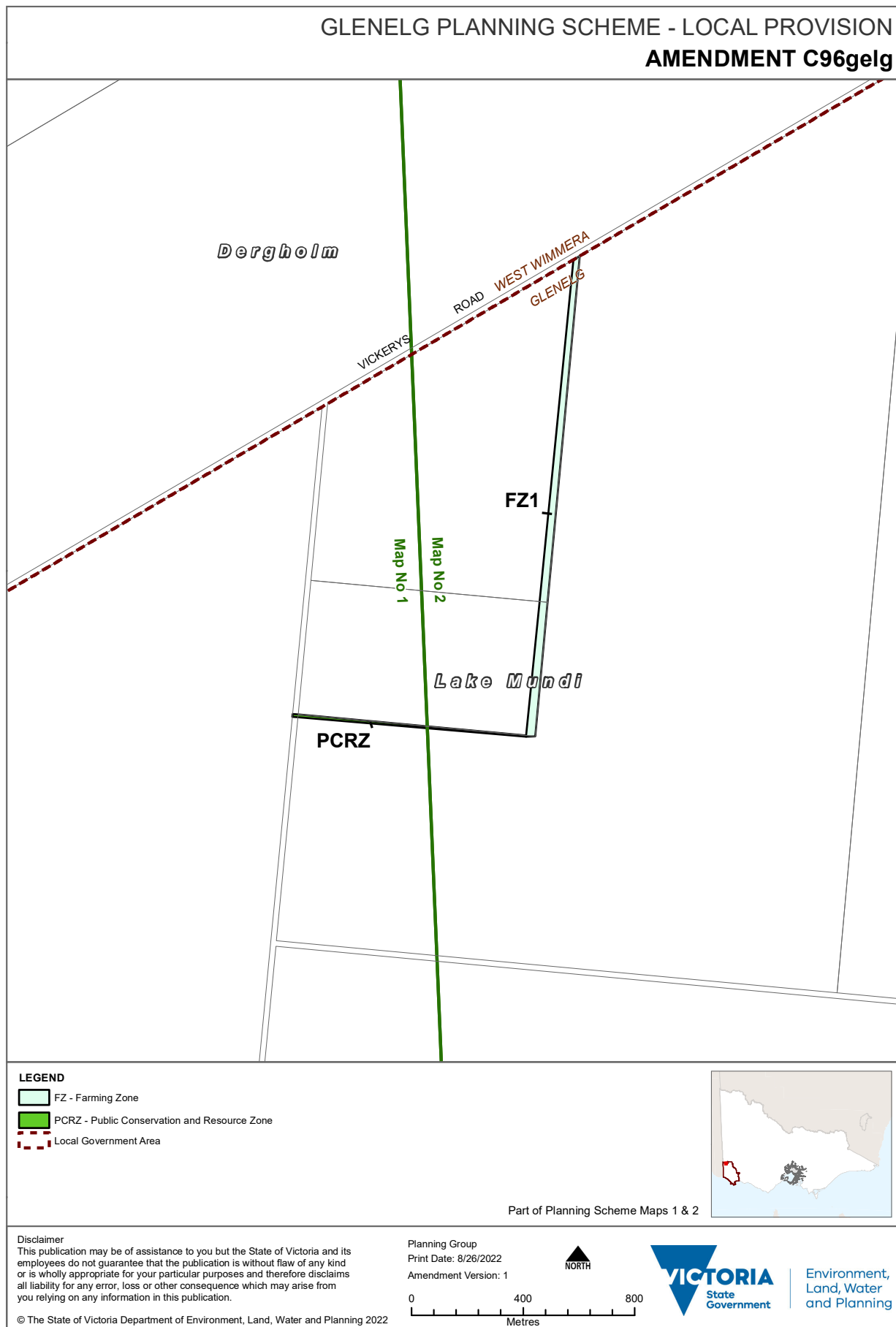
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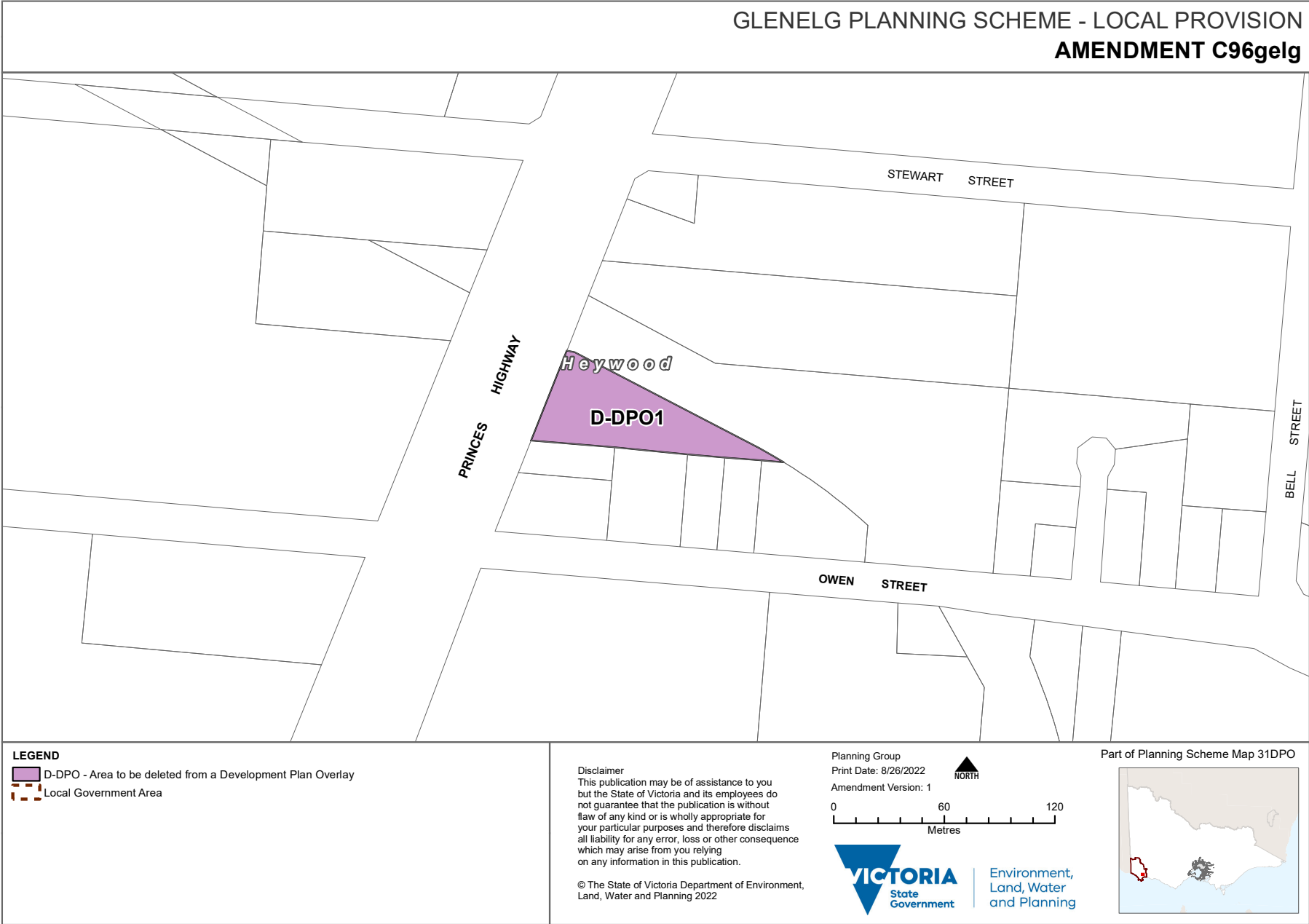
Planning Group
Print Date: 8/26/2022
Amendment Version: 1

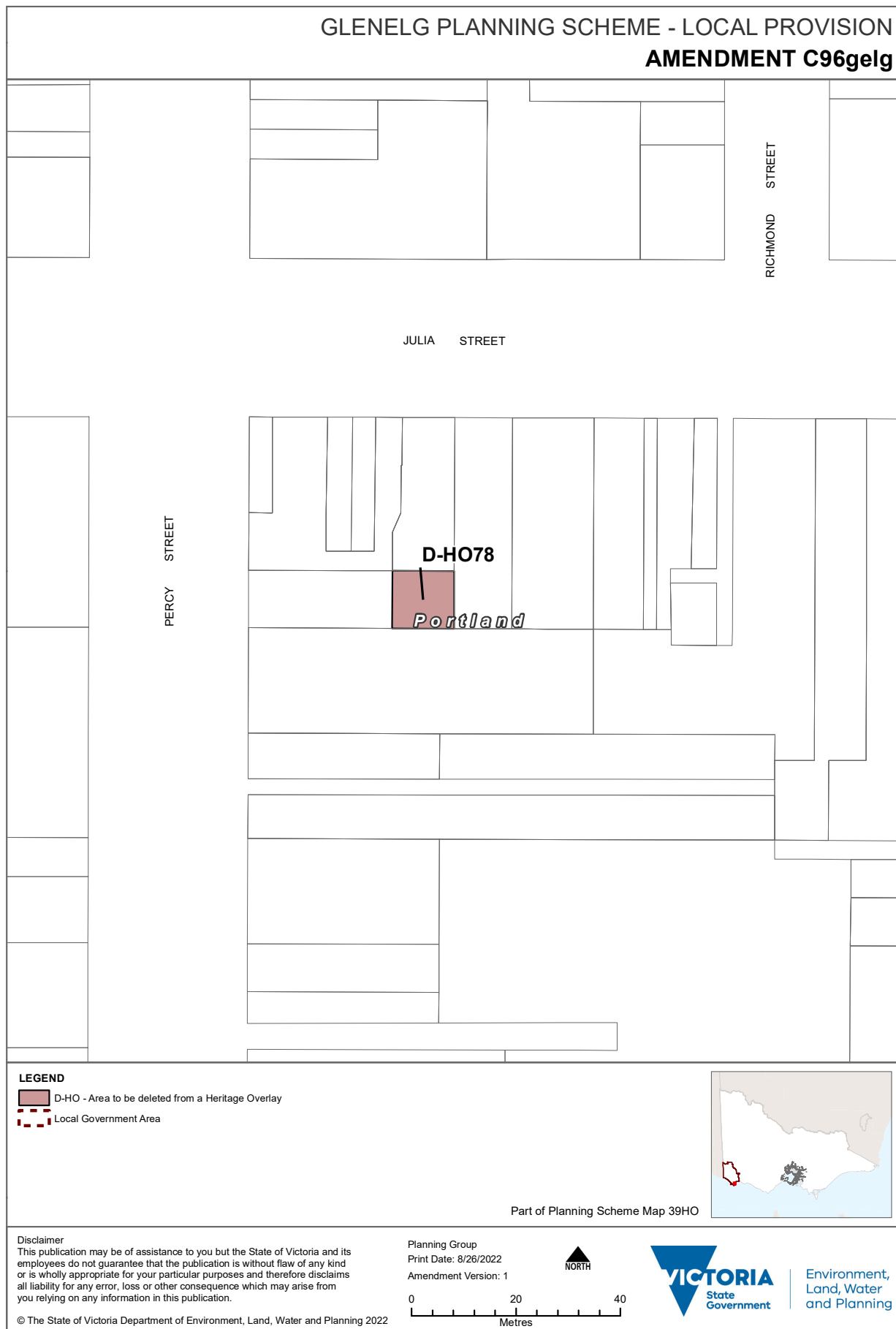


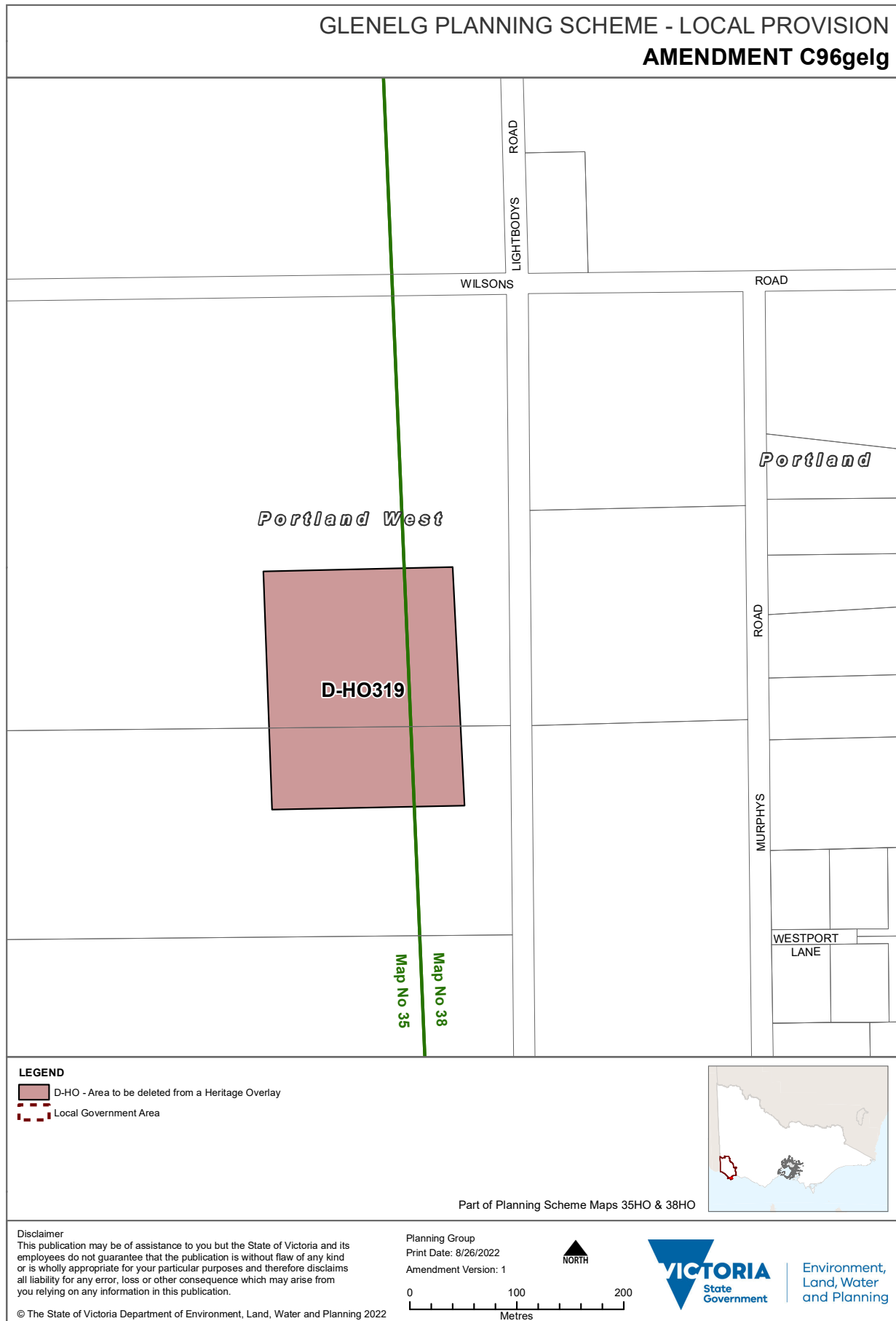
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and Planning



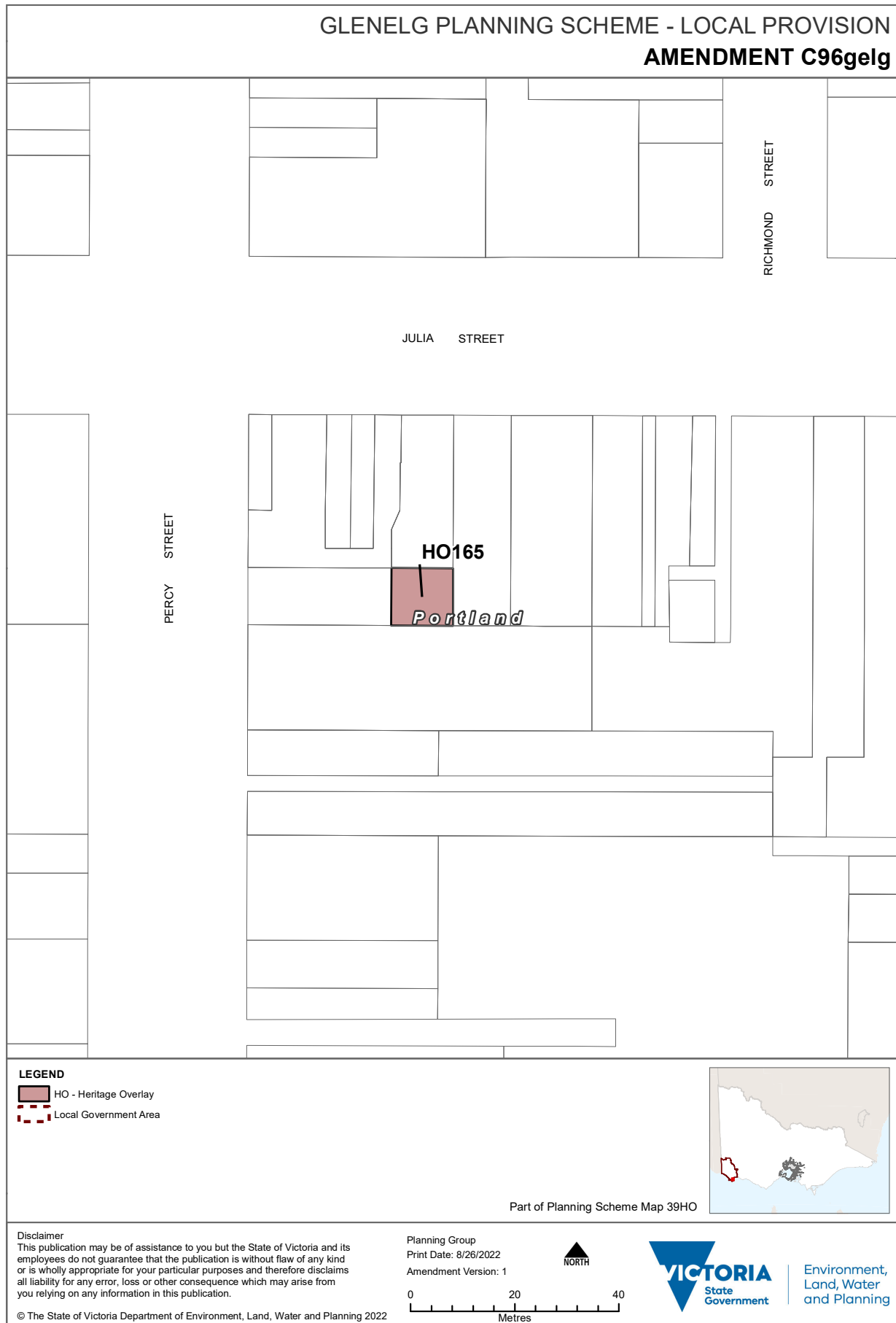












GLENELG PLANNING SCHEME

10/01/2019
C089gelg**SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY****1.0**16/01/2020
C102gelg**Application requirements**

An application to remove, destroy or lop trees with an identified heritage value must be accompanied by a report from a suitably qualified arborist to the satisfaction of the responsible authority.

2.0---/---
Proposed C096gelg**Heritage places**

The requirements of this overlay apply to both the heritage place and its associated land.

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
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Victorian Heritage Register

HO166	Convincing Ground, Beach Road, Allestree	-	-	-	Yes	-	Yes Ref No H2079	Yes	No
HO170	Drill Hall and Gun Shed, 26 Bentinck Street, Portland	-	-	-	Yes	-	Yes Ref No H2245	Yes	No
HO12	Former Steam Packet Hotel, 33 Bentinck Street, Portland	-	-	-	Yes	-	Yes Ref No H239	Yes	No
HO66	Former London Inn, 1-1R Julia Street, 91, 93A and 93B Bentinck Street, Portland	-	-	-	Yes	-	Yes	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
							Ref No H237		
HO171	Briery, 83 Bridgewater Road, Portland	-	-	-	Yes	-	Yes Ref No H2126	Yes	No
HO22	Cape Nelson Lightstation, 1119 Cape Nelson Road, Portland West	-	-	-	Yes	-	Yes Ref No H1773	Yes	No
HO99	Burswood, 15 Cape Nelson Road, Portland	-	-	-	Yes	-	Yes Ref No H240	Yes	No
HO40	Portland Court House, 67 Cliff Street, Portland	-	-	-	Yes	-	Yes Ref No H1481	Yes	No
HO38	Former Portland Town Hall, 75 Cliff Street, Portland	-	-	-	Yes	-	Yes Ref No H234	Yes	No
HO36	Customs House, 95 Cliff Street, Portland	-	-	-	Yes	-	Yes Ref No H1844	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO162	St Peters Anglican Church, 2460 Condah-Coleraine Road, Tahara	-	-	-	Yes	-	Yes Ref No H1912	Yes	No
HO101	Maretimo, 8-28 Daniel Street, Portland North	-	-	-	Yes	-	Yes Ref No H242	Yes	No
HO167	Cottage and Shop, 15-17 Gawler Street, Portland	-	-	-	Yes	-	Yes Ref No H2169	Yes	No
HO50	Former Builders Inn, 25 Gawler Street, Portland	-	-	-	Yes	-	Yes Ref No H659	Yes	No
HO169	Portland Botanical Gardens, 1 Glenelg Street, Portland	-	-	-	Yes	-	Yes Ref No H2214	Yes	No
HO43	Dwelling, 8 Glenelg Street, Portland	-	-	-	Yes	-	Yes Ref No H727	Yes	No
HO134	Casterton Railway Station, McKinlay Street, Casterton	-	-	-	Yes	-	Yes	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
							Ref No H1663		
HO80	St Stephen's Church and School, 39-41 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H1862	Yes	No
HO27	Residence, 70 Julia Street, Portland	-	-	-	Yes	-	Yes Ref No H245	Yes	No
HO161	Blair Mona, 37 Malings Road, Portland West	-	-	-	Yes	-	Yes Ref No H1897	Yes	No
HO54	Former National School, 45 Palmer Street, Portland	-	-	-	Yes	-	Yes Ref No H1647	Yes	No
HO7	Former Portland Inn, 4 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H2071	Yes	No
HO21	Former Jays Laundry, 23 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H244	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO17	Portland Club, 35 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H235	Yes	No
HO63	Former ANZ Bank, 44 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H238	Yes	No
HO58	Uniting Church (Former Wesleyan Church), 59-61A Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H643	Yes	No
HO160	Hotspur Bridge, Over Crawford River, Portland – Casterton Road, Hotspur	-	-	-	Yes	-	Yes Ref No H1845	No	No
HO98	Prospect, 2 Prospect Court and 3 Prospect Court, Portland	-	-	-	Yes	-	Yes Ref No H241	Yes	No
HO168	Stock Selling Ring, 19 Spring Street, Casterton	-	-	-	Yes	-	Yes Ref No H314	Yes	No
HO83	Victoria House, 7 Tyers Street, Portland	-	-	-	Yes	-	Yes	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
							Ref No H236		
HO89	Portland Battery and Gun (80 Pounder), Victoria Parade, Portland	-	-	-	Yes	-	Yes Ref No H2283	Yes	No
HO95	Stanton Drew, former "Wando Villa", 89 Wellington Road, Portland	-	-	-	Yes	-	Yes Ref No H243	Yes	No
HO132	Warrock, 826 Warrock Road, Warrock	-	-	-	Yes	-	Yes Ref No H295	Yes	No
Local Significance									
HO1	Residence, 4 Blair Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO2	Residence, 67 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO3	Residence, 65 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO4	Residence, 53 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO5	Residence, 5 Percy Street, Portland	Yes	No	No	Yes	Yes Outbuilding	No	Yes	No
HO6	Residences, 6 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO9	Residences, 9-11 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO10	Residence, 19 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO13	Mac's Hotel, 39-41. Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO14	Residence & Store (former Flower & Must Warehouse), 57A Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO15	Baptist Church (former Freemasons Hall), 36 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO16	St Stephens Hall (former Episcopalian Church, 39 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO18	"Sandilands" (former residence), 33 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO19	Residence (former Brick Store), 27a Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO24	Residence, "Lindah", 46 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO25	Residence, 60 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO26	Residence "Claremont" 65 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO28	Residence, 72 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO29	Residence, 38 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO30	Residence, 40 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO31	Compton House, 79-81 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO32	Shops and Premises	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	78-82. Percy Street, Portland								
HO33	Shop, 58-60 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO35	Former Post Office 105 Cliff Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO37	Former Watch House, 85 Cliff Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO39	Rocket Shed, 79 Cliff Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO41	Residence (former Police Quarters), 1 Bligh Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO42	Residence, 23 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO44	Residence, 10 Glenelg Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO45	Residence, 16 Glenelg Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO47	Residences (former shops)	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	14-16 Gawler Street, Portland								
HO49	Residence, 19-21 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO51	Residence, ruined stone cottage and stone stables, Rear of 21 Hurd Street, Portland	Yes	No	No	Yes	Yes Stables	No	Yes	No
HO52	Residence, 25 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO53	Residence, 81 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO56	Portland Primary School (1930s), 45 Palmer Street, Portland	No	No	No	Yes	No	No	No	No
HO59	Former Campbell's Store, residence, stables, outbuildings, well and pump, 57 Percy Street, Portland	No	No	No	Yes	Yes Stables	No	No	No
HO61	Residence "Annesley", 60 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO62	Portland Citizens Bandroom (former warehouse)	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	56 Julia Street, Portland								
HO64	Offices and Shop (former Henty Wool Store), 8-12 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO65	Former Henty Bondstore 6 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO68	Shop, 3 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO69	Shop, 7 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO70	Shops, 13-15 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO71	Shop, 17 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO72	Shop Premises Argyle House 19-21 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO73	Warehouse, rear 19-21 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO74	Shop 29 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO75	Shop , 33 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO76	Shop 37 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO77	Glasgow House 39 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO78	Shops (former Britannia Inn) 41-43 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO79	Former Bank of N.S.W. 53 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO81	All Saints Roman Catholic Church 115 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO82	Bayview College (former Loreto Convent) 119-121 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO84	Residence, 9 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO85	Church, 19 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO86	Royal Hotel, 113-119 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO87	Residence, 35-37 Henty Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO88	Kingsley, 6 Kingsley Court, Portland	Yes	No	No	Yes	No	No	Yes	No
HO90	Residence, 61 Bancroft Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO91	Residence, 1/8 Barkly Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO92	Residence, 6 Jones Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO93	Residence, 74A Findlay Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO96	Lighthouse, CA10 Sec37 Lighthouse Avenue, Portland	Yes	No	No	Yes	No	No	Yes	No
HO97	Former Lighthouse Keepers Cottage, 11-12 Whaler Court, Portland	Yes	No	No	Yes	No	No	Yes	No
HO100	Former Hills School 33-35 Fitzgerald Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO103	Residence, 32 Otway Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO104	Residence, 87 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO105	Shop Federal House, 137 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO106	Residence, 22 Otway Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO107	Residence, 16 Fern Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO108	Former Residence, 4-6 Fern Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO110	Cottage, 77 Palmer Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO111	Brick and bluestone shop and rear outbuildings, 2/98 Percy Street	Yes	No	No	Yes	No	No	Yes	No
HO113	Residence, 2 Pattersons Lane, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO114	Richmond Henty Hotel complex, including stone walls and outbuildings, 101 Bentinck Street, Portland.	Yes	No	No	Yes	Yes Stone walls & outbuilding adjoining 8 Richmond Street	No	Yes	No
HO118	Wall, former gaol, 2 Glenelg Street, Portland	Yes	No	No	Yes	Yes	No	Yes	No
HO119	Windsor Cottage ruins, 170 Must Street, Portland	Yes	No	Yes Norfolk Island Pine, Apple tree, Pear tree, Mulberry tree, Italian Poplar hedge	Yes	No	No	Yes	No
HO123	Railway Cutting and Bridge Foreshore	Yes	No	No	Yes	No	No	Yes	No
HO124	Sealing activities (no structures) Blacknose Point, Beach on Nth Side, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO127	Prunus Dulcis (Mill) D.A. Webb, Almond (1 in No.) Site of the Portland Immigration Depot Glenelg Street, Portland	No	No	Yes	Yes	No	No	Yes	No
HO128	Araucaria araucana (Salisb.) France, Norfolk Island Pine (14 No.) Cliff Street Nth Side - between Gawler & Glenelg Streets, Portland	No	No	Yes	Yes	No	No	Yes	No
HO129	Phoenix Canariensis Hort. ex Chabaud Island Date Palm (3 in No.) Public Purpose Reserve (between Gawler Street and Portland Bay) , Portland	No	No	Yes	Yes	No	No	Yes	No
HO130	Bilston's Tree, Glenmia Road, Brimboal (Part C.A. 9, Section 3, Parish of Warrock	No	No	Yes	Yes	No	No	Yes	No
HO131	Dunrobin Homestead, 172 Barr's Road, Dunrobin	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO133	Tooloy and Lake Mundi Wildlife Reserve, C.A. 16, Parish of Byjuke; C.A. S9, 15 & 16 Parish of Tooloy	Yes	No	No	Yes	No	No	Yes	No
HO135	Mouth of Glenelg River	Yes	No	No	Yes	No	No	Yes	No
HO136	Long Swamp	Yes	No	No	Yes	No	No	Yes	No
HO137	Bullies Ridge	Yes	No	No	Yes	No	No	Yes	No
HO138	Kentbruck Heath	Yes	No	No	Yes	No	No	Yes	No
HO139	Johnstone Creek	Yes	No	No	Yes	No	No	Yes	No
HO140	Mount Richmond	Yes	No	No	Yes	No	No	Yes	No
HO141	Bridgewater Lakes	Yes	No	No	Yes	No	No	Yes	No
HO142	Cape Nelson Lightstation environs, Cape Nelson Lighthouse Road, Portland	No	No	Yes	Yes	No	No	Yes	No
HO143	Darlot's Creek	Yes	No	No	Yes	No	No	Yes	No
HO144	Glenelg Estuary and Long Swamp	Yes	No	No	Yes	No	No	Yes	No
HO145	Cape Montesquieu	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO146	Johnstone Creek and Swan Lake	Yes	No	No	Yes	No	No	Yes	No
HO147	Bridgewater Lakes	Yes	No	No	Yes	No	No	Yes	No
HO148	Cape Duquesne	Yes	No	No	Yes	No	No	Yes	No
HO149	Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO150	Bridgewater Bay and Bat Ridges	Yes	No	No	Yes	No	No	Yes	No
HO152	Fitzroy River and Tyrrendarra Lava Flow	Yes	No	No	Yes	No	No	Yes	No
HO153	Mouth of the Glenelg River	Yes	No	No	Yes	No	No	Yes	No
HO154	Long Swamp	Yes	No	No	Yes	No	No	Yes	No
HO155	Cape Montesquieu	Yes	No	No	Yes	No	No	Yes	No
HO156	Johnstone River and Swan Lake	Yes	No	No	Yes	No	No	Yes	No
HO157	Bridgewater Lakes	Yes	No	No	Yes	No	No	Yes	No
HO163	Casterton Township precinct Incorporated plan:	Yes	No	No	Yes	No	No	No	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	<i>Heritage Overlay Permit Exemptions & application requirements, June 2013</i>								
HO164	Merino Township precinct Incorporated plan: <i>Heritage Overlay Permit Exemptions & application requirements, June 2013</i>	Yes	No	No	Yes	No	No	No	No
HO165	Portland heritage precinct Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes Norfolk Island Pine outside 11 Tyers Street; 9 x Norfolk Island Pines Bentinck Street; 10 x Norfolk Island Pines Gawler Street;	Yes	Yes Bluestone walls at 8 Richmond Street	No	No	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
				Erythrina sp. Coral Tree, 3 Bentinck Street; 1 x Norfolk Pine, 1 x Bay Leaf Tree, 2 x Beurre Bosc, IGA Carpark, 1 x Moreton Bay Fig Tree, road reserve Barton Place					
HO172	Devlin's Cottage and Dairy Ruins, 1716 Blowholes Rd & Lot 6 LP145898, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO173	State School 741 (ruin), Cnr. Blowholes Rd & Bridgewater Road, Cape Bridgewater	No	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO174	Cape House, 8 Blowholes Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO175	Cape Bridgewater Homestead, 65 Blowholes Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO176	Stony Hill, 107 Blowholes Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO177	Presbyterian Church (former), 1721 Bridgewater Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO178	National School No. 32 (former), 2 Bridgewater Fire Station Road, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO179	Uniting Church (former), 10 Bridgewater Fire Station Road, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO180	St Peter's Anglican Church (former)	No	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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	19 Bridgewater Fire Station Road, Cape Bridgewater								
HO181	Lal Lal Homestead, 105 Bridgewater Lakes Rd, Cape Bridgewater	No	No	No	Yes	No	No	Yes	No
HO182	Bridgewater Cemetery, Bridgewater Lakes Rd (CA 3D Sec 4, Parish of Tarragal), Cape Bridgewater	No	No	No	Yes	No	No	Yes	No
HO183	Black Family Crypt, Amos Rd (Lot 1 TP579529), Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO184	Cork Hill, 138 Kitson Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO187	Glenelg (Masonic) Lodge, 160 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO188	CWA Rooms, 164 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO189	Scot's Uniting Church, 176 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO190	Methodist Church (Former), 177 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO191	Christ Church Anglican Church, 184 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO192	Anglican Rectory (former) 188 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO193	Kadisha, 206-210 Henty St, Casterton	No	No	No	Yes	No	No	Yes	No
HO194	Old Cemetery, 18 Old Cemetery Rd, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO195	New Cemetery, Racecourse Rd, Casterton	No	No	No	Yes	No	No	Yes	No
HO196	Sacred Heart Catholic Complex, 26 Robertson St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO197	Tulleigh, 74 Staffa Rd, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO198	Fleur-de-Lis Marker, 11 Moodie Street, Casterton	No	No	No	Yes	No	No	Yes	No

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HO199	Wannon River Rail Bridge, Braxholme/Casterton Railway Line (Lot 1 TP606262, Lot 1 TP591020) Casterton	No	No	No	Yes	No	No	Yes	No
HO202	Dartmoor Memorial Avenue and Carvings, Greenham St, Dartmoor	No	No	Yes	Yes	No	No	Yes	No
HO203	Dartmoor Police Station, 19-23 Wapling St, Dartmoor	Yes	No	No	Yes	No	No	Yes	No
HO205	Uniting Church, 3229 Portland-Casterton Rd, Digby	Yes	No	No	Yes	No	No	Yes	No
HO206	Rifle Downs, 2029 Dartmoor- Hamilton Rd, Digby	Yes	No	No	Yes	No	No	Yes	No
HO207	St. John the Evangelist Church, 3261 Portland-Casterton Rd, Digby	Yes	No	No	Yes	No	No	Yes	No
HO208	Drik Drik Avenue of Honour Winnap-Nelson Rd reserve, Drik Drik	No	No	Yes	Yes	No	No	Yes	No

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HO209	Drik Drik Cemetery, Winnap-Nelson Rd, Drik Drik	No	No	No	Yes	No	No	Yes	No
HO210	Uniting Church 554 Winnap- Nelson Rd, Drik Drik	Yes	No	No	Yes	No	No	Yes	No
HO211	Methodist Church (former), 534 Winnap- Nelson Rd, Drik Drik	Yes	No	No	Yes	No	No	Yes	No
HO212	State School No. 971 (former), 538 Winnap-Nelson Rd, Drik Drik	Yes	No	No	Yes	No	No	Yes	No
HO213	Merino Downs Homestead Complex, 5022 Henty Highway, Henty	Yes	No	No	Yes	No	No	Yes	No
HO214	St. Paul's Anglican Church, 5155 Portland- Casterton Rd, Henty	Yes	No	No	Yes	No	No	Yes	No
HO216	Heywood Cemetery, Cemetery Rd, Heywood	No	No	No	Yes	No	No	Yes	No
HO217	St. Gregory's Catholic Church, 2049 Princes Highway, Heywood	Yes	No	No	Yes	No	No	Yes	No

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HO218	Mount Eckersley Police Barracks, off Oakbank Lane (Lot7 PS437883), Heywood	Yes	No	No	Yes	No	No	Yes	Yes
HO219	St. John's Anglican Church, 29 Lindsay St, Heywood	Yes	No	No	Yes	No	No	Yes	No
HO220	Oakbank Homestead, 157 Oakbank Lane, Heywood	Yes	No	No	Yes	No	No	Yes	No
HO221	Ettrick Homestead site and gardens, Woolsthorpe-Heywood Rd (Lot 1 TP813240), Homerton	No	No	Yes	Yes	No	No	Yes	No
HO222	Hotspur Cemetery, Gough's Rd, Hotspur	No	No	No	Yes	No	No	Yes	No
HO223	Rising Sun Hotel (former), 1510 Lyons-Hotspur Rd, Hotspur	Yes	No	No	Yes	No	No	Yes	No
HO225	Memorial Avenue of Honour, Portland-Casterton Rd (road reserve), Hotspur	No	No	Yes	Yes	No	No	Yes	No
HO226	Merino Butter Factory (former), Coleraine-Merino Rd	Yes	No	No	Yes	No	No	Yes	No

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	(Lots 1 & 2 TP21804), Merino								
HO227	St. Andrew's Presbyterian Church (former), 38 Levy St, Merino	Yes	No	No	Yes	No	No	Yes	No
HO228	St. Peter's Anglican Church (former), 14 Levy St, Merino	Yes	No	No	Yes	No	No	Yes	No
HO229	Talisker Homestead Complex, 221 Talisker Homestead Rd, Merino	Yes	No	No	Yes	No	No	Yes	No
HO230	Nangeela Homestead, 1397 Casterton-Naracoorte Rd, Nangeela	Yes	No	No	Yes	No	No	Yes	No
HO231	Narrawong Cemetery, 26 Narrawong Cemetery Rd, Narrawong	Yes	No	No	Yes	No	No	Yes	No
HO232	Paschendale Soldiers Memorial Hall, 87 Paschendale-Tahara Rd, Paschendale	Yes	No	No	Yes	No	No	Yes	No

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HO233	Trewalla Springs Farm, 919 Bridgewater Rd, Portland West	Yes	No	No	Yes	No	No	Yes	No
HO234	Tarrawalla, 1027 Bridgewater Rd, Portland West	Yes	No	No	Yes	No	No	Yes	No
HO235	St. Catherine's Anglican Church (former), Casterton-Naracoorte Rd (CA13A Sec 5, Parish of Nangeela), Warrock	Yes	No	No	Yes	No	No	Yes	No
HO236	Roseneath Homestead Complex, 27 Warrock Rd, Warrock	Yes	No	No	Yes	No	No	Yes	No
HO237	Mechanics' Institute, 14 Burke St, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO238	Foresters Hall and <i>Quercus robur</i> (English Oak), 16 Burke St, Sandford	Yes	No	Yes	Yes	No	No	Yes	No
HO239	Commercial Hotel (former), 5978 Portland-Casterton Rd, Sandford	No	No	No	Yes	No	No	Yes	No

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HO240	Caledonian Union Hotel (former), Portland Casterton Rd (Lot 1 TP805446), Sandford	Yes	No	No	Yes	No	No	Yes	No
HO241	Sandford Cemetery, Portland- Casterton Rd (CA 3F Sec 5, Parish of Sandford), Sandford	No	No	No	Yes	No	No	Yes	No
HO242	St. Mary's Church of England (former), 5924 Portland-Casterton Rd, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO243	Runnymede Homestead, 438 Runnymede Rd, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO244	St. John's Catholic Church (former), 11 Church St, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO245	Strathdownie East Cemetery, off Casterton-Mt Gambier Rd (CA 84D, Parish of Werrikoo), Strathdownie	No	No	No	Yes	No	No	Yes	No

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HO246	Strathdownie Homestead Complex, 2816 Glenelg Hwy, Strathdownie	Yes	No	No	Yes	No	No	Yes	No
HO247	Park Hill & Walnut Tree, Grubbed Rd (Lot 3 TP847608), Strathdownie	No	No	Yes	Yes	No	No	Yes	No
HO248	Cusack Russell's Postal Tree, Road Reserve at intersection of Paschendale-Tahara Rd & Condah-Coleraine Rd, Tahara	No	No	Yes	Yes	No	No	Yes	No
HO249	Fitzroy River Farm, 122 Fitzroy River Rd, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO250	St. James Anglican Church, 7155 Princes Highway, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO251	Uniting Church (former), 7098 Princes Highway, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No

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HO252	Yannarie Cheese and Butter Factory, 7533 Princes Highway, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO253	Castlemaddie Homestead, 7073 Princes Highway, Tyrendarra	No	No	No	Yes	No	No	Yes	No
HO254	Tyrendarra State School No.1630 (former) 125 Tyrendarra School Rd, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO255	Wando Estate Homestead, 1550 Casterton-Edenhope Rd, Wando Bridge	Yes	No	No	Yes	No	No	Yes	No
HO256	Upton's Shed, Torah Rd (CA 12 Sec 2, Parish of Wando), Wando Bridge	Yes	No	No	Yes	No	No	Yes	No
HO258	Wando Vale Homestead Site, 366 Casterton-Edenhope Rd, Wando Vale	No	No	Yes	Yes	No	No	Yes	No
HO259	Wando Vale School (former), 628 Casterton-Edenhope Rd, Wando Vale	Yes	No	No	Yes	No	No	Yes	No

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HO261	Methodist Parsonage (former), 179 Henty Street Casterton	Yes	No	No	Yes	No	No	Yes	No
HO262	Wando Vale Memorial Hall, Casterton-Edenhope Road (CA 1 Sec 2, Parish of Wando), Wando Vale	Yes	No	No	Yes	No	No	Yes	No
HO263	Whites (second) Homestead, 353 Amos Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO264	Whites (first) Homestead, 365 Amos Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO265	Residence, 11 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO266	Former Argyle House Stables, rear 19-21 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO267	Former Heywood Primary School, 58 Edgar Street, Heywood	Yes	No	No	Yes	No	No	Yes	No
HO268	Percy Street Commercial Precinct, Portland	Yes	No	Yes	Yes	No	No	No	No

GLENELG PLANNING SCHEME

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	Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>			<i>Quercus suber</i> Cork oak, 59-61 Percy Street					
HO269	Julia Street Commercial Precinct including bluestone gutters, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	No	Yes	No	No	No	No
HO270	Hurd Street Residential Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes 1 x Norfolk Island Pine, 7 Hurd Street; 4 x Norfolk Island Pines in Hurd Street road reserve; 1 x Norfolk Island Pine	Yes	No	No	No	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
				in Gawler Street road reserve					
HO271	Gawler Street Early Development Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	No	Yes	No	No	No	No
HO272	Percy Street Residential Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes 15 x Norfolk Island Pines in road reserve	Yes	No	No	No	No
HO273	Public Buildings Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes 4 x Mexican Fan Palms in front of Rocket Shed	Yes	Yes Remnant Former Gaol Wall	No	No	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO274	Richmond Street Group Precinct, Portland 19 Richmond Street, Portland 21 Richmond Street, Portland 23 Richmond Street, Portland 25 Richmond Street, Portland 9 Henty Street, Portland	Yes	No	No	Yes	Yes Brick and rail front fences at 19, 21, 23 and 25 Richmond Street and 9 Henty Street.	No	Yes	No
HO275	Residence 27 Avonmore Avenue, Portland	Yes	No	No	Yes	No	No	Yes	No
HO276	Avonmore 28 Avonmore Avenue, Portland	Yes	No	No	Yes	No	No	Yes	No
HO277	Shop 55 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO278	Murrell's Building 57A-57B Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO279	Gordon Hotel 63 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO280	Shop 65-67 Bentinck Street, Portland	Yes	Yes	No	Yes	No	No	Yes	No
HO281	Martell Building 81 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO282	Shop 85-89 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO283	Ploughed Field and North Bluff, 168 Bentinck Street, Portland	No	No	Yes 4 x Monterey Cypress; 7 x Norfolk Island Pines in Bentinck Street road reserve	Yes	No	No	No	No
HO284	Residence 42 Bridgewater Road, Portland	Yes	No	No	Yes	No	No	Yes	No
HO285	Residence 170-172 Browning Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO286	Residence	Yes	No	No	Yes	Yes	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	41 Caledonian Hill Road, Bolwarra					Stables			
HO287	Residence 33 Cashmore Road, Portland	Yes	No	No	Yes	No	No	Yes	No
HO288	South Portland Cemetery 229 Cape Nelson Road, Portland	Yes	No	No	Yes	Yes Sexton's Cottage and Office	No	No	No
HO289	Portland Foreshore 31 Lee Breakwater Road, Portland	No	No	Yes 1 x Moreton Bay Fig in Cliff Street; 1 x Moreton Bay Fig, 4 x Monterey Cypress, 1 x Italian Cypress, 1 x clump Canary Palms at obelisk	Yes	Yes Bluestone retaining walls	No	Yes	Yes

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO290	The Bungalow 31 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO291	Former stables 34 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO292	Powerhouse 23 Glenelg Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO293	Brick store 3 Henty Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO294	Residence and stables 13 Henty Street, Portland	Yes	No	No	Yes	Yes Stables	No	Yes	No
HO295	Bluestone store Rear 19 Henty Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO296	Old Portland Cemetery 632 Henty Highway, Portland North	No	No	No	Yes	Yes	No	No	No
HO297	Fairfield 697 Henty Highway, Portland North	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO298	Residence 17 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO299	Residence 125 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO300	Former Barleycorn Inn 221 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO301	Bluestone and timber sheds Rear 3 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO302	Shop 5 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO303	Ruth Martin Memorial Centre 34 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO304	Former Star Cinema 40 Julia Street, Portland	Yes	Yes	No	Yes	No	No	Yes	No
HO305	Residence 85 Kobo Creek Road, Portland West	Yes	No	No	Yes	No	No	Yes	No
HO306	Brick Woolstore	Yes	Yes	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	109-121 Learmonth Street, Portland								
HO307	Residence 9 Parkers Road, Portland	Yes	No	No	Yes	No	No	Yes	No
HO308	Soldiers Memorial Clubrooms 21 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO309	Former State Savings Bank and Residence 30 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO310	Portland Masonic Centre 157 Percy Street, Portland	Yes	Yes	No	Yes	No	No	Yes	No
HO311	Residence 'Caxton' 481 Portland-Nelson Road, Cashmore	Yes	No	No	Yes	No	No	Yes	No
HO312	Former Forest Inn 126 Princes Highway, Bolwarra	Yes	No	Yes 2 x Canary Island Palms	Yes	No	No	Yes	No
HO313	Residence 'Midwood'	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	216 Princes Highway, Bolwarra								
HO314	Former Caledonian Inn 290 Princes Highway, Bolwarra	Yes	Yes	No	Yes	No	No	Yes	No
HO315	Portland North School Master's House 42 School Road, Portland North	Yes	No	No	Yes	No	No	Yes	No
HO317	Presbyterian Sunday School Hall 15 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO318	World War II Memorial Lookout Tower 2 Wade Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO319	Wattle Hill House 195 Wilsons Road, Portland West	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

10/01/2019
C089gelg**SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY****1.0**16/01/2020
C102gelg**Application requirements**

An application to remove, destroy or lop trees with an identified heritage value must be accompanied by a report from a suitably qualified arborist to the satisfaction of the responsible authority.

2.0**Heritage places**04/11/2022
VG226Proposed C096gelg

The requirements of this overlay apply to both the heritage place and its associated land.



PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
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Victorian Heritage Register

HO166	Convincing Ground, Beach Road, Allestree	-	-	-	Yes	-	Yes Ref No H2079	Yes	No
HO170	Drill Hall and Gun Shed, 26 Bentinck Street, Portland	-	-	-	Yes	-	Yes Ref No H2245	Yes	No
HO12	Former Steam Packet Hotel, 33 Bentinck Street, Portland	-	-	-	Yes	-	Yes Ref No H239	Yes	No
HO66	Former London Inn, 1-1R Julia Street, 91, 93A and 93B Bentinck Street, Portland	-	-	-	Yes	-	Yes	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
							Ref No H237		
HO171	Briery, 83 Bridgewater Road, Portland	-	-	-	Yes	-	Yes Ref No H2126	Yes	No
HO22	Cape Nelson Lightstation, 1119 Cape Nelson Road, Portland West	-	-	-	Yes	-	Yes Ref No H1773	Yes	No
HO99	Burswood, 15 Cape Nelson Road, Portland	-	-	-	Yes	-	Yes Ref No H240	Yes	No
HO40	Portland Court House, 67 Cliff Street, Portland	-	-	-	Yes	-	Yes Ref No H1481	Yes	No
HO38	Former Portland Town Hall, 75 Cliff Street, Portland	-	-	-	Yes	-	Yes Ref No H234	Yes	No
HO36	Customs House, 95 Cliff Street, Portland	-	-	-	Yes	-	Yes Ref No H1844	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO162	St Peters Anglican Church, 2460 Condah-Coleraine Road, Tahara	-	-	-	Yes	-	Yes Ref No H1912	Yes	No
HO101	Maretimo, 8-28 Daniel Street, Portland North	-	-	-	Yes	-	Yes Ref No H242	Yes	No
HO167	Cottage and Shop, 15-17 Gawler Street, Portland	-	-	-	Yes	-	Yes Ref No H2169	Yes	No
HO50	Former Builders Inn, 25 Gawler Street, Portland	-	-	-	Yes	-	Yes Ref No H659	Yes	No
HO169	Portland Botanical Gardens, 1 Glenelg Street, Portland	-	-	-	Yes	-	Yes Ref No H2214	Yes	No
HO43	Dwelling, 8 Glenelg Street, Portland	-	-	-	Yes	-	Yes Ref No H727	Yes	No
HO134	Casterton Railway Station, McKinlay Street, Casterton	-	-	-	Yes	-	Yes	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
							Ref No H1663		
HO80	St Stephen's Church and School, 39-41 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H1862	Yes	No
HO27	Residence, 70 Julia Street, Portland	-	-	-	Yes	-	Yes Ref No H245	Yes	No
HO161	Blair Mona, 37 Malings Road, Portland West	-	-	-	Yes	-	Yes Ref No H1897	Yes	No
HO54	Former National School, 45 Palmer Street, Portland	-	-	-	Yes	-	Yes Ref No H1647	Yes	No
HO7	Former Portland Inn, 4 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H2071	Yes	No
HO21	Former Jays Laundry, 23 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H244	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO17	Portland Club, 35 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H235	Yes	No
HO63	Former ANZ Bank, 44 Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H238	Yes	No
HO58	Uniting Church (Former Wesleyan Church), 59-61A Percy Street, Portland	-	-	-	Yes	-	Yes Ref No H643	Yes	No
HO160	Hotspur Bridge, Over Crawford River, Portland – Casterton Road, Hotspur	-	-	-	Yes	-	Yes Ref No H1845	No	No
HO98	Prospect, 2 Prospect Court and 3 Prospect Court, Portland	-	-	-	Yes	-	Yes Ref No H241	Yes	No
HO168	Stock Selling Ring, 19 Spring Street, Casterton	-	-	-	Yes	-	Yes Ref No H314	Yes	No
HO83	Victoria House, 7 Tyers Street, Portland	-	-	-	Yes	-	Yes	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
							Ref No H236		
HO89	Portland Battery and Gun (80 Pounder), Victoria Parade, Portland	-	-	-	Yes	-	Yes Ref No H2283	Yes	No
HO95	Stanton Drew, former "Wando Villa", 89 Wellington Road, Portland	-	-	-	Yes	-	Yes Ref No H243	Yes	No
HO132	Warrock, 826 Warrock Road, Warrock	-	-	-	Yes	-	Yes Ref No H295	Yes	No
Local Significance									
HO1	Residence, 4 Blair Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO2	Residence, 67 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO3	Residence, 65 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO4	Residence, 53 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO5	Residence, 5 Percy Street, Portland	Yes	No	No	Yes	Yes Outbuilding	No	Yes	No
HO6	Residences, 6 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO9	Residences, 9-11 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO10	Residence, 19 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO13	Mac's Hotel, 39-41. Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO14	Residence & Store (former Flower & Must Warehouse), 57A Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO15	Baptist Church (former Freemasons Hall), 36 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO16	St Stephens Hall (former Episcopalian Church, 39 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO18	"Sandilands" (former residence), 33 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO19	Residence (former Brick Store), 27a Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO24	Residence, "Lindah", 46 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO25	Residence, 60 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO26	Residence "Claremont" 65 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO28	Residence, 72 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO29	Residence, 38 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO30	Residence, 40 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO31	Compton House, 79-81 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO32	Shops and Premises	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	78-82. Percy Street, Portland								
HO33	Shop, 58-60 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO35	Former Post Office 105 Cliff Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO37	Former Watch House, 85 Cliff Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO39	Rocket Shed, 79 Cliff Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO41	Residence (former Police Quarters), 1 Bligh Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO42	Residence, 23 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO44	Residence, 10 Glenelg Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO45	Residence, 16 Glenelg Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO47	Residences (former shops)	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	14-16 Gawler Street, Portland								
HO49	Residence, 19-21 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO51	Residence, ruined stone cottage and stone stables, Rear of 21 Hurd Street, Portland	Yes	No	No	Yes	Yes Stables	No	Yes	No
HO52	Residence, 25 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO53	Residence, 81 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO56	Portland Primary School (1930s), 45 Palmer Street, Portland	No	No	No	Yes	No	No	No	No
HO59	Former Campbell's Store, residence, stables, outbuildings, well and pump, 57 Percy Street, Portland	No	No	No	Yes	Yes Stables	No	No	No
HO61	Residence "Annesley", 60 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO62	Portland Citizens Bandroom (former warehouse)	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	56 Julia Street, Portland								
HO64	Offices and Shop (former Henty Wool Store), 8-12 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO65	Former Henty Bondstore 6 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO68	Shop, 3 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO69	Shop, 7 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO70	Shops, 13-15 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO71	Shop, 17 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO72	Shop Premises Argyle House 19-21 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO73	Warehouse, rear 19-21 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO74	Shop 29 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO75	Shop , 33 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO76	Shop 37 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO77	Glasgow House 39 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO78	Shops (former Britannia Inn) 41-43 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO79	Former Bank of N.S.W. 53 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO81	All Saints Roman Catholic Church 115 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO82	Bayview College (former Loreto Convent) 119-121 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO84	Residence, 9 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO85	Church, 19 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO86	Royal Hotel, 113-119 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO87	Residence, 35-37 Henty Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO88	Kingsley, 6 Kingsley Court, Portland	Yes	No	No	Yes	No	No	Yes	No
HO90	Residence, 61 Bancroft Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO91	Residence, 1/8 Barkly Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO92	Residence, 6 Jones Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO93	Residence, 74A Findlay Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO96	Lighthouse, CA10 Sec37 Lighthouse Avenue, Portland	Yes	No	No	Yes	No	No	Yes	No
HO97	Former Lighthouse Keepers Cottage, 11-12 Whaler Court, Portland	Yes	No	No	Yes	No	No	Yes	No
HO100	Former Hills School 33-35 Fitzgerald Street, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO103	Residence, 32 Otway Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO104	Residence, 87 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO105	Shop Federal House, 137 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO106	Residence, 22 Otway Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO107	Residence, 16 Fern Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO108	Former Residence, 4-6 Fern Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO110	Cottage, 77 Palmer Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO111	Brick and bluestone shop and rear outbuildings, 2/98 Percy Street	Yes	No	No	Yes	No	No	Yes	No
HO113	Residence, 2 Pattersons Lane, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO114	Richmond Henty Hotel complex, including stone walls and outbuildings, 101 Bentinck Street, Portland.	Yes	No	No	Yes	Yes Stone walls & outbuilding adjoining 8 Richmond Street	No	Yes	No
HO118	Wall, former gaol, 2 Glenelg Street, Portland	Yes	No	No	Yes	Yes	No	Yes	No
HO119	Windsor Cottage ruins, 170 Must Street, Portland	Yes	No	Yes Norfolk Island Pine, Apple tree, Pear tree, Mulberry tree, Italian Poplar hedge	Yes	No	No	Yes	No
HO123	Railway Cutting and Bridge Foreshore	Yes	No	No	Yes	No	No	Yes	No
HO124	Sealing activities (no structures) Blacknose Point, Beach on Nth Side, Portland	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO127	Prunus Dulcis (Mill) D.A. Webb, Almond (1 in No.) Site of the Portland Immigration Depot Glenelg Street, Portland	No	No	Yes	Yes	No	No	Yes	No
HO128	Araucaria araucana (Salisb.) France, Norfolk Island Pine (14 No.) Cliff Street Nth Side - between Gawler & Glenelg Streets, Portland	No	No	Yes	Yes	No	No	Yes	No
HO129	Phoenix Canariensis Hort. ex Chabaud Island Date Palm (3 in No.) Public Purpose Reserve (between Gawler Street and Portland Bay) , Portland	No	No	Yes	Yes	No	No	Yes	No
HO130	Bilston's Tree, Glenmia Road, Brimboal (Part C.A. 9, Section 3, Parish of Warrock	No	No	Yes	Yes	No	No	Yes	No
HO131	Dunrobin Homestead, 172 Barr's Road, Dunrobin	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO133	Tooloy and Lake Mundi Wildlife Reserve, C.A. 16, Parish of Byjuke; C.A. S9, 15 & 16 Parish of Tooloy	Yes	No	No	Yes	No	No	Yes	No
HO135	Mouth of Glenelg River	Yes	No	No	Yes	No	No	Yes	No
HO136	Long Swamp	Yes	No	No	Yes	No	No	Yes	No
HO137	Bullies Ridge	Yes	No	No	Yes	No	No	Yes	No
HO138	Kentbruck Heath	Yes	No	No	Yes	No	No	Yes	No
HO139	Johnstone Creek	Yes	No	No	Yes	No	No	Yes	No
HO140	Mount Richmond	Yes	No	No	Yes	No	No	Yes	No
HO141	Bridgewater Lakes	Yes	No	No	Yes	No	No	Yes	No
HO142	Cape Nelson Lightstation environs, Cape Nelson Lighthouse Road, Portland	No	No	Yes	Yes	No	No	Yes	No
HO143	Darlot's Creek	Yes	No	No	Yes	No	No	Yes	No
HO144	Glenelg Estuary and Long Swamp	Yes	No	No	Yes	No	No	Yes	No
HO145	Cape Montesquieu	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO146	Johnstone Creek and Swan Lake	Yes	No	No	Yes	No	No	Yes	No
HO147	Bridgewater Lakes	Yes	No	No	Yes	No	No	Yes	No
HO148	Cape Duquesne	Yes	No	No	Yes	No	No	Yes	No
HO149	Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO150	Bridgewater Bay and Bat Ridges	Yes	No	No	Yes	No	No	Yes	No
HO152	Fitzroy River and Tyrrendarra Lava Flow	Yes	No	No	Yes	No	No	Yes	No
HO153	Mouth of the Glenelg River	Yes	No	No	Yes	No	No	Yes	No
HO154	Long Swamp	Yes	No	No	Yes	No	No	Yes	No
HO155	Cape Montesquieu	Yes	No	No	Yes	No	No	Yes	No
HO156	Johnstone River and Swan Lake	Yes	No	No	Yes	No	No	Yes	No
HO157	Bridgewater Lakes	Yes	No	No	Yes	No	No	Yes	No
HO163	Casterton Township precinct Incorporated plan:	Yes	No	No	Yes	No	No	No	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	<i>Heritage Overlay Permit Exemptions & application requirements, June 2013</i>								
HO164	Merino Township precinct Incorporated plan: <i>Heritage Overlay Permit Exemptions & application requirements, June 2013</i>	Yes	No	No	Yes	No	No	No	No
HO165	Portland heritage precinct Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes Norfolk Island Pine outside 11 Tyers Street; 9 x Norfolk Island Pines Bentinck Street; 10 x Norfolk Island Pines Gawler Street;	Yes	Yes Bluestone walls at 8 Richmond Street	No	No	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
				Erythrina sp. Coral Tree, 3 Bentinck Street; 1 x Norfolk Pine, 1 x Bay Leaf Tree, 2 x Beurre Bosc, IGA Carpark, 1 x Moreton Bay Fig Tree, road reserve Barton Place					
HO172	Devlin's Cottage and Dairy Ruins, 1716 Blowholes Rd & Lot 6 LP145898, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO173	State School 741 (ruin), Cnr. Blowholes Rd & Bridgewater Road, Cape Bridgewater	No	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO174	Cape House, 8 Blowholes Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO175	Cape Bridgewater Homestead, 65 Blowholes Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO176	Stony Hill, 107 Blowholes Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO177	Presbyterian Church (former), 1721 Bridgewater Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO178	National School No. 32 (former), 2 Bridgewater Fire Station Road, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO179	Uniting Church (former), 10 Bridgewater Fire Station Road, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO180	St Peter's Anglican Church (former)	No	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	19 Bridgewater Fire Station Road, Cape Bridgewater								
HO181	Lal Lal Homestead, 105 Bridgewater Lakes Rd, Cape Bridgewater	No	No	No	Yes	No	No	Yes	No
HO182	Bridgewater Cemetery, Bridgewater Lakes Rd (CA 3D Sec 4, Parish of Tarragal), Cape Bridgewater	No	No	No	Yes	No	No	Yes	No
HO183	Black Family Crypt, Amos Rd (Lot 1 TP579529), Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO184	Cork Hill, 138 Kitson Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO187	Glenelg (Masonic) Lodge, 160 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO188	CWA Rooms, 164 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO189	Scot's Uniting Church, 176 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO190	Methodist Church (Former), 177 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO191	Christ Church Anglican Church, 184 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO192	Anglican Rectory (former) 188 Henty St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO193	Kadisha, 206-210 Henty St, Casterton	No	No	No	Yes	No	No	Yes	No
HO194	Old Cemetery, 18 Old Cemetery Rd, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO195	New Cemetery, Racecourse Rd, Casterton	No	No	No	Yes	No	No	Yes	No
HO196	Sacred Heart Catholic Complex, 26 Robertson St, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO197	Tulleigh, 74 Staffa Rd, Casterton	Yes	No	No	Yes	No	No	Yes	No
HO198	Fleur-de-Lis Marker, 11 Moodie Street, Casterton	No	No	No	Yes	No	No	Yes	No

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HO199	Wannon River Rail Bridge, Bransholme/Casterton Railway Line (Lot 1 TP606262, Lot 1 TP591020) Casterton	No	No	No	Yes	No	No	Yes	No
HO202	Dartmoor Memorial Avenue and Carvings, Greenham St, Dartmoor	No	No	Yes	Yes	No	No	Yes	No
HO203	Dartmoor Police Station, 19-23 Wapling St, Dartmoor	Yes	No	No	Yes	No	No	Yes	No
HO205	Uniting Church, 3229 Portland-Casterton Rd, Digby	Yes	No	No	Yes	No	No	Yes	No
HO206	Rifle Downs, 2029 Dartmoor- Hamilton Rd, Digby	Yes	No	No	Yes	No	No	Yes	No
HO207	St. John the Evangelist Church, 3261 Portland-Casterton Rd, Digby	Yes	No	No	Yes	No	No	Yes	No
HO208	Drik Drik Avenue of Honour Winnap-Nelson Rd reserve, Drik Drik	No	No	Yes	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO209	Drik Drik Cemetery, Winnap-Nelson Rd, Drik Drik	No	No	No	Yes	No	No	Yes	No
HO210	Uniting Church 554 Winnap- Nelson Rd, Drik Drik	Yes	No	No	Yes	No	No	Yes	No
HO211	Methodist Church (former), 534 Winnap- Nelson Rd, Drik Drik	Yes	No	No	Yes	No	No	Yes	No
HO212	State School No. 971 (former), 538 Winnap-Nelson Rd, Drik Drik	Yes	No	No	Yes	No	No	Yes	No
HO213	Merino Downs Homestead Complex, 5022 Henty Highway, Henty	Yes	No	No	Yes	No	No	Yes	No
HO214	St. Paul's Anglican Church, 5155 Portland- Casterton Rd, Henty	Yes	No	No	Yes	No	No	Yes	No
HO216	Heywood Cemetery, Cemetery Rd, Heywood	No	No	No	Yes	No	No	Yes	No
HO217	St. Gregory's Catholic Church, 2049 Princes Highway, Heywood	Yes	No	No	Yes	No	No	Yes	No

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HO218	Mount Eckersley Police Barracks, off Oakbank Lane (Lot7 PS437883), Heywood	Yes	No	No	Yes	No	No	Yes	Yes
HO219	St. John's Anglican Church, 29 Lindsay St, Heywood	Yes	No	No	Yes	No	No	Yes	No
HO220	Oakbank Homestead, 157 Oakbank Lane, Heywood	Yes	No	No	Yes	No	No	Yes	No
HO221	Ettrick Homestead site and gardens, Woolsthorpe-Heywood Rd (Lot 1 TP813240), Homerton	No	No	Yes	Yes	No	No	Yes	No
HO222	Hotspur Cemetery, Gough's Rd, Hotspur	No	No	No	Yes	No	No	Yes	No
HO223	Rising Sun Hotel (former), 1510 Lyons-Hotspur Rd, Hotspur	Yes	No	No	Yes	No	No	Yes	No
HO225	Memorial Avenue of Honour, Portland-Casterton Rd (road reserve), Hotspur	No	No	Yes	Yes	No	No	Yes	No
HO226	Merino Butter Factory (former), Coleraine-Merino Rd	Yes	No	No	Yes	No	No	Yes	No

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	(Lots 1 & 2 TP21804), Merino								
HO227	St. Andrew's Presbyterian Church (former), 38 Levy St, Merino	Yes	No	No	Yes	No	No	Yes	No
HO228	St. Peter's Anglican Church (former), 14 Levy St, Merino	Yes	No	No	Yes	No	No	Yes	No
HO229	Talisker Homestead Complex, 221 Talisker Homestead Rd, Merino	Yes	No	No	Yes	No	No	Yes	No
HO230	Nangeela Homestead, 1397 Casterton-Naracoorte Rd, Nangeela	Yes	No	No	Yes	No	No	Yes	No
HO231	Narrawong Cemetery, 26 Narrawong Cemetery Rd, Narrawong	Yes	No	No	Yes	No	No	Yes	No
HO232	Paschendale Soldiers Memorial Hall, 87 Paschendale-Tahara Rd, Paschendale	Yes	No	No	Yes	No	No	Yes	No

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HO233	Trewalla Springs Farm, 919 Bridgewater Rd, Portland West	Yes	No	No	Yes	No	No	Yes	No
HO234	Tarrawalla, 1027 Bridgewater Rd, Portland West	Yes	No	No	Yes	No	No	Yes	No
HO235	St. Catherine's Anglican Church (former), Casterton-Naracoorte Rd (CA13A Sec 5, Parish of Nangeela), Warrock	Yes	No	No	Yes	No	No	Yes	No
HO236	Roseneath Homestead Complex, 27 Warrock Rd, Warrock	Yes	No	No	Yes	No	No	Yes	No
HO237	Mechanics' Institute, 14 Burke St, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO238	Foresters Hall and <i>Quercus robur</i> (English Oak), 16 Burke St, Sandford	Yes	No	Yes	Yes	No	No	Yes	No
HO239	Commercial Hotel (former), 5978 Portland-Casterton Rd, Sandford	No	No	No	Yes	No	No	Yes	No

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HO240	Caledonian Union Hotel (former), Portland Casterton Rd (Lot 1 TP805446), Sandford	Yes	No	No	Yes	No	No	Yes	No
HO241	Sandford Cemetery, Portland- Casterton Rd (CA 3F Sec 5, Parish of Sandford), Sandford	No	No	No	Yes	No	No	Yes	No
HO242	St. Mary's Church of England (former), 5924 Portland-Casterton Rd, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO243	Runnymede Homestead, 438 Runnymede Rd, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO244	St. John's Catholic Church (former), 11 Church St, Sandford	Yes	No	No	Yes	No	No	Yes	No
HO245	Strathdownie East Cemetery, off Casterton-Mt Gambier Rd (CA 84D, Parish of Werrikoo), Strathdownie	No	No	No	Yes	No	No	Yes	No

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HO246	Strathdownie Homestead Complex, 2816 Glenelg Hwy, Strathdownie	Yes	No	No	Yes	No	No	Yes	No
HO247	Park Hill & Walnut Tree, Grubbed Rd (Lot 3 TP847608), Strathdownie	No	No	Yes	Yes	No	No	Yes	No
HO248	Cusack Russell's Postal Tree, Road Reserve at intersection of Paschendale-Tahara Rd & Condah-Coleraine Rd, Tahara	No	No	Yes	Yes	No	No	Yes	No
HO249	Fitzroy River Farm, 122 Fitzroy River Rd, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO250	St. James Anglican Church, 7155 Princes Highway, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO251	Uniting Church (former), 7098 Princes Highway, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No

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HO252	Yannarie Cheese and Butter Factory, 7533 Princes Highway, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO253	Castlemaddie Homestead, 7073 Princes Highway, Tyrendarra	No	No	No	Yes	No	No	Yes	No
HO254	Tyrendarra State School No.1630 (former) 125 Tyrendarra School Rd, Tyrendarra	Yes	No	No	Yes	No	No	Yes	No
HO255	Wando Estate Homestead, 1550 Casterton-Edenhope Rd, Wando Bridge	Yes	No	No	Yes	No	No	Yes	No
HO256	Upton's Shed, Torah Rd (CA 12 Sec 2, Parish of Wando), Wando Bridge	Yes	No	No	Yes	No	No	Yes	No
HO258	Wando Vale Homestead Site, 366 Casterton-Edenhope Rd, Wando Vale	No	No	Yes	Yes	No	No	Yes	No
HO259	Wando Vale School (former), 628 Casterton-Edenhope Rd, Wando Vale	Yes	No	No	Yes	No	No	Yes	No

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HO261	Methodist Parsonage (former), 179 Henty Street Casterton	Yes	No	No	Yes	No	No	Yes	No
HO262	Wando Vale Memorial Hall, Casterton-Edenhope Road (CA 1 Sec 2, Parish of Wando), Wando Vale	Yes	No	No	Yes	No	No	Yes	No
HO263	Whites (second) Homestead, 353 Amos Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO264	Whites (first) Homestead, 365 Amos Rd, Cape Bridgewater	Yes	No	No	Yes	No	No	Yes	No
HO265	Residence, 11 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO266	Former Argyle House Stables, rear 19-21 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO267	Former Heywood Primary School, 58 Edgar Street, Heywood	Yes	No	No	Yes	No	No	Yes	No
HO268	Percy Street Commercial Precinct, Portland	Yes	No	Yes	Yes	No	No	No	No

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	Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>			<i>Quercus suber</i> Cork oak, 59-61 Percy Street					
HO269	Julia Street Commercial Precinct including bluestone gutters, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	No	Yes	No	No	No	No
HO270	Hurd Street Residential Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes 1 x Norfolk Island Pine, 7 Hurd Street; 4 x Norfolk Island Pines in Hurd Street road reserve; 1 x Norfolk Island Pine	Yes	No	No	No	No

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				in Gawler Street road reserve					
HO271	Gawler Street Early Development Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	No	Yes	No	No	No	No
HO272	Percy Street Residential Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 20182019</i>	Yes	No	Yes 15 x Norfolk Island Pines in road reserve	Yes	No	No	No	No
HO273	Public Buildings Precinct, Portland Incorporated Plan: <i>Portland Heritage Precincts Statements of Significance Incorporated Plan 2019</i>	Yes	No	Yes 4 x Mexican Fan Palms in front of Rocket Shed	Yes	Yes Remnant Former Gaol Wall	No	No	No



GLENELG PLANNING SCHEME

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HO274	Richmond Street Group Precinct, Portland 19 Richmond Street, Portland 21 Richmond Street, Portland 23 Richmond Street, Portland 25 Richmond Street, Portland 9 Henty Street, Portland	Yes	No	No	Yes	Yes Brick and rail front fences at 19, 21, 23 and 25 Richmond Street and 9 Henty Street.	No	Yes	No
HO275	Residence 27 Avonmore Avenue, Portland	Yes	No	No	Yes	No	No	Yes	No
HO276	Avonmore 28 Avonmore Avenue, Portland	Yes	No	No	Yes	No	No	Yes	No
HO277	Shop 55 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO278	Murrell's Building 57A-57B Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO279	Gordon Hotel 63 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No

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HO280	Shop 65-67 Bentinck Street, Portland	Yes	Yes	No	Yes	No	No	Yes	No
HO281	Martell Building 81 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO282	Shop 85-89 Bentinck Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO283	Ploughed Field and North Bluff, 168 Bentinck Street, Portland	No	No	Yes 4 x Monterey Cypress; 7 x Norfolk Island Pines in Bentinck Street road reserve	Yes	No	No	No	No
HO284	Residence 42 Bridgewater Road, Portland	Yes	No	No	Yes	No	No	Yes	No
HO285	Residence 170-172 Browning Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO286	Residence	Yes	No	No	Yes	Yes	No	Yes	No

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	41 Caledonian Hill Road, Bolwarra					Stables			
HO287	Residence 33 Cashmore Road, Portland	Yes	No	No	Yes	No	No	Yes	No
HO288	South Portland Cemetery 229 Cape Nelson Road, Portland	Yes	No	No	Yes	Yes Sexton's Cottage and Office	No	No	No
HO289	Portland Foreshore 31 Lee Breakwater Road, Portland	No	No	Yes 1 x Moreton Bay Fig in Cliff Street; 1 x Moreton Bay Fig, 4 x Monterey Cypress, 1 x Italian Cypress, 1 x clump Canary Palms at obelisk	Yes	Yes Bluestone retaining walls	No	Yes	Yes

GLENELG PLANNING SCHEME

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HO290	The Bungalow 31 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO291	Former stables 34 Gawler Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO292	Powerhouse 23 Glenelg Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO293	Brick store 3 Henty Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO294	Residence and stables 13 Henty Street, Portland	Yes	No	No	Yes	Yes Stables	No	Yes	No
HO295	Bluestone store Rear 19 Henty Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO296	Old Portland Cemetery 632 Henty Highway, Portland North	No	No	No	Yes	Yes	No	No	No
HO297	Fairfield 697 Henty Highway, Portland North	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

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HO298	Residence 17 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO299	Residence 125 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO300	Former Barleycorn Inn 221 Hurd Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO301	Bluestone and timber sheds Rear 3 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO302	Shop 5 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO303	Ruth Martin Memorial Centre 34 Julia Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO304	Former Star Cinema 40 Julia Street, Portland	Yes	Yes	No	Yes	No	No	Yes	No
HO305	Residence 85 Kobo Creek Road, Portland West	Yes	No	No	Yes	No	No	Yes	No
HO306	Brick Woolstore	Yes	Yes	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	109-121 Learmonth Street, Portland								
HO307	Residence 9 Parkers Road, Portland	Yes	No	No	Yes	No	No	Yes	No
HO308	Soldiers Memorial Clubrooms 21 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO309	Former State Savings Bank and Residence 30 Percy Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO310	Portland Masonic Centre 157 Percy Street, Portland	Yes	Yes	No	Yes	No	No	Yes	No
HO311	Residence 'Caxton' 481 Portland-Nelson Road, Cashmore	Yes	No	No	Yes	No	No	Yes	No
HO312	Former Forest Inn 126 Princes Highway, Bolwarra	Yes	No	Yes 2 x Canary Island Palms	Yes	No	No	Yes	No
HO313	Residence 'Midwood'	Yes	No	No	Yes	No	No	Yes	No

GLENELG PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	216 Princes Highway, Bolwarra								
HO314	Former Caledonian Inn 290 Princes Highway, Bolwarra	Yes	Yes	No	Yes	No	No	Yes	No
HO315	Portland North School Master's House 42 School Road, Portland North	Yes	No	No	Yes	No	No	Yes	No
HO317	Presbyterian Sunday School Hall 15 Tyers Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO318	World War II Memorial Lookout Tower 2 Wade Street, Portland	Yes	No	No	Yes	No	No	Yes	No
HO319	Wattle Hill House 195 Wilsons Road, Portland West	Yes	No	No	Yes	No	No	Yes	No

13TH Feb 2023

To Tammy Hurst

Just following up from our phone conversation about the new proposed amendments on Grafton Station Farm located 399 Sharrocks Road Lake Condah which I own and farm. I have read your letter and viewed the map with letter dated 9th Jan 2023. The map I don't understand, it looks to me another DELWP made up map to suit them and is totally incorrect. I will provide you with all Grafton Station Allotment Numbers these are 13,14,13a,14a,5c,22,22b,77,57,56,70,69,68,67,64,71,75,74, in the Parish Of Dunmore, County of Normanby. This whole area is Grafton Station Farm, which my family have been farming for the last 160 years over 6 generations. I will also point out the Glenelg Shire have been notified on several occasions that the rate billing is incorrect and has somehow changed information without any explanation or warning, I have addressed these issues in the past at Portland Shire Office.

Please don't hesitate to contact me on

Craig Millard

Grafton Millard P/L

14.8. GLENELG SHIRE COUNCIL PLAN FIRST AND SECOND QUARTER PERFORMANCE REPORT 2022-2023

Director: Melanie Bennett, Director Community Services

Executive Summary

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

Recommendation

That Council endorse the Glenelg Shire Council Plan first and second quarter Performance Report 2022-2023 and approves the document for publication.

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.

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

Attachment List

1. Glenelg Shire Council Plan First and Second Quarter Performance Report 2022-2023 [**14.8.1** - 43 pages]

GLENELG SHIRE

COUNCIL PLAN 2021 - 2025

QUARTER 1 & 2 REPORT
2022/23





ACKNOWLEDGEMENT TO COUNTRY

TRADITIONAL OWNERS

Glenelg Shire Council respectfully acknowledges the traditional lands and waters of the Gunditjmara people, Bunganditj people, Jardwadjali people and their respective cultural heritages.

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.

OVERVIEW OF REPORT

THE ICONS BELOW ARE USED THROUGHOUT THIS REPORT AS A KEY TO REPRESENT THE PROGRESSION STAGES OF EACH TASK, PROJECT OR OBJECTIVE IDENTIFIED BY THE GLENELG SHIRE COUNCIL.

**Achieved**

The Achieved icon will be used when a project/plan has been successfully completed.

**Delayed**

The Delayed icon will be present in this report when a project/plan has been identified as postponed, not on track or redefined.

**In Preparation**

The In Preparation icon will be used in this report when a project/plan is in its planning stage and the details are being prepared.

**On Track**



The On Track icon will be used when a project/plan is progressing, and is likely to achieve what is required within the time identified in the scheduling plan.

**Ahead of Schedule**

The Ahead of Schedule icon will be used when a project/plan is likely to be completed earlier than planned.

MAJOR PROJECTS

The below table provides an update on major projects as identified in the Council Plan 2021-2025

PROJECT	UPDATE	STATUS
Portland Foreshore	<p>Connecting Paths and Boardwalks Construction of the Connecting Pathways and Boardwalks has been completed and milestones achieved as per the Grant Agreement.</p> <p>Bollard and Lighting Installation The Portland Foreshore bollard design is complete, and bollards have been received for installation. The contract has been awarded and installation is due to take place in the second half of the 2022/23 financial year.</p> <p>The design for the lighting installation is complete and request for quote for supply of materials released. Supply and installation are due to commence in the second half of the 2022/23 financial year, following the contract for works being awarded.</p> <p>Ceremonial Dance Space Architect engaged for consultation and design awarded to begin in the second half of the 2022/23 financial year.</p>	
Cape Bridgewater Infrastructure	<p>Project progression is in line with the required achievement milestones within the Grant Agreement.</p> <p>Stage One revetment works are complete.</p> <p>Stage Two designs are complete, with construction tendered and awarded.</p> <p>Anticipated construction date to take place in the second half of the 2022/23 financial year.</p>	

Portland Employment Precinct	Progressing in accordance with the Grant Agreement.	
Multi-purpose Facility – Portland Foreshore	Project progression is in line with the required achievement milestones within the Grant Agreement. The Multipurpose Building consultation process is complete, and detailed design at 90% completion. The tender for construction is anticipated to be released in the third quarter of the 2022/23 financial year.	
Alexandra Park Upgrade	Project progression is in line with the required achievement milestones within the Grant Agreement. Design and tender for construction completed. Contractor awarded and construction has commenced.	



Achieved



Delayed



In Preparation






On Track






Ahead of Schedule

PRIORITY PROJECTS

The below table provides an update on priority projects as identified in the Council Plan 2021-2025

PROJECT	UPDATE	STATUS
Multi-Purpose Sporting facility	A funding application was submitted via the Building Better Regions Fund (BBRF) for assessment. The Federal Government decision to withdraw the BBRF funding stream from its portfolio resulted in all applications being unsuccessful. Awaiting an announcement of new funding stream.	
Aquatic Strategy Implementation	Strategic Review and Future Strategy Plans for Heywood Pool completed and presented to Councillors for consideration in October 2022. Re-commencement of Portland Leisure and Aquatic Centre Redevelopment Scoping document to begin January 2023. Building Better Regions funding application for Heywood Pool was unsuccessful.	
Arts & Culture Strategy Implementation	<p>The resignation of the Arts and Culture Manager (ACM), and other staff shortages have impacted strategy action plans. The replacement Manager will be commencing in January 2023 which will see the development of the Year 1 Action Plan for the strategy back on track for completion.</p> <p>Funding was secured for a major art storage project to preserve the paintings and other sensitive items in the cultural collection to museum standards.</p>	

Portland Renewable Energy Project – Civic Precinct Construct	Funding successful through Local Roads and Community Infrastructure fund. Designs complete and material orders for stage one and two have been received. Planning for installation currently underway.	
Tracks & Trails Construct	The Portland North Pathways Stage One construction is complete.	
Local Freight Roads Project-Precinct	The Wilson’s Road resheet completed. The Mumbannar Wanwin Road contract was awarded in November 2022. Designs progressing on other components of works.	



Achieved



Delayed



In Preparation



On Track



Ahead of Schedule

STRATEGIC PRIORITY

COUNCIL HAS IDENTIFIED THE FOLLOWING STRATEGIC PRIORITIES THAT ALIGN TO THE SIX GLENELG 2040 COMMUNITY PLAN THEMES. THE BELOW TABLES PROVIDE UPDATES ON EACH OF THE PRIORITIES.

**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 HEALTH AND WELLBEING**

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

**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 VOICE AND ACTION**






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




OUR NATURAL ENVIRONMENT

INITIATIVE	ACTION	UPDATE	STATUS
Protect Our Natural Environment			
Review planning scheme to ensure wetlands, rivers and streams areas are clearly outlined.	Planning scheme review to be finalised and mapping updated as required.	The Draft Planning Scheme Review has been prepared.	
Support programs to identify, protect and celebrate natural waterways, wetlands, estuaries, and cultural heritage sites.	Continue to support other agencies where applicable.	Council is working with Glenelg Hopkins CMA on the project to remove woody weeds from the Fitzroy River at Heywood (between Bond Street East to the Railway Bridge). Works are due to be undertaken in February/March 2023. Council assisted DELWP in controlling blackberry along the Glenelg River at Dartmoor.	
Review and improve the use of planning scheme tools to protect biodiversity on Shire owned or managed land.	Planning Scheme review to be finalised and controls updated as required.	The Draft Planning Scheme Review has been prepared.	
Work with the Glenelg Hopkins Catchment Management Authority to investigate the extent of flooding and inundation to guide the appropriateness of future development.	Implement Amendment C108 to introduce Fitzroy and Darlot River flood controls. Fitzroy River study to commence.	The Panel Hearing has been held for C108gelg. The Panel Report is expected in January 2023.	

Explore funding opportunities for weed and vermin eradication.	Roadside weed and pest control program implemented subject to State funding continuing.	\$75k funding was received from the State Government. Works currently being undertaken throughout the Shire including Casterton, Heywood, Dartmoor, Nelson, Digby, Narrawong and Portland.	
Review Council's planning and policy controls to ensure they protect and green Glenelg.	Planning Scheme review to be finalised and controls updated as required.	The Draft Planning Scheme Review has been prepared.	
Work with partners to ensure natural corridors are spatially mapped and habitat connectivity improved.	Support agencies and advocate where applicable.	Ongoing requirement.	
Review and implement the Domestic Animal Management Plan to ensure responsible pet ownership and control measures.	Implementation plan is underway for identified 2022-2023 actions.	<p>Council continues to promote animal management and welfare via various means social media, radio, open days etc.</p> <p>Strong stakeholder relationships are maintained with local vet groups, RSPCA and other animal suppliers to ensure animals are in good health and rehomed where practicable.</p> <p>The funded desexing program concluded in December 2022, however financial subsidy has been offered to owners to minimise unnecessary breeding.</p> <p>Local Laws Officers monitor welfare, registration, wondering, lost animals Shire wide and work with owners to ensure registrations and animal welfare.</p>	

Prepare Glenelg Shire's response to Victoria's Circular Economy			
Increase energy efficiency of Council buildings, reducing costs and Council's carbon footprint.	Continue to explore cost and energy efficiency as opportunities arise.	Council has provided input into opportunities as they have arisen with new projects and upgrading of existing spaces including the Multipurpose Facility, Alexandra Park, Cliff Street Office, with installation of new heating loop to reduce heat loss to reduce ongoing costs.	
Seek funding to establish a Bioenergy Plant to offset gas for heating public buildings.	Continue to monitor funding opportunities.	Council continues to review opportunities and seek funding.	
Continue to use natural and recycled products for infrastructure projects and ongoing commitment to the Planet Ark Wood Encouragement Policy.	Update Environmental Sustainability Strategy to incorporate the Circular Economy Policy.	Requests for Quote for the development of a new Waste Management Strategy in line with the State Government Circular Economy have been developed and released. Award of the contract and development is anticipated to take place in the second half of the 2022/23 financial year. These are required for the development of the Environmental Sustainability Strategy.	
Transition fleet to environmentally friendly vehicles and seek renewable alternatives for fuel.	Review Light Fleet Guideline with a view to incorporate environmentally friendly vehicles.	Guidelines have been reviewed and updated to incorporate the option for Electric Vehicles within Council's fleet. Council's Fleet Coordinator and Works Manager have attended meetings with dealerships to discuss the vehicles. At present, inclusion of the vehicles is not an option as there are no charge stations located in Council facilities.	
Explore installation of electric vehicle charging stations at Council facilities.	Opportunities to be investigated.	Ongoing investigations and opportunities for funding continue to be monitored.	

<p>Implement the Resource Recovery, Waste Minimisation and Management Strategy to:</p> <ul style="list-style-type: none"> Plan for the introduction of the Victorian Governments "A New Economy (Recycling Victoria)" policy. Work regionally on kerbside aggregation reforms including Food and Organics Waste Service (FOGO) and glass. Prepare for soft plastic reform introduction in 2023. Advocate for the State Government transition planning, education and change grants. Provide education and incentives for residents to compost green waste at home/work. Continue the rehabilitation and monitoring of landfill sites, whilst maintaining separation distances. Provide Container Deposit sites. 	<p>Plan for the introduction of the Victorian Governments "A New Economy (Recycling Victoria)" policy.</p> <p>Develop and implement Kerbside Collection and Processing Contracts for Waste Services.</p> <p>Work regionally on kerbside aggregation reforms including Food and Organics Waste Service (FOGO) and glass.</p> <p>Advocate for the State Government transition planning, education and change grants.</p> <p>Continue the rehabilitation and monitoring of landfill sites.</p>	<p>Requests for quote for the development of a new Waste Management Strategy and Waste Education Strategy in line with the State Government Circular Economy have been developed and released. Award and development are anticipated in the second half of the 2022/23 financial year.</p>	
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Achieved



Delayed



In Preparation






On Track



Ahead of Schedule






OUR EDUCATION, EMPLOYMENT AND INDUSTRY




INITIATIVE	ACTION	UPDATE	STATUS
Increase the Economic value of regional food fibre production within the Shire			
Support Southern Rural Water, Wannon Water and Glenelg Hopkins Catchment Management Authority to advocate for increased ground water usage.	Support relevant regional bodies in their advocacy for increased groundwater usage, exploration of the potential of the Dilwyn Aquifer, and fit for purpose groundwater trading laws.	Council continued to support the Food & Fibre Great South Coast Group, who are working closely with Southern Rural Water to increase groundwater usage through fit for purpose groundwater trading laws, educating producers and advocacy to explore the potential of the Dilwyn Aquifer.	
Create a Glenelg Shire Council Food and Fibre Strategy to realise the potential of the food and fibre industry in Glenelg.	Strategy Developed - Action recommendations.	The Draft Strategy has been developed and presented to Council, with the final copy to be presented to Council early in 2023.	
Partner with Great South Coast Food and Fibre Council to grow and support the region's primary producers.	Continue to support the work of Food & Fibre Great South Coast.	The third annual contribution to Food & Fibre Great South Coast Group has been delivered, and ongoing in-kind support has been provided through Council's Economic Development unit.	





Continue to support the Great South Coast Designated Area Migration Agreement to attract skilled workers to the region.	Partner with Warrnambool City Council and actively promote the Designated Area Migration Agreement (DAMA) program to eligible businesses in the Glenelg Shire. Advocate for additional occupations to be added to the GSC DAMA.	<p>Council's Economic Development Coordinator assisted Warrnambool City Council in the recruitment of a new DAMA Coordinator for the region and has contributed a list of local occupations to add to the Great South Coast DAMA.</p> <p>It is anticipated that the Federal Government will approve these new occupations in early 2023, bringing the list of eligible occupations in the Glenelg Shire Council up to approximately 100.</p> <p>Council's Economic Development continues to promote the DAMA to local businesses through Electronic Direct Mail, newsletters, word of mouth and presentations to local business groups.</p>	
Work with Agriculture Victoria, sector peak bodies and associations to support accessibility of training in agricultural best practice.	Communicate and encourage training and upskilling opportunities for Food & Fibre producers and the wider workforce.	Training and development opportunities are regularly communicated to local producers through Electronic Direct Mail and Newsletters.	
Explore funding opportunities to ensure saleyards infrastructure is fit for purpose and enhance online sales and connectivity.	Seek funding and/or grant opportunities to maintain accreditation.	State and Federal funding/grants are regularly assessed for applicable opportunities.	




Build on Glenelg Shire's tourism to create culturally appropriate and high value experiences with tourism industry participants and community organisations

Create regional tourism campaigns to encourage visitation across the townships.	Reinvigorate the GlenelgVIC marketing campaign focusing on local tourism/hospitality/activity providers across the Shire.	A new campaign is under development working with Redhanded Advertising Agency to reinvigorate the GlenelgVIC campaign and disperse tourists throughout the Shire, with a focus on attracting tourists in the quieter off season.	
Continue to improve and invest in the delivery of the Tracks and Trails Strategy.	Seek funding and/or grant opportunities for implementation of Tracks and Trails Strategy.	The design of Stage Two of the Portland North Pathway is complete which will now support future funding applications.	
Support the Gunditj Mirring Traditional Owners Corporation, Gunditjmara People, and local Aboriginal Community in their work to preserve and promote the Budj Bim Cultural Landscape and to share the history and significance of their ancestral lands through the review and implementation of the Shire's Aboriginal Partnership Agreement.	Work with the Aboriginal Partnership to deliver initiatives that align to the agreed actions of the Partnership Agreement 2023 - 2028.	<p>The new Aboriginal Partnership structure has been successfully activated. Strategic meetings with all four partnering CEO's are held quarterly, with operational working group meetings held monthly.</p> <p>Council's tourism and communications unit continues to work in with the Traditional Owner groups, regional tourism board GORRT, Visit Victoria and Tourism Australia to promote the significance of the Budj Bim Cultural Landscape</p>	





Work with Federal and State Government to progress the rail trail projects.	Seek funding and/or grant opportunities for implementation of Tracks and Trails Strategy.	The Dartmoor Rail Trail Project is complete.	
Collaborate with Great Ocean Road Regional Tourism (GORRT) and Limestone Coast Tourism to increase marketing of the Shire.	Continue to provide support to Great Ocean Road Regional Tourism (GORRT) to develop Destination Action Plans (DAP) and marketing campaigns. Partner / collaborate with Limestone Coast on the Mixed Dozen Wine Trail.	Council provided support for GORRT to conduct two Portland DAP working group sessions. The Tourism Unit also provided support to GORRT for a number of their marketing campaigns including 52 Great Weekends and Greatopia. Ongoing collaboration is occurring with Limestone Coast in the promotion of the Mixed Dozen Wine Trail	
Recognising land owned by Traditional Owners through the planning scheme to enable these sites to be managed in a culturally sensitive way.	Support Department of Environment Land Water and Planning in undertaking Amendment C103 to pursue relevant rezoning of land.	Council requested that the Minister for Planning pursue a joint amendment of both Glenelg and Moyne Planning Schemes. Now Amendment GC213.	
Support educational pathways that promote lifelong learning			
Deliver quality childcare and kindergarten services to meet the needs of the community across the Shire.	Continue to implement identified areas for improvement from the National Quality Standard Assessment and Rating Reports.	The Assessment and Rating process was undertaken at two early childhood services in 2022. Both services maintained the rating of 'Exceeding' the National Quality Standards. All 6 Council managed early childhood education and care services maintain a Quality Improvement Plan and an overall Service Improvement Plan.	

Continue to work with education and health partners to increase engagement in playgroups and three-year-old kinder programs.	<p>Continue to promote the benefits of 3-year-old kindergarten to families.</p> <p>Continue to promote kindergarten using social media platforms.</p> <p>Continue to support Portland District Health with the promotion of Supported Playgroups to targeted families.</p>	<p>The benefits of 3 year old kindergarten have been promoted to all families during and post the enrolment periods. All programs for 2023 are nearing or at capacity.</p> <p>Council continues to work with Portland District Health to promote and support the delivery of Supported Playgroups, this included in-kind support of a venue in Heywood to deliver the program.</p>	
Undertake a feasibility study into the expansion of the Portland Child and Family complex to meet the demand for service and improve the financial viability through places offered.	Seek funding and/or grant opportunities for future demand.	Due to the ongoing workforce shortages this has been delayed. Council has sought State Government support to assist with resolving the workforce issues. In addition to the significant workforce challenges further State Government reforms were announced in June 2022 including 'Free Kindergarten'.	
Support families and agencies to access programs and continue to enhance the Central Enrolment Process for Children's Services.	<p>Continue to develop the online enrolment system.</p> <p>Implement streamlined referral process for agencies and services to support enrolment of vulnerable children.</p>	<p>An online enrolment system is now available to all families</p> <p>A streamlined enrolment process was developed including a referral form for agencies / service providers.</p>	

Provide leadership support to Beyond the Bell, Stepping Stones to School Program and other initiatives to encourage educational attainment across the Shire at all key transition points.	Continue to partner with Beyond the Bell and Stepping Stones to School Program.	Ongoing attendance at meetings and support of Beyond the Bell and Stepping Stones to School Programs and initiatives.	
Expand library outreach services to extend the reach across the Shire and continue to deliver contemporary library resources and programs.	Commence planning for extended library outreach services across the Shire.	The Glenelg Libraries 2022-2023 Action Plan will be finalised in the first quarter of 2023, which includes an action to expand outreach services to outlying townships. Outreach book sales are scheduled for early 2023 in Nelson and Narrawong.	
Support groups and community organisations that encourage lifelong learning.	Partner and support with organisations and community groups to conduct programs and events across all age groups at Glenelg Libraries and Aged & Disability Services.	Various programs and events have taken place across the Shire for all age groups. These have been held in partnership with organisations such as United Way Glenelg, Portland District Health, Jobs Victoria, Aged & Disability Services, Dementia Australia, Women's Services Club, Casterton Community Centre and Casterton Men's Shed	
Expand the traineeship and apprenticeship program within Glenelg Shire Council.	Continue to explore opportunities to broaden scope of trainee and apprenticeship programs across the organisation in line with the Glenelg Shire Workforce Plan.	Recruitment for 2023 trainees took place with six appointments in the following areas: Business Administration, Information Technology, Information and Data and Early Childhood Education. Council continues to support three apprentices.	

Provide Aboriginal educational scholarships.	Work with Aboriginal Partnership to determine suitable methods of vocational support for Aboriginal students.	The 2023 Aboriginal Education scholarships were advertised in December 2022. Applications have been sent to the Aboriginal Partnership Group for consideration prior to a report to Council with recommendations to award the scholarships.	
Continue to support the Future Leaders of Industry Program.	Provide annual financial support and professional development opportunities to the program via Glenelg and Southern Grampians, Local Learning and Employment Network.	An annual financial contribution agreement is in place with Glenelg and Southern Grampians Local Learning and Employment Network to continue to support the Future Leaders of Industry annually until 2025. Representatives from across the Organisation presented to the 2022 program intake on career opportunities across Council and potential career pathways within Local Government.	
Work with educational providers to harness the demand for construction, early childhood educators, independent living, agriculture, and manufacturing sectors in line with skills commission report.	Continue to develop an online enrolment system. Implement streamlined the referral process for agencies and services to support enrolments of vulnerable children. Partner with Southwest TAFE, West Vic and The Glenelg Southern Grampians Local Learning and Employment Network to promote the early childhood sector. Explore opportunities to upskill early childhood educators.	<p>Council has continued to work with Southwest TAFE and Westvic with the trainee program, recently signing on two additional trainees – one in Portland and one in Casterton Council continues to support local RTOs with student placement opportunities across the year. Council is in the process of putting supports in place related to the staff who are upskilling an early childhood qualification (Cert 3, Diploma, Bachelor).</p> <p>The Team Leader of Education and Care worked with the Glenelg Southern Grampians Local Learning and Employment Network promoting the early childhood sector through the careers expo and sitting on a panel discussion.</p> <p>In addition, one trainee participated in a Story Telling Project with Southern Grampians Local Learning and Employment Network (LLEN) to promote multiple pathways into careers, highlighting Early Childhood careers.</p>	

Support businesses within the Glenelg Shire

Implement a system to offer targeted support, training, and relevant information to local businesses.	Continue to communicate targeted training, support, funding, and other relevant information to local businesses through the recently adopted Monitor Customer Relations Management System.	The recently implemented Monitor Customer Relations Management System (CRMS) enables the Economic Development Unit to communicate relevant, targeted information to local businesses.	
Support the development of digital hubs/shared workspaces through the region.	Seek funding and/or grant opportunities to support digital hubs.	Continue to seek opportunities to support digital hubs	
Provide minor financial grants to support small business (e.g., facade upgrades, business planning and development).	Explore additional relevant funding programs to assist local businesses.	Round 4 of the Retail Facade Program is complete with several businesses from all 4 rounds yet to acquit their funding. Contact has been made with neighbouring Shire's to assess their business support packages - financial support for new businesses, like those offered in neighbouring municipalities might produce a positive local impact.	
Explore opportunities to activate vacant or empty shop fronts throughout Glenelg.	Seek funding and/or grant opportunities to incentivise businesses. Partner with key business sector stakeholders /progress associations across the Shire to support initiatives.	Council is partnering with Promoting Portland to install tourism activations around the Shire in the form of "selfie stands" which will promote our iconic attractions. A recent installation in a vacant shopfront in Julia Street advertises Council's VisitGlenelgVIC App and the Historic Buildings of Portland Walk.	



Achieved



Delayed



In Preparation



On Track





Ahead of Schedule



OUR HEALTH AND WELLBEING

INITIATIVE	ACTION	UPDATE	STATUS
Plan and monitor municipal public health			
Develop and deliver an Annual Action Plan and Report for the Municipal Public Health and Wellbeing Plan.	Work with partners and stakeholders to report on the Year One Action Plan and develop the Year Two Action Plan.	<p>Council has engaged with more than 30 Health and Wellbeing partners from across the Shire to complete the Year One Health Plan reporting. The year one report demonstrates the collaborative effort of Health and Wellbeing partners in the Glenelg Shire working to identify and address emerging trends and community needs.</p> <p>Year Two Action Planning will commence in February 2023 with health and wellbeing partners invited to a dedicated planning and evaluation workshop.</p>	
Implement a biennial survey during years 2 and 4 to measure progress initiatives of the Municipal Public Health and Wellbeing Plan.	Develop and distribute a Health and Wellbeing survey across the Glenelg Shire community to help determine a base line for understanding the impact of health and wellbeing initiatives. This will be replicated in Year 4 of the Municipal Public Health and Wellbeing Plan.	Research and development of a biennial survey has commenced under the Municipal Public Health and Wellbeing Plan 2021 - 2025 and is aligned with the Data Management Framework. The survey will track the progress of the implementation of the plan based on the attitudes of a large sample group of residents living in the Glenelg Shire. A draft of this survey will be distributed to the Health and Wellbeing Partners in early 2023 for further development and feedback before distribution.	
Develop a framework to support our ageing population across the Shire.	Initiative complete.	Initiative complete.	

Conduct an annual satisfaction survey with families to understand the level of satisfaction with Maternal and Child Health Services and identify areas for improvement.	<p>Continue to conduct annual satisfactions surveys with all children's services users across the Shire.</p> <p>Monitor Portland District Health feedback from service users.</p> <p>Implement identified areas of improvement.</p>	<p>The Family Satisfaction Survey was completed in 2022 and included questions related to Maternal and Child Health services.</p> <p>Portland District Health are required to report any user feedback at monthly contract meetings with Council.</p> <p>Feedback is currently under review with any areas for improvement to be implemented in 2023.</p>	
Monitor delivery of the Maternal and Child Health and Early Years Immunisation Programs against the contract management requirements.	<p>Continue to conduct annual satisfactions surveys with all children's services users across the Shire.</p> <p>Monitor Portland District Health feedback from service users.</p> <p>Implement identified areas of improvement.</p>	As Above	
Continue to provide First Time Parent Groups (FTPG's), appropriate childcare and high-quality kindergarten services to 0–5-year-olds across the Shire.	<p>Continue to conduct annual satisfactions surveys with all children's services users across the Shire.</p> <p>Monitor Portland District Health feedback from service users.</p> <p>Implement identified areas of improvement.</p>	As Above	

Enhance physical health and emotional wellbeing

Work with existing clubs and community organisations to deliver other social recreation opportunities.	Develop and implement an incentives policy to support sustainability of local clubs and to encourage recreation and engagement in sport of population groups like All Abilities, Women in Sport, and Active Ageing.	An Incentivisation Policy is currently being developed and is scheduled for completion in early 2023. Participation milestones in All Abilities, Modified Sport/Recreation programs, Female Friendly, Active Ageing and Healthy Foods will be the focus areas for Clubs to reach to achieve incentives identified within the Policy.	
Incentivise events to provide healthy food options reflective of funding criteria.	Communicate the new Event Guidelines and give consideration of weighting in community grants applications for events that can demonstrate inclusive practices for healthy eating.	The importance of providing Healthy Food options has been highlighted in the new Event Management Guidelines which will soon be communicated on Council's website. Community Grant applications are positively weighted if reference is made to healthy food options.	
Work with sports clubs to provide healthy food options at training and game days.	Partner with "Good sports", Local community initiatives Sea Change and hands up Casterton to work with clubs on implementation.	Good Sports Accreditation for Clubs holding a Liquor Licence is a requirement within the Lease and Licence Agreements for Clubs operating on Council owned or managed land/facilities. Meetings relating to Lease and Licence Agreement renewals have been conducted with majority of these Clubs during the second half of 2022.	
Support increased food security by providing additional access points and frequency of food share distribution initiatives across the Shire.	Work with Food Share Organisations to increase access points and knowledge of free and low-cost food options across the Shire.	No progress	

Advocate for additional mental and allied health services across the Shire.

Employ a Partnership Officer to develop corporate and business relationships to support the ongoing sustainability of the Live 4 Life program and community mental health training and messaging, including the development of evaluation material and evidence to support advocacy for increased mental health service provision within the Shire.

A Partnership Officer commenced in July 2022, working on the financial sustainability of the Live4Life Community led initiative, through the development of a corporate sponsorship package and a media and communications plan, to increase the program visibility and mental health awareness.





Supporting safe, engaged, and inclusive communities




Carry out Gender Impact Assessments across the delivery of services, assets, policy development and projects that Council delivers.

Run internal training to upskill staff across the business in undertaking Gender Impact Assessments. Set up internal business process for enacting Gender Impact Assessments and monitoring the outcome implementation for reporting back to the Commission for Gender Equality.

60 staff across Glenelg Shire Council trained in undertaking Gender Impact Assessments in November 2022, through Women's Health and Wellbeing Barwon South West. Internal Impact Assessment template developed to look at Gender and other intersectional factors in Projects, Policies and Services. Internal business processes will be further developed in 2023.



Deliver programs that support gender equality and the prevention of family violence.	Deliver annual 16 Days of Action events and programs. Implement recommendations from Gender Impact Assessments where viable.	<p>The annual 16 Days of Activism Event was delivered in collaboration with Rotary groups and Say No 2 Family Violence to provide a free community breakfast. The event saw Winda Mara Family Violence Unit and The Orange Door speak to their facility and services in Glenelg Shire.</p> <p>A Family Violence film was produced in collaboration with Corangamite Shire, Warrnambool City and Moyne Shire Council and launched as part of 16 Days of Activism as a staff training tool.</p> <p>Council engaged LGBTIQ+ Young people in an art activity to demonstrate intersectionality in gender equity. Footpath "Respect Women - Call it out" signage was displayed at Customer Services Centres, Libraries and Visitor Information Centres and other prominent locations across the Shire. Cross departmental work is taking place to digitise the Impact Assessment form to begin embedding process into business-as-usual approach in 2023.</p>	
Explore the use of oval lighting to create safer places to walk/run when ovals are not being used for formal sporting activities.	Develop after-hours availability and/or programs for the public to utilise recent lighting upgrades at ovals for informal exercise and social recreation opportunities.	Lighting upgrades are currently in progress at Alexandra Park and the Portland and Heywood Recreation Reserve to allow for increased usage.	

Support community led projects and events to increase social connection within neighbourhoods.	Continue to activate community led initiatives in Heywood through the Vic Health Program. Support Young people to deliver events and programs for their peers across the Shire and work with various community groups to offer programs and activities that address needs within neighbourhoods and townships.	The Heywood Hoops Basketball Program was activated at the Heywood Community Sports Complex, running from October to December 2022. Engaging over 40 children aged 5 - 12 years of age in basketball skill sessions, in preparation for the Junior Basketball Competition to launch in early 2023. In addition, 10 youth (12 - 25 years) events were delivered across the Shire during this time frame, ranging from workshops, music events, an art exhibition, and a laneway event.	
Explore funding opportunities to improve community safety within the Shire.	Respond to community concerns as they arise around Safety issues, seeking funding where required to address.	Investigations completed and quotations received for upgrade of accessible changeroom door at Portland Leisure and Aquatic Centre to allow for easier entry and exit from changeroom. Funding has been received through the CPAR Grant for installation of bollards as part of the Portland Foreshore Masterplan. Designs are complete, materials delivered, and we are currently awaiting installation quotes.	
Support placement opportunities for young people within various volunteer organisations, Council events and programs.	Engage with young people shire wide through volunteer opportunities such as Live4Life and FreeZa programs.	A total of 10 youth (12 - 25 years) events have been delivered across the Shire in the first half of the 2022/23 financial year. These include the premier FreeZa youth event BreakFest, Live4Life Crew Camp, Live4Life Graduation Celebration event, and a Christmas Laneway event.	



Achieved



Delayed



In Preparation







On Track





Ahead of Schedule




OUR LIFESTYLE, NEIGHBOURHOOD AND CULTURE


INITIATIVE	ACTION	UPDATE	STATUS
Prepare and plan for the changing housing needs for Glenelg's population			
Prepare structure plans for Dartmoor, Heywood, Narrawong and Nelson to review existing land uses and provide direction for future use.	Implement C108 to introduce floodplain controls in Heywood. Seek funding for Heywood Structure Plan.	The Panel Hearing has been held for C108gelg. The Panel Report is due in January 2023.	
Prepare guidelines to assist residents/developers to understand the requirements of building and investing in Glenelg.	Finalise Heritage Design Guidelines.	The Draft Heritage Design Guidelines have been prepared.	
Adopt the draft Portland Strategic Framework Plan and draft Rural Land Strategy to provide a coordinated approach to the use and development of urban and rural land.	Initiative complete/framework to be implemented and monitored for effectiveness.	C106gelg is approved with gazettal into the planning scheme expected in January 2023.	
Prepare a housing strategy to encourage and increase housing choice, diversity, and affordability to meet population forecasts and objectives.	Participate in the Barwon South West "Key Worker Housing" Project to deliver housing strategy.	Ongoing project led by the Victorian Planning Authority.	

Deliver Fit for Purpose Multi-Use Facilities

Continue to replace, renew, and consolidate council owned assets to ensure facilities are financially viable, fit for purpose and multiuse.	Continued refinement and development of Asset Management Documentation.	The Asset plan was approved by Council in June 2022. Existing Asset Management Plans are undergoing iterative improvements.	
Develop and implement a Library Strategy to ensure Library facilities are contemporary, fit for purpose and multiuse.	Begin implementation of the Glenelg Libraries Strategic Plan 2021-205, including identifying funding opportunities for key projects, and enhancing collaborative partnerships with community groups and agencies.	Council is currently finalising the Glenelg Libraries 2022/2023 Action Plan.	




Enhance Council's ongoing relationships with the Traditional Owners of the region

Prepare and implement a framework for project managers to consider opportunities for cultural representation in projects.	Continued development of the Asset Project Management Framework.	Stage One and Stage Two of the Project Management Framework are complete. It's anticipated the completion of the final stages will take place in the second half of the 2022/23 financial year.	
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Codesign and implement an Aboriginal Partnership Plan with Aboriginal partners.	Work collaboratively with the Aboriginal Partnership to consult, design and deliver on actions that align with the new Partnership Agreement.	A collaborative project plan was initiated to install 2 x 8 track audio signs within the Pulambeet Play space to tell the Gunditjmara 6 Seasons stories, with anticipated project completion of July 2023. The design for township signage for Portland, Heywood, and Casterton to replace existing plinths with updated wording and logos, including Gunditjmara Country, the Traditional Place names and meanings of each town, and the Gunditj Mirring Traditional Owners Aboriginal Corporation Logo has been finalised.	
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Deliver experiences to enrich community life

Consider opportunities for nature-based play, outdoor fitness and informal recreation through playgrounds and skate parks across the Glenelg Shire.	<p>Finalise the Playground Management Plan and begin implementation of the Open Space Strategy.</p> <p>Develop and host opportunities for the community to engage in informal recreation in a variety of space across the Shire.</p>	The Playground Management Plan is on track for completion in the second half of the 2022/23 Financial Year. The Open Space Strategy recommendations (7.3 Accessibility, Connectivity, and Inclusivity) have been referred to in recent and planned Playground upgrades across the Shire, namely the new playground in Narrawong and the planned upgrade to Island Park in Casterton with the addition of All-Abilities play equipment	
Develop a Creative Strategy, linked to the Great South Coast Creative Industries Strategy to inform artistic and cultural projects, programming and activities across the Shire.	<p>Develop Year 1 Action plan for Arts Glenelg Arts and Culture Strategy 2022 to 2026.</p> <p>Develop Year 1 Action Plan for Cultural Collection.</p> <p>Continue to seek funding and grant opportunities to advance Collection.</p>	<p>Resignation of Arts and Culture Manager and other staff shortages have impacted strategy action plans.</p> <p>New Arts and Culture Manager commencing in January 2023 will put us on track to develop the action plan.</p> <p>Funding secured for major art storage project to preserve the paintings and other sensitive items in the cultural collection to museum standards.</p>	

Embed the Public Art Masterplan into the planning, design and procurement of infrastructure projects and public spaces.	Support finalisation of Project Management Framework. Respond to opportunities for developing creative infrastructure in Glenelg Shire.	Currently working with consultants on creative infrastructure visioning and investment logic roadmap for long term projects. Council participates in the South West Creative Infrastructure Pipeline Project Control Group to maximise funding opportunities, and ensure regional relevance and efficiencies for creative infrastructure projects.	
Review and deliver key elements of the Civic Precinct Masterplan.	Review Civic Precinct Masterplan and seek funding and/or grant opportunities.	Funding has been secured through Local Roads and Community Infrastructure Fund (LRCI) for stage one construction of the thermal loop. Continuing to seek other funding to implement the masterplan.	
Explore funding opportunities to support access to recreational and commercial fishing within the Local Port of Portland Bay and other waterways within the Shire.	Seek funding and/or grant opportunities.	State Government funding opportunities currently assessed and pursued.	



Achieved



Delayed



In Preparation







On Track





Ahead of Schedule






OUR ACCESS, TRANSPORT AND TECHNOLOGY




INITIATIVE	ACTION	UPDATE	STATUS
Increase access, transport availability and transport options			
Continue to investigate improvement to public transport connections into and within Glenelg.	Review active transport solutions and advocate for funding.	Council continues ongoing investigations and advocacy	
Advocate for the reintroduction of a regular passenger service to and from Portland Airport.	Continue to explore opportunities and advocate for a regular air passenger service.	Council continues ongoing investigations and advocacy	
Support a passenger services feasibility study (i.e., local bus network, regional services, including express, to and between Adelaide, Geelong, Melbourne).	Continue to explore opportunities and advocate for enhanced connectivity in passenger transport links.	Council continues ongoing investigations and advocacy	
Support a feasibility study for connectivity to rail services from Warrnambool in response to the Grampians and Barwon South West Region Passenger Services Cost Feasibility Study (2017).	Continue to explore opportunities and advocate for enhanced connectivity in passenger transport links.	Council continues ongoing investigations and advocacy	

Increase digital connectivity


Increased digital connectivity and infill of mobile blackspots throughout the Shire.	Seek funding and/or grant opportunities for improved connectivity both directly and through Great South Coast Regional Partnerships and the South West Victoria Alliance.	Council continues to seek opportunities for the improvement of Shire wide digital connectivity and mobile blackspots.	
Continue to deliver the Digital Glenelg Implementation Plan and Program Roadmap.	Complete phase 2 and commence phase 3 of Implementation Plan and Program Roadmap.	Phase 2 of the Digital Glenelg Implementation Plan and Program Roadmap is on track for completion.	




Improve the efficiency and safety of moving freight

Continue to support the Rail Freight Alliance to improve rail upgrades (including Maroona to Portland line).	Continue to advocate for improvements to the rail network via the Rail Freight Alliance.	A Business Case was submitted to the Department of Infrastructure (Federal) to be considered for inclusion in the 2023/24 budget.	
Support Glenelg Shire initiatives contained within the State Government - Victorian Freight Plan.	Continue to implement Glenelg Shire initiatives within the Victorian Freight Plan.	Council has ongoing representation on the Green Triangle Freight Action Plan committee which is assisting in implementing the Victorian Freight Plan.	
Identify and investigate improvements to the Henty Highway to improve the ability of oversized freight to be transported to and from the Port of Portland.	Continue to advocate for improvements via the Green Triangle Action Plan Monitoring Group, Regional Roads Victoria, and Department of Transport.	Advocacy is pursued through the Green Triangle Freight Action Plan at every opportunity.	


Work with all key stakeholders to repair and upgrade key freight routes as detailed in the Green Triangle Freight Action Plan, Roads of Strategic Importance, and the Victorian Freight Plan.	Continue to advocate for repair and upgrades to key freight routes.	Advocacy is pursued through the Green Triangle Freight Action Plan committee at every opportunity.	
Explore funding opportunities for safer roads, i.e., Blackspot funding, Safe Travel in Local Streets (STiLS).	Seek funding and/or grant opportunities and continue to advocate for safer roads.	Three submissions were made under TAC 2022 Community Road Safety Program Round 2 with notification to successful applicant anticipated in February 2023.	
Work with key stakeholders to increase road safety and improve driver behaviour within the Shire.	Continue to engage driver mentors and learner drivers into the Glenelg L2P program.	A total of 37 learners and 18 mentors were engaged in the program from July to December 2022, with 16 L2P learners being successful in gaining their Probationary licence. The program will continue to engage new participants and mentors via connecting with job network providers and service clubs in the Shire.	



Increase active transport use

Review and develop Active Transport Plans to identify opportunities for active transport use and connectivity.	<p>Deliver yearly Walk to School programming.</p> <p>Work with health and wellbeing agencies to promote and educate community on active transport opportunities across the Shire.</p>	Council partnered with Portland District Health to deliver the annual campaign. Ten (10) Primary Schools across the Shire completed the month-long program, with over 1000 students riding or walking to school during the campaign. All schools were provided with vouchers to purchase additional sporting equipment to continue to support uptake of physical activity beyond program.	
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Investigate lighting for leisure tracks and trails in urban areas to increase use.	Seek funding and/or grant opportunities.	Funding has been received for the Portland Foreshore Night-time Activation. Designs are complete and Request for Quotes are currently requested for supply and installation.	
Seek funding to implement local trails as identified in the Glenelg Tracks and Trails strategy.	Seek funding and/or grant opportunities to further develop guidelines to support local trails development.	Awaiting suitable funding opportunities.	
Expand the pedestrian footpath and crossing network.	Seek funding opportunities in line with relevant strategies.	Council continues to review opportunities and seek funding for pathways and crossings in line with the programs, plans and strategies relating to this.	

Enhance the use of technology to improve services, infrastructure and facilities provided

Prioritise services, infrastructure, and assets for the investment in smart city technology.	Continue delivery of Smart City technology framework and delivery of projects that enhance the use of technology and improve services and new facilities including the foreshore and multi-purpose building.	Delivery of IoT infrastructure and devices as part of the Great South Coast Regional Digital Action Grant has been completed.	
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Explore options to record visitation data along the Great South West Walk (GSWW) to understand investment required.	Continue to explore possible data collection methods including Internet of Things.	Inclusion of a detailed GSWW Digital Map on the VisitGlenelgVIC App will enable Council to more accurately track the number of people undertaking the whole walk, or shorter walks along the GSWW.	
Invest in Internet of Things infrastructure.	Advocate the utilisation of smart technologies and identify opportunities for the inclusion in projects and infrastructure in collaboration with Assets department.	Advocacy continues, opportunities have not been fully realised to date. Mitigations are being explored to enable status for the next report (Q3) to return to 'On Track'.	



Achieved



Delayed



In Preparation



On Track








Ahead of Schedule



YOUR VOICE, OUR SHARED ACTION

INITIATIVE	ACTION	UPDATE	STATUS
Apply good governance and leadership to strategic decision-making			
Implement and monitor the Community Engagement Policy and Framework.	Increase awareness of projects being undertaken to notify and inform community through the Your Say Glenelg platform.	A total of 18 projects were put out for consultation on Council's Your Say Glenelg page with a total of 176 downloads recorded in the period across multiple projects	
Within budget and funding constraints, implement initiatives identified within the 2040 Community Plan and Vision.	Alignment of yearly Council Plan actions to 2040 initiatives.	2040 initiatives have been embedded into the Council Plan Year 2 Action Plan.	
Implement deliberative engagement programs in line with Council's legislative requirements.	Promote and undertake deliberative engagement across the Shire on projects and initiatives of significant importance or impact on the community.	Community engagement took place on Your Say Glenelg for Major Projects including, the Portland North Connecting Pathways, Portland Foreshore Multipurpose Facility, Portland Foreshore Connecting Pathways and Alexandra Park Master Plan Stage 2. In addition, face to face consultation was undertaken in Dartmoor for the placement of the Electric Vehicle charging station proposed for the town.	
Explore live streaming and recording functionality of Council Meetings.	Explore live streaming options.	A public Request for Quote process was undertaken in November 2022. The first livestream is scheduled for January Council meeting.	

Create a Data Hub to catalogue, use and reuse data collected through research and consultation programs.	Implementation of data management policies and framework, improve reporting capabilities utilising PowerBI.	Data framework policies have been endorsed. Communication, education and embedding policies across Council are underway. PowerBI reports continue to be rolled out across the organisation.	
Strengthen our regional reach and understanding of townships			
Continue to work in partnership with peak bodies across the region.	Continue to communicate with other Great South Coast councils and relevant bodies as well as local community engagement.	Regular quarterly Regional Economic Development Practitioner meetings are attended with the most recent hosted by Glenelg Shire in Portland.	
Continue to hold Council Meetings across the Shire where possible.	Continue to hold 2 meetings per year in locations outside of Portland.	Two Council meetings for 2023 have been scheduled in locations outside of Portland. March Council Meeting - Nelson September Council Meeting - Casterton	
Hold Listening Posts across the Shire.	Host 2-3 Listening Posts across the Shire to engage informally with the community.	Delayed due to staffing capacity. Plan to deliver Listening Posts in 2023.	
Develop and implement a program to actively promote the type and status of infrastructure projects across the Shire.	Continue to review and update content on the YourSay platform to report and update on the status of projects across the Shire.	The "In Progress" section sits on the home page of Council's Your Say Glenelg website. Current projects including Alexandra Park Master Plan, Thermal Loop Upgrade, Portland Multi-Purpose Facility are currently listed and continue to have progressive updates on the status of the project.	



Achieved



Delayed



In Preparation



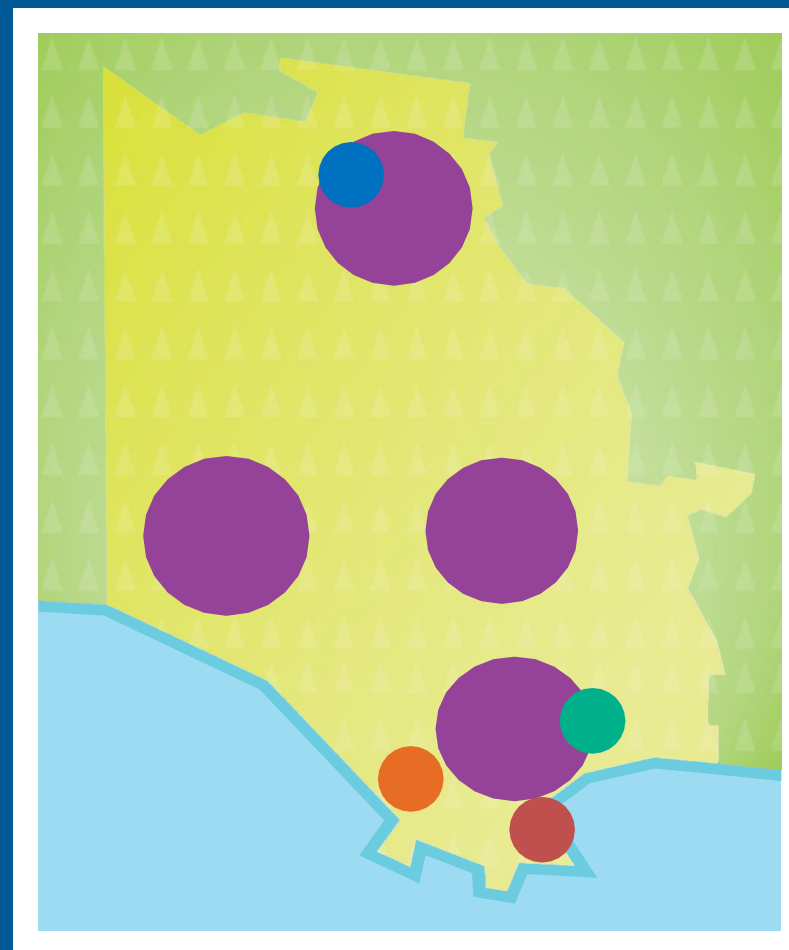
On Track



Ahead of Schedule

WHAT'S HAPPENING IN THE SHIRE

ACROSS THE SHIRE	
Glenelg VIC Tourism App	New Tourism App launched to promote our Shire as a regional Tourism destination featuring key tourism attractions including the Great South West Walk, Historical Building trails and Events.
L2P	Celebrated 10 years of the TAC L2P program in the Shire
Funding for community groups	\$77,000 of funding was delivered to 34 community groups across the Shire in Round 1 of the Community Grants
Glenelg Libraries	Voted number 1 in the State for visits and low-cost services.



NARRAWONG

Playground Open

Works were completed on the Narrawong playground project, and it was officially opened for the community

CAPE BRIDGEWATER

Bridgewater Infrastructure

Stage two designs are complete with the construction tendered and awarded

PORTLAND

Tracks and Trails

The Portland North Pathways Stage one construction was completed

Trawler Wharf

New amenities were constructed and opened on the Trawler Wharf

Portland Foreshore

The connecting pathways, boardwalk and pump track were completed and opened to the community

CASTERTON

Outdoor dining funding

Lighting installation in trees throughout Henty Street as part of the State Government Outdoor Dining package

FINANCIAL PERFORMANCE

GSC QUARTERLY FINANCIAL PERFORMANCE

Report prepared under Part 4 Sec 97 of the Local Government Act 2020

DECEMBER 2022

INCOME	FULL YEAR - BUDGET	FULL YEAR - FORECAST BUDGET	YEAR TO DATE ACTUAL
Rates and Charges	31,392,915	31,392,915	31,222,555
Statutory Fees and Fines	931,778	923,778	433,308
User Fees	3,152,858	3,160,858	1,627,798
Grants - Operating	14,783,620	16,835,547	5,859,175
Grants - Capital	8,248,469	18,479,513	11,287,257
Other Income	573,892	1,073,892	834,706
Contributions - Monetary	115,000	364,118	96,940
Net Gain (or Loss) on disposal of PP & E	1,200	1,200	19,954
Total Income	59,199,732	72,231,821	51,381,694

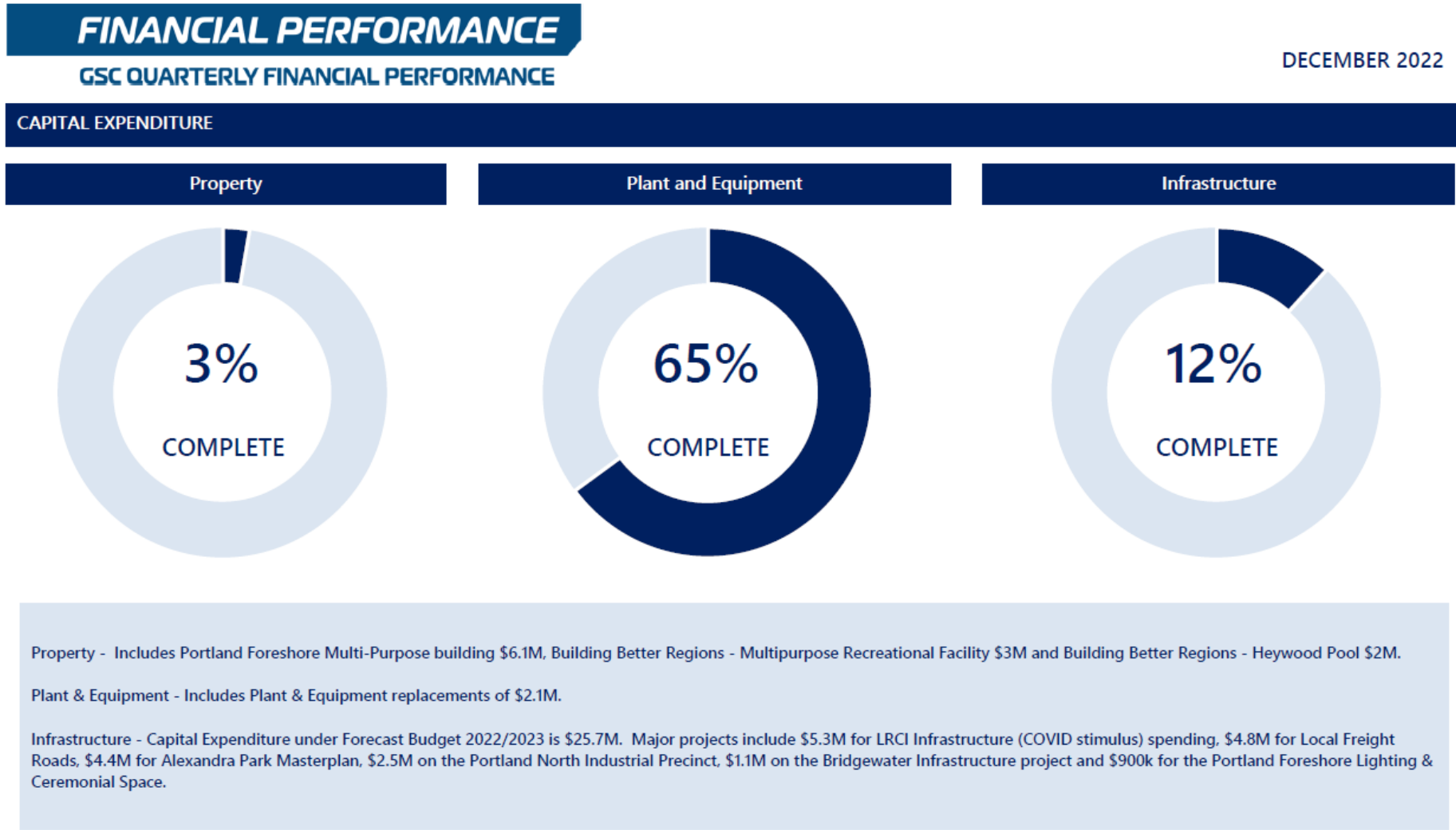
FINANCIAL PERFORMANCE

GSC QUARTERLY FINANCIAL PERFORMANCE

Report prepared under Part 4 Sec 97 of the Local Government Act 2020

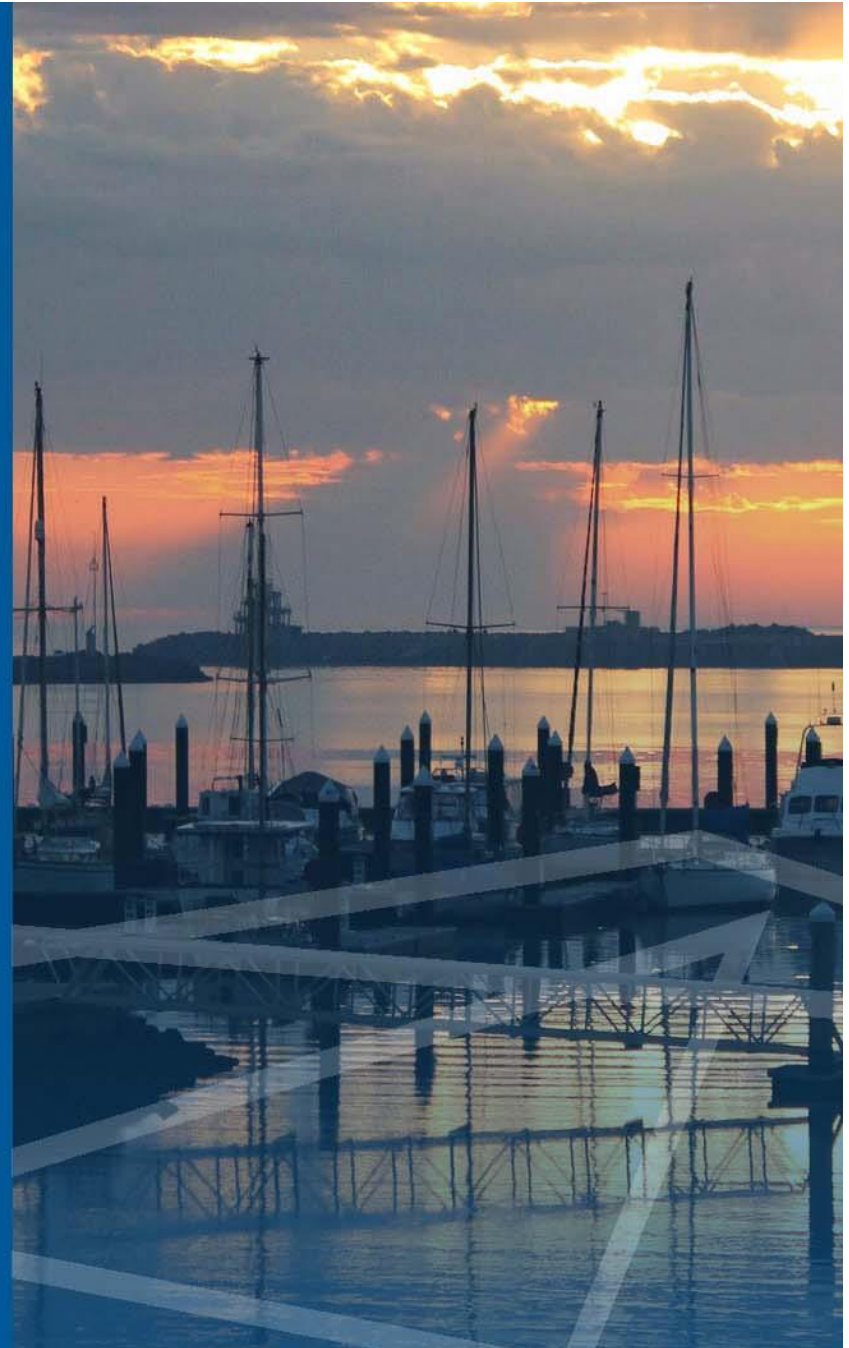
DECEMBER 2022

EXPENSES	FULL YEAR - BUDGET	FULL YEAR - FORECAST BUDGET	YEAR TO DATE ACTUAL
Employee Costs	(26,339,804)	(26,602,504)	(11,669,798)
Materials and Services	(18,825,769)	(21,661,759)	(9,769,725)
Borrowing Costs	(146,000)	(146,000)	(20)
Bad and Doubtful Debts	0	0	(75)
Other Expenses	(2,266,607)	(2,287,457)	(1,350,392)
Finance Costs - Leases	(19,500)	(19,500)	(9,803)
Depreciation and Amortisation	(12,751,800)	(12,751,800)	(6,371,804)
Internal Cost Allocations	1,210,577	1,210,577	213,704
Total Expenditure	(59,138,903)	(62,258,443)	(28,957,911)
SURPLUS/(deficit)for the year	60,829	9,973,378	22,423,783





-  **PORTLAND CUSTOMER SERVICE CENTRE**
71 Cliff Street, Portland
-  **CASTERTON CUSTOMER SERVICE CENTRE**
67 Henty Street, Casterton
-  **HEYWOOD CUSTOMER SERVICE CENTRE**
77 Edgar Street, Heywood
-  PO Box 152 Portland 3305
-  1300 GLENELG (1300 453 635)
-  enquiry@glenelg.vic.gov.au
-  www.glenelg.vic.gov.au



14.9. COMMUNITY GRANTS (ROUND 2) 2022-2023 PROGRAM ALLOCATIONS

Director: Melanie Bennett, Director Community Services

Executive Summary

The second round of the Community Grants Program for 2022-2023 was open for a three-week period from 23 January 2023 to 13 February 2023. A total of 60 applications were received and assessed. A total of 48 applications were assessed as eligible, with an overall funding allocation of \$81,972.51 for projects valued at \$178,151.13.

Council officers have evaluated the applications according to the criteria adopted by Council. This report presents the recommendations made by officers.

Recommendation**That Council:**

- 1. Approves the allocation of funds for the Community Grants Program Round 2 2022-2023, as per the recommendations in the attachment Community Grant (Round 2) 2022-2023 Assessment Recommendations.**
- 2. Invite and contact all successful applicants for Round 2 2022-2023 to a Presentation Night.**

Background/Key Information:

Glenelg Shire Council allocated \$162,000 in the 2022-2023 budget for the purpose of the Community Grants Program. These grants are offered to the community in two rounds which are usually conducted around July and February each year, with half the total budget (\$81,000) notionally available for distribution in each round.

GRANT CATEGORY	NUMBER OF APPLICATIONS RECOMMENDED IN ROUND ONE	TOTAL VALUE OF APPLICATIONS
Recreation	21	\$40,420.74
Public Halls	5	\$8,248.41
Community Events	5	\$10,500.00
Arts, Culture and Heritage	5	\$8,770.36
Community Strengthening	12	\$14,033.00
TOTAL	48	\$81,972.51
ROUND ALLOCATION		\$82,285.00

Officers have evaluated applications according to the criteria adopted by Council and made recommendations to allocate the funds in a fair and equitable distribution.

Council Officers recommended allocations are outlined within the separate attachment to this report, with a total of \$81,972.51 recommended to be allocated to clubs/groups.

a. Council Plan and Policy Linkage

Our Lifestyle, Neighbourhood and Culture - Creating enriched and vibrant lives through experiences, safe and well-planned neighbourhoods.

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

b. Legislative, Legal and Risk Management Considerations

There are no specific legislative or legal considerations associated with the Community Grants Program.

c. Consultation and/or communication processes implemented or proposed

The Community Grants Policy adopted by Council defines how the grants program is to be promoted to the community, and what communication processes need to be followed for management of each round.

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

d. Financial Implications and Collaboration

The Community Grants Program is a recurrent item in the annual budget. Council has allocated \$162,000 in the 2022-2023 budget for the purpose of the Community Grants Program.

e. Governance Principles

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

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

Innovation and continuous improvement is to be pursued.

Attachment List

Separately circulated as Confidential attachment.

15. CONFIDENTIAL REPORTS

Nil.

16. URGENT BUSINESS**17. CLOSURE OF COUNCIL MEETING****Victorian State Legislation Copyright Acknowledgement**

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