

# COUNCILLOR BRIEFING RECORD

**DATE:** 23 July 2024

**START TIME:** 4.02pm

## **ATTENDEES:**

### **Councillors:**

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

### **Officers:**

Chief Executive Officer (Mr Craig Niemann) (Via Teams), Director Corporate Services (Mr David Hol), Chief Finance Officer (Ms Rebecca Campbell), Director Community Services (Ms Jayne Miller), Chief Information Officer (Ms Ann Kirkham), Executive Manager People & Culture (Ms Shelley Bourke), Manager Environment and Facilities (Mr Micheal Doherty), Manager Planning and Development (Mr Matt Berry).

**Other Attendees:** Mr Jim Gifford and Mr Stephen Kingshott (Municipal Monitors)

## **APOLOGIES:**

Director Infrastructure Services (Mr Stuart Husband), Executive Manager Corporate Governance (Mr Brett Jackson),

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"><li>• Cr Carr 9.5 C110 Planning Scheme Amendment</li><li>• Cr Stephens 9.6 Community Funding Support Policy</li></ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"><li>• Items on the Council agenda</li></ul>
<b>Other Items Raised by Councillors or Council Staff:</b>	<ul style="list-style-type: none"><li>• Amalgamations of Hospitals rally</li><li>• Cape Bridgewater boat parking update request</li></ul>

**FINISH TIME:** 5.15pm

# COUNCILLOR BRIEFING RECORD

**DATE:** 13 August 2024

**START TIME:** 4.36pm

## **ATTENDEES:**

### **Councillors:**

Cr Karen Stephens (Mayor), Cr Robyn McDonald, Cr Michael Carr, Cr Alistair McDonald, Cr Gilbert Wilson.

### **Officers:**

Chief Executive Officer (Ms Helen Havercroft), Director Corporate Services (Mr David Hol), Chief Finance Officer (Ms Rebecca Campbell), Director Community Services (Ms Jayne Miller), Chief Information Officer (Ms Ann Kirkham), Executive Manager Corporate Governance (Mr Brett Jackson),

**Other Attendees:** Mr Jim Gifford and (Municipal Monitor), Jacob Clements (Acting Manager Planning and Economic Development) Steve Myers (Myers Consulting) Item 1, Hayden Annett (Acting Community Wellbeing Manager) Item 2.

## **APOLOGIES:**

Director Infrastructure Services (Mr Stuart Husband), Cr Scott Martin, Cr John Northcott, Mr Stephen Kingshott (Municipal Monitor), Executive Manager People & Culture (Ms Shelley Bourke)

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"><li>• Cr Carr 1.3 Arts and Culture Action Plan</li></ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"><li>• Narrawong / Dutton Way Structure Plan</li><li>• Heywood Recreation Reserve Master Plan</li><li>• Arts and Culture Action Plan</li><li>• CEO Employment &amp; Remuneration Policy</li><li>• Items on the Council agenda</li></ul>
<b>Other Items Raised by Councillors or Council Staff:</b>	<ul style="list-style-type: none"><li>• CEO Welcome</li><li>• NBN Works on Council managed land</li><li>• Response to Minister obligations from Monitor Report</li><li>• Rates flyer</li><li>• Henty Street amenities</li><li>• Rail Freight Alliance</li><li>• Foreshore Multi-Purpose Facility</li><li>• Child care wage funding</li><li>• Annual Report status</li><li>• Farmers Forum – Casterton</li></ul>

**FINISH TIME:** 6.38pm

16/08/2024

Mrs Helen Havercroft  
Chief Executive Officer  
Glenelg Shire Council  
PO Box 152  
Portland, Vic 3305

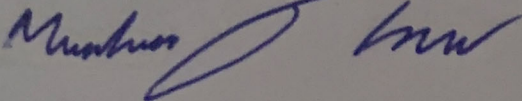
Dear Helen

Re: Notice of Motion — Henty St Public Amenities

In accordance with the Council's Governance rules, I give notice of my intention to move the following motion at the Council meeting to be held on 27<sup>th</sup> August 2024.

1. Council acknowledges the importance of Public Amenities within the CBD of Portland.
2. That a report is provided in relation to whether the public amenities opening and closing times in Henty St meet the needs of the public and tourists.
3. Yours Sincerely

*Michael J Carr*

A handwritten signature in blue ink, appearing to read 'Michael J Carr', with a stylized flourish extending to the right.

CR Michael Carr



# ***GLENELG SHIRE***

## ***Domestic Wastewater Management Plan 2022-2027 Year 2 Report***

GLENELG SHIRE





## 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.

# ACTION PLAN

The below table provides an update on the 'Action Plan' items set out in the Domestic Wastewater Management Plan 2022-2027

No #	ACTION	TIMING	COMMENTS	STATUS
1	<b>Continue to engage with key stakeholders including:</b> <ul style="list-style-type: none"> <li><b>Collaboration with Wannon Water on expansion of sewer networks and provision of alternative services</b></li> <li><b>Active participation in the Great South Coast Integrated Water Management (IWM) Forum</b></li> </ul>	Ongoing	<p>A pilot community-based wastewater system in Penshurst was cancelled by Wannon Water in 23-24 and hence future projects of this nature are uncertain at this time.</p> <p>Glenelg Shire Councils' Environmental Health Unit are active members on the IWM Forum.</p>	 
2	<b>Review and refine the onsite wastewater management risk assessment at least every five years (as part of DWMP review), to incorporate improved datasets and changing circumstances. (Links to Action 20)</b>	Q2 2027	Scheduled for Q2 2027	
3	<b>Continue to develop, populate, maintain, and utilise the onsite system database as a tool for improved onsite wastewater management of existing systems and to inform planning decisions about future systems.</b>	Ongoing	Details of existing systems installed in certain areas of the municipality can be used to make informed decisions about wastewater risk in new developments or upgrades.	
4	<b>Design and implement a dedicated program of inspections, targeting 50 onsite wastewater systems in high-risk areas each year.</b>	Ongoing	A successful inspection program was rolled out in Nelson in 2023. Further programs in high risk areas are scheduled over the life of the plan.	



Achieved



Delayed



In Preparation







On Track/Not yet scheduled



Ahead of Schedule

The below table provides an update on the 'Action Plan' items set out in the Domestic Wastewater Management Plan 2022-2027

No #	ACTION	TIMING	UPDATE	STATUS
5	<b>Use compliance and enforcement tools as appropriate to respond to inspection findings and record in the onsite system database</b>	Q1 2023 (and ongoing)	An enforcement and educational approach has been adopted in accordance with EPA Publication 1974.	
6	<b>In collaboration with Glenelg Hopkins CMA and Wannon Water, develop a water quality monitoring program for Nelson.</b>	Q1 2023	An unsuccessful application was lodged with the EPA for consideration in the 23/24 OPLE State-wide strategic project nomination process. Further discussion is underway with the EPA to promote the benefit of such a program.	
7	<b>In collaboration with Wannon Water and subject to the outcomes of onsite system inspections (Action 4) and water quality monitoring (Action 6), determine the need for sewerage or an alternative system in Nelson.</b>	Q1 2024	Pilot programs for community-based systems in Penshurst were cancelled by Wannon Water in 2023-24, citing funding. Wannon Water currently has no plans for reticulated sewerage in Nelson	
8	<b>Work with existing landowners on small lots to determine sustainable solutions for onsite wastewater management. This may include consideration of alternative sewerage services in consultation with Wannon Water.</b>	Ongoing	Considered on a site-by-site basis at the time of works or upgrades. A more in-depth analysis may be undertaken once data is collected through future inspections.	



Achieved



Delayed



In Preparation







On Track/Not yet scheduled



Ahead of Schedule



The below table provides an update on the 'Action Plan' items set out in the Domestic Wastewater Management Plan 2022-2027

No #	ACTION	TIMING	UPDATE	STATUS
9	<b>Continue to provide community education on the correct operation and maintenance of onsite wastewater systems, as well as water conservation. Incorporate information that supports implementation of domestic wastewater priorities and actions and align with other education programs or focusses for Council where possible.</b>	Ongoing	Education and information are provided to owners in conjunction with permits to install and use onsite systems. Further opportunities for education will be initiated during proactive inspections and there is scope to provide detailed information based on inspection findings.	
10	<b>Evaluate the benefits, and if justified, provide targeted education materials to high-risk areas based on the information from the spatial risk assessment and outcomes of the inspection program (Action 4).</b>	Q2 2023	This action is assessed on a case-by-case basis dependent on need and appetite of the community.	
11	<b>Publish the endorsed Domestic Wastewater Management Plan on the Glenelg Shire website.</b>	Q3 2022	A copy of the plan is published on the Council website	
12	<b>Alert new buyers to the existence of onsite systems and the associated wastewater management requirements (e.g. through website information).</b>	Ongoing	All enquiries relating to the purchase of unsewered properties are referred to health for communication. S.32 statements identify whether sewerage is not connected to a property and the Consumer Affairs Victoria due diligence checklist details sewerage as a point of consideration	



Achieved



Delayed



In Preparation



On Track/Not yet scheduled



Ahead of Schedule

The below table provides an update on the 'Action Plan' items set out in the Domestic Wastewater Management Plan 2022-2027

No #	ACTION	TIMING	UPDATE	STATUS
13	<b>Conduct an audit of Council owned onsite wastewater systems</b>	Q2 2023	An audit of all Council owned/managed systems was carried out in Q1 and Q2 2023. Remedial actions have been specified to Council's Infrastructure unit.	
14	<b>Implement the risk-based approach to guide the level of detail provided in land capability assessments.</b>	Q4 2022	The risk-based approach was implemented in all new applications lodged from 01/07/2022.	
15	<b>Incorporate special design considerations into factsheet for local land capability assessors and/or community education.</b>	Q1 2023	Council is awaiting education from the EPA on the newly adopted guidelines (May 2024). Factsheets have been delayed pending the outcome of this training.	
16	<b>Work with Barwon South West Community of Practice to establish an annual meeting with local/regional land capability assessment providers to discuss local issues and to share knowledge.</b>	Q3 2023	This action was raised with Barwon South West Councils during the June 2023 Barwon South West Community of Practice meeting. There is currently no agreed plan to establish these meetings.	
17	<b>Formalise the referral process between Glenelg Shire Planning and Environmental Health teams for rezoning or subdivision proposals in unsewered areas.</b>	Q3 2022	New applications for subdivision or rezoning are referred to Environmental Health for comment prior to approval.	



Achieved



Delayed



In Preparation







On Track/Not yet scheduled



Ahead of Schedule

The below table provides an update on the 'Action Plan' items set out in the Domestic Wastewater Management Plan 2022-2027

No #	ACTION	TIMING	UPDATE	STATUS
18	<b>Monitor development trends to determine need for sewerage expansion to enable increased housing density and consult with Wannon Water where required.</b>	Ongoing	Development trends will be monitored in conjunction with the outcomes from inspections of high-risk areas. Where necessary, consultation with Wannon Water will follow.	
19	<b>Work with Wannon Water to implement appropriate land use planning controls on development within recharge areas for drinking water bore fields.</b>	Q3 2027	Scheduled for Q3 2027	
20	<b>Undertake annual review of the DWMP action plan and report to Council and stakeholders on progress.</b>	Q2 Annually	This report is prepared in response to Action 20	
21	<b>Undertake a full review of this DWMP, including the spatial risk assessment, five years after its adoption by Council (Links with Action 2)</b>	Q3 2027	Scheduled for Q3 2027	



Achieved



Delayed



In Preparation



On Track/Not  
yet scheduled



Ahead of Schedule





-  **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](mailto:enquiry@glenelg.vic.gov.au)
-  [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)



WITH THE EXPIRY OF THE LONG  
STANDING TENANCY AGREEMENT  
BETWEEN THE GLENELG SHIRE  
COUNCIL AND THE R.S.L. PORTLAND  
SUB BRANCH, SHOULD THE COUNCIL  
OFFER THE SUB. BRANCH A LEASE  
TERM OF TEN YEARS WITH OPTIONS  
OF A FURTHER FIVE YEARS AND  
ANOTHER FIVE YEARS, THIS SUB  
BRANCH WILL ACCEPT SUCH A  
LEASE TERM.

• NOVIFY GREG NEUMANN BY TUES NOON 

Resolution moved by Peter Templeton  
and seconded by Jim Flood, and  
carried unanimously.

16/7/24.





# Heywood Recreation Reserve Master Plan

2024

GLENELG SHIRE



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Disclaimer

This Master Plan has been prepared at the request of the Glenelg Shire Council to provide a future vision and specific direction for Heywood Recreation Reserve in Heywood. The intent is for the document to be an internal reference for Council and community use. The Master Plan contains findings drawn from examination of information provided by a range of sources. Parks and Recreation Consulting take all reasonable steps to verify the accuracy of information obtained, however, we are not liable for any loss or inconvenience arising from use of findings interpreted from third party information.



## Introduction

The Heywood Recreation Reserve is the sole sports playing field with support infrastructure within the Heywood township. Whilst there are other basic open spaces around the township, there is little infrastructure to support formal use of those open spaces for sport or recreation. As such the main oval at the recreation reserve is a valuable resource for the whole of the Heywood community and a central point of conduct of formal sports and recreation activities.

The park itself is 'home' to several sporting clubs and community organisations. The facilities for these groups provide for club and association competition and training and also are a place for informal recreation activities when not in use by sports clubs. The amenities that support the sports and recreation activities also provide for events attendees and passive users of the reserve that just want to rest or enjoy the open park environment.

Heywood Recreation Reserve has a total land area of approximately 55,000 m<sup>2</sup> and is situated in a zone surrounded by mix of rural, residential and light commercial properties, as well as a public gardens reserve adjacent to the Fitzroy River. The benefits of the park and the activities that take place there extend across many of the positive community objectives espoused in the Glenelg Community Plan, including environmental, social, health and social connectivity values. For this reason, it is important to ensure that Heywood Recreation Reserve is resourced and managed in a responsible, sustainable manner to ensure it continues to provide these benefits into the future. The master plan will support this process.

## The Master Plan Purpose

Glenelg Shire Council has established the Heywood Recreation Reserve Master Plan to help guide future decision making and determine resource allocation for asset development and maintenance works at the park. The range of functional spaces the park includes necessitate that a master plan process be undertaken. The plan provides guidance to Council to ensure future development of facilities support increased participation, fiscally responsible future investment, and considers current and future recreation needs. The objectives of the Heywood Recreation Reserve Master Plan are:

1. To examine how the Heywood Recreation Reserve can contribute to the health and wellbeing of the Glenelg community.
2. To investigate the needs of stakeholder groups and individuals engaged in activities at Heywood Recreation Reserve.
3. To serve as a reference as to the suitability and priority of any proposed projects at Heywood Recreation Reserve.
4. To support the application process for grant funding for facility improvements at Heywood Recreation Reserve.
5. To identify aspirational outcomes and actions for the Heywood Recreation Reserve site for the foreseeable future

## The Master Plan Process

The process of development of this master plan for the Heywood Recreation Reserve included a range of investigation and analysis processes. Individual and stakeholder group interviews were conducted with club and community representatives to identify and clarify key issues and needs as part of the information gathering process. The Master Plan investigation included the following processes, the detailed findings of which are shown in the master plan investigation document:

1. Assessment of site history and existing site features
2. Examination of the township and planning scheme context
3. Strategic alignment of site to existing strategies and plans
4. Condition and Compliance Audit of existing assets
5. Assessment of current and future occupancy needs and potential use
6. Independent and group engagement with all reserve stakeholders
7. Assessment of site functionality, safety, aesthetics, and accessibility elements
8. Establishment of Master Plan directions and actions
9. Re-engagement with the primary stakeholder group

The following stakeholders are thanked for their contributions and information.

- Heywood Football Netball Club
- Drumborg Heywood Cricket Club
- Heywood District Tennis Association
- Heywood Lions Club
- Promoting Heywood Inc
- Heywood and District Secondary College
- Southwest District Football Netball League
- Greater Southwest Junior Football League
- Portland District Cricket Association
- Heywood & District Basketball Association
- Department of Energy, Environment and Climate Action (DEECA)
- Glenelg Shire Council – Various departments with responsibilities at HRR

The methodology used in the development of the Heywood Recreation Reserve Master Plan includes the collection of feedback from stakeholder groups, identification of key issues through project research, and the analysis of the likely implications associated with those issues.

## Scope of Master Plan

In a geographic context, the scope of this Master Plan is limited to the future directions and developments for the Heywood Recreation Reserve site. The scope does not include the adjoining Public Gardens reserve. Investigating the possibilities for integrating other sports users onto the Heywood Recreation Reserve site has been included in the process. The plan also recognises the common themes and linkages within and surrounding the Heywood Recreation Reserve catchment.



Image – The Heywood Recreation Reserve located at the northern end of the Heywood Township

## Investigation and Consultation Findings

This page provides a summary of the key investigation and consultation findings as detailed in the Heywood Recreation Reserve Master Plan Investigation Report.

### Participation Trends

- Increases in participation in recreation activity, including gymnasium, fitness exercise, walking and bike riding reflect a desire to engage in informal activity that can be participated in at a time of the participants choosing. This informal activity, and the health and wellbeing benefits derived by the general community, should be reflected in the future provision considerations at Heywood Recreation Reserve.
- There is unlikely to be any significant shifts in overall population numbers in the coming two decades that will change the current demand aspects of use of the Heywood Recreation Reserve.
- The specific user group participation trends indicate that there is insufficient growth to warrant additional sports playing fields or courts, but a need for additional provisions for female sport participation amenity.
- Participation rates in key sports conducted within the Heywood Recreation Reserve are fairly stable from a statewide perspective. A decline in formal competition numbers has abated with the introduction of a greater range of participation models for many sports including entry level programs, female programs and less formal competition structures.

### Site Analysis

- The site analysis indicates that the site cannot easily accommodate new additional sport facilities without major investment in drainage diversions, or alternately, the loss of some capability within existing sports users and existing facilities. The prioritisation of one activity over another is required if a scope with additional facilities were to be considered. This extends to parking requirements where the site can accommodate existing uses but may find design challenges in responding for additional infrastructure.
- The site is close to the riverbanks and public space reserves. This has positive implications for the natural aesthetic of the reserve and encourages a range of users and visitors to the location. The location also has occupancy and use implications stemming from the river flood occurrences along the river course.
- The site continues to be the home base for the original sports occupants of the reserve and has a long history of club-based activity.
- Much of the 'sport specific' infrastructure on site is in sound condition having been upgraded in the last decade and there remains significant asset life in many key infrastructure elements. However, there is some general infrastructure within the Heywood Recreation Reserve site that requires ongoing asset improvement or reconstruction to ensure broad user functionality and community safety is maintained and also to meet contemporary user amenity expectations.
- The existing buildings on site cannot accommodate new sports user types such as female friendly sports compliance without significant internal renovation.

### Strategic Positioning

- The strategic literature review acknowledged the importance of the Heywood Recreation Reserve as a contributor to township community health and wellbeing and therefore the importance of connectivity to the reserve from a variety of township locations.
- The planning scheme conditions for a potential future development will have considerable influence upon what development actions may be planned or undertaken at the Heywood Recreation Reserve due to overlay conditions.
- It was clear from the range of user's feedback that the Heywood Recreation Reserve services a range of diverse community sport, recreation and activity needs for the whole Heywood community. Amenity provisions must be accessible and must provide for both formal and informal users of the reserve
- Future directions for Heywood Recreation Reserve should be prioritised relative to the identified and agreed park values of sport and active recreation as well as event activities.

### Consultation Feedback

- The consultation process highlighted a number of shared concerns and infrastructure recommendations for the Heywood Recreation Reserve. The priorities acknowledged were flood mitigation improvements, traffic and parking safety improvements, and improvement of amenities for both sports users and the general public.
- Maintenance of assets and landscape is of high importance to ensuring that the recreation reserve amenity remains and to ensure that buildings and infrastructure obtain the asset life that is expected at construction or installation.
- Where functional changes to reserve infrastructure are completed through replacement or relocation, the old unused infrastructure should be removed in a timely manner to enhance reserve safety.
- Infrastructure to support the effective management of the recreation reserve by the tenant sports clubs and event committees, and the safe use of public spaces by participants, spectators and visitors should be completed where applicable.





## The Vision

Glenelg Shire Council's Plan nominates a priority to "maintain the strong sense of community and connection, ensure our community is healthy, safe and supported, support volunteerism and foster a well-equipped and prepared community". This includes having connected and thriving townships within which there is attractive and diverse spaces that encourage community connection for residents, tourists, and regional visitors.

Heywood Recreation Reserve can contribute to Council's realisation of its aims by providing a setting and infrastructure that facilitates community engagement in diverse activities. As such the vision for Heywood Recreation Reserve is to be:

"A place that accommodates a range of formal sporting and active recreational activities, in an aesthetically attractive, safe and well-maintained setting."

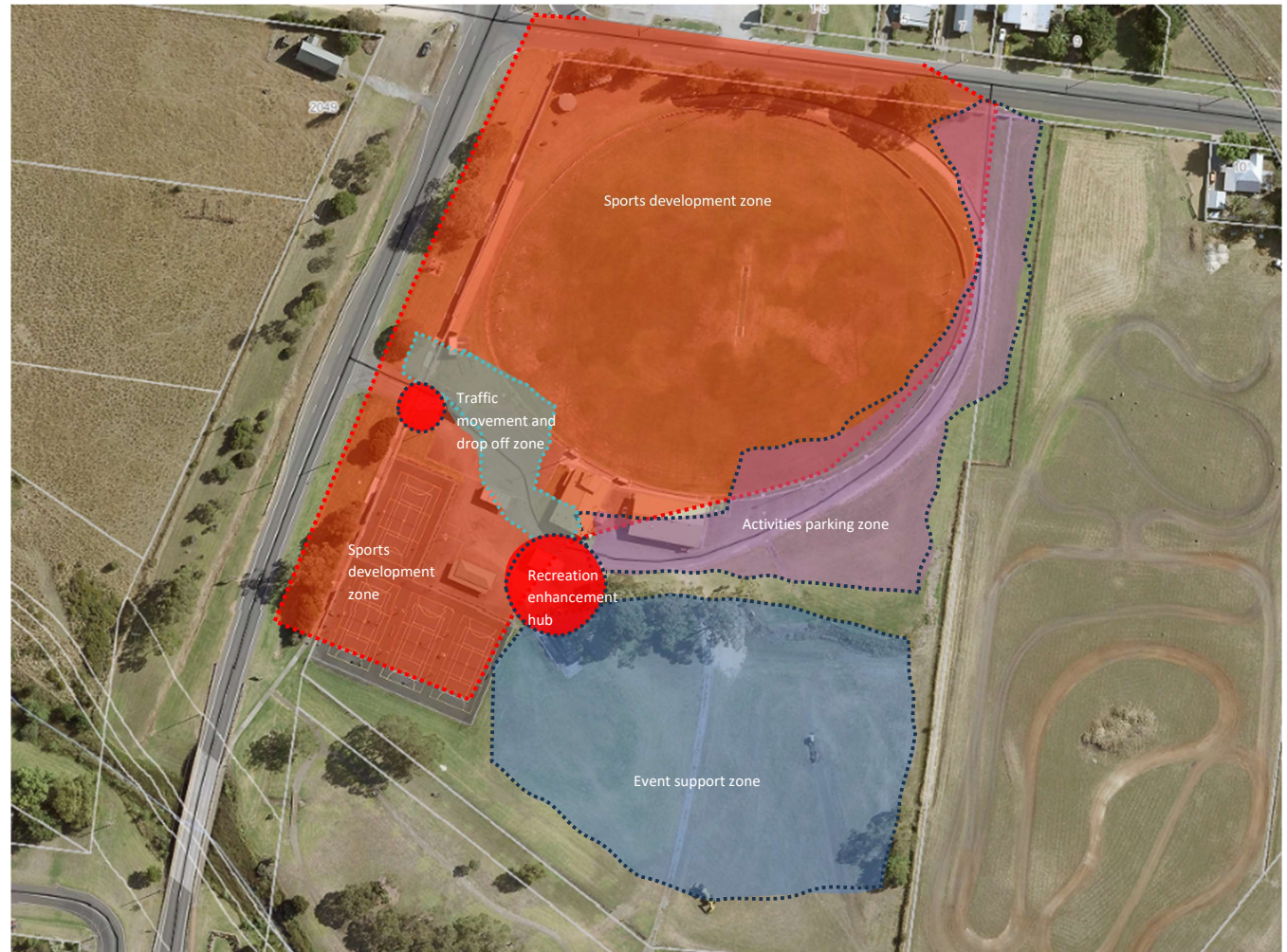
Towards this vision for Heywood Recreation Reserve and what the park will look like in future, the following key functional directions for the park are proposed:

1. Heywood Recreation Reserve will be a district and local level formal sports hub site for competition and training purposes.
2. Heywood Recreation Reserve will be a vibrant active recreation zone for a township wide catchment.
3. Heywood Recreation Reserve will provide a visually pleasing environment supporting visitor and event tourist amenity.

## The Development Zones

The strategic direction for the reserve is enhanced by the consideration of zones for

- ✓ The sports development zones represents the areas where sporting surfaces and support infrastructure will be considered and developed to meet sports peak body compliance and activation requirements.
- ✓ The event support zone represents the areas that will be utilised to conduct events and where infrastructure to facilitate event conduct may be undertaken.
- ✓ The recreation enhancement hubs represent the spaces that will be used to establish general active recreation infrastructure to encourage health and wellbeing for the wider Heywood community.
- ✓ The activities parking zone represents the areas that will be used to provide formal and informal parking options for participants and visitors to the reserve.
- ✓ The traffic movement and drop off zones represents the areas that will be used to establish a safe pedestrian, participant drop off, and traffic movement space for busy sports activity and events days.





## The Site Improvements

- 1 Social pavilion extension envelope
- 2 Female change room provisions
- 3 Match day playground addition
- 4 Tennis lighting improvements
- 5 Tennis / Netball court surface improvements
- 6 Cricket net/pitch reconstruction / relocation
- 7 Strength and balance themed play and exercise equipment
- 8 Event management overlay service connections
- 9 Active informal sport play pad
- 10 Trail connections
- 11 Embankment extension
- 12 Landscape improvements – themed shade and visual amenity
- 13 Western shelter community history art project / or landscape improvement
- 14 Standardised bollard and furniture selection and use
- 15 Public Toilet Reconstruction
- 16 Flood mitigation improvements
- 17 Entry carpark realignment
- 18 Pedestrian transition safe zones
- 19 Surround road realignment and informal parking improvements
- 20 Event parking formalization





## The Future Projects

- 1** Social pavilion extension envelope

A future potential social space extension of the existing social pavilion building has been allowed for with the provision of a building envelope for future expansion.
- 2** Female change room provisions

The development of a new female change space for netball and tennis will connect to the existing clubroom building and new public toilets via internal secure doorways. The space will be approximately 60m<sup>2</sup> allowing for two team of 6-8 participants. The space will also provide a space to support the small number of female members of the football program.
- 3** Match day playground addition

The match day playground addition is a small secure fenced playground space to support children's play when family groups attend sporting fixtures. The space will be approximately 50m<sup>2</sup> with visibility and accessibility from the tennis/netball courts. The design theme will be on balance and dexterity in alignment with the reserves key sporting purpose.
- 4** Tennis lighting improvements

The tennis lighting improvements will focus on compliant competition lighting levels and will use existing poles and cross arm features for connection of LED lighting fittings.
- 5** Tennis / Netball court surface improvements

The tennis and netball court surface improvements will examine the condition of the court surface and sub-base to ensure it is compliant to support competition play. The assessment will include a review of court surface finishes that are suitable and safe for dual sports participation across tennis and netball.
- 6** Cricket net/pitch reconstruction / relocation

The development of new cricket training nets will include the establishment of a full pitch pad with divided lanes, an extension of bowler run ups and an enclosed compliant netting roof.
- 7** Strength and balance themed exercise equipment

The exercise equipment provides active options for informal users and visitors to the park, adopting a theme around strength and balance activities in consideration of the park purpose to support sport and active recreation development.
- 8** Event management overlay service connections

The event management overlay service connections will provide enhanced options for event conduct through provision of external service connection points at designated positions in the reserve.
- 9** Active informal sport play pad

The active informal play pad provides a hard space for three-on-three basketball, shoot around or netball practice activities with multi-sport goal posts and adjacent seating.
- 10** Trail connections

The development of a dry surface trail connection between the amenities and recreation areas to the existing public gardens picnic tables and trails.



- 11** Embankment extension

The embankment extension is a continuation of the existing embankment to the north-east of the existing mound to facilitate increased informal carparking and viewing over the sports field and to support flood mitigation through that part of the reserve.
- 12** Landscape improvements – themed shade and visual amenity

The additional tree plantings will be at various locations around the outside of the sports facilities, integrating into the existing and proposed embankments. The trees will support environmental enhancement, shade options and improved safety for the park.
- 13** Western shelter community history art project / or landscape improvement

The western shelter structure has an unattractive interface with the Henty Highway frontage. The community history art project is to enhance this interface with a theme representative of the community of Heywood..
- 14** Standardised bollard and furniture selection and use

The standardised bollard use will provide a consistent replacement for the variety of bollards currently used. The selected bollard will be a recycled plastic and will be representative of the club colours. The park furniture will also be from a standardised township palette.
- 15** Public Toilet Reconstruction

The public toilet renewal will provide improved amenity for sports users and visitors to the park including compliant, accessible toilet cubicles, wash basins and fixtures. Capacity will be assessed in conjunction with major sport event activities attendances but is expected to be 48m<sup>2</sup> in area.
- 16** Flood mitigation improvements

The flood mitigation improvements will include a low embankment around the court area connecting the existing embankment behind the pavilion with the road bridge embankment
- 17** Entry carpark realignment

The entry carpark alignment will create a more defined alignment of vehicle travel to pavilion carparking and create drop off zones and safer pedestrian lines of travel during busy events and sports activities.
- 18** Pedestrian transition safe zones

The pedestrian safe zones will be connecting pathways and designated line marked crossing points for pedestrian movement around the key sports features of the site.
- 19** Surround road realignment and informal parking improvements

The surround roadway surface and informal parking improvements will include realignment of roadways around development features and connection to formal and informal carpark areas. The roadways will have defined 'rollover' kerbs allowing for informal peak period carparking access adjacent to the roadway route.
- 20** Event parking formalization

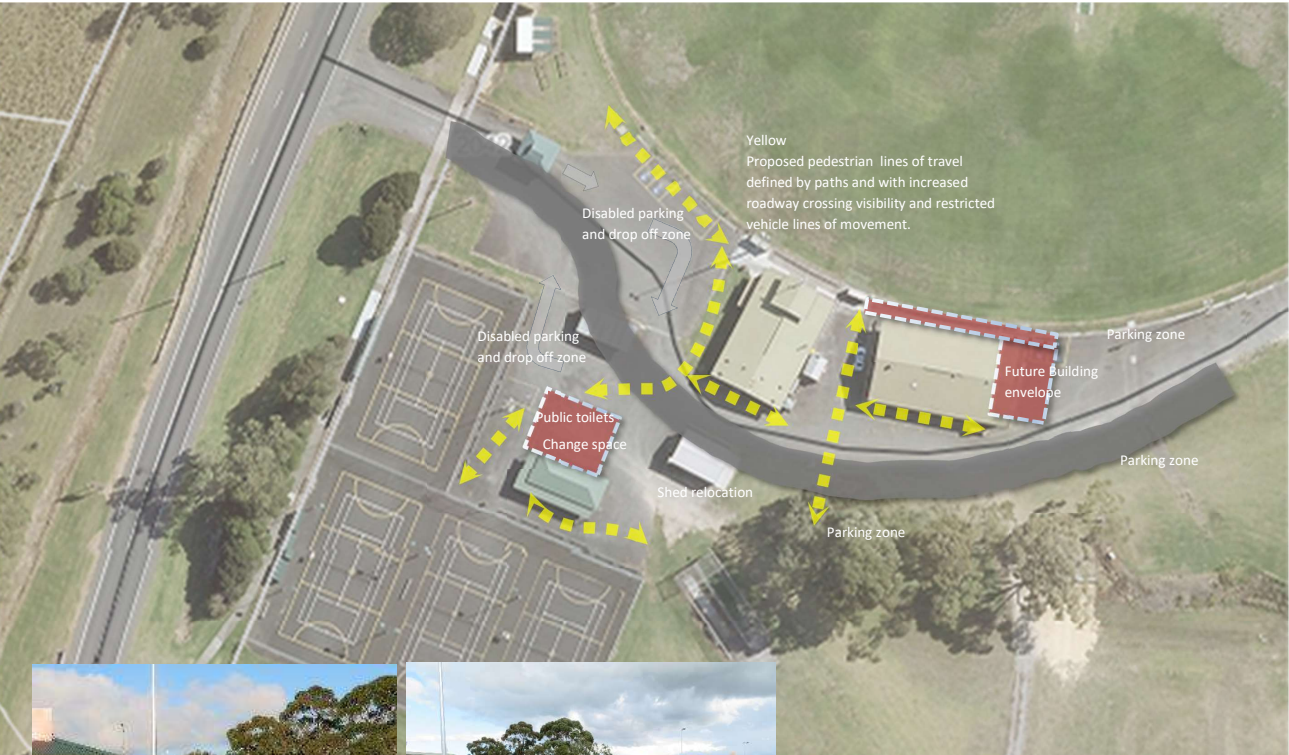
The event parking formalisation is use of bollards to define informal or restricted parking areas on busy event days to improve pedestrian and motorist safety.





## The Concept Layouts

### Vehicle and Pedestrian Flows

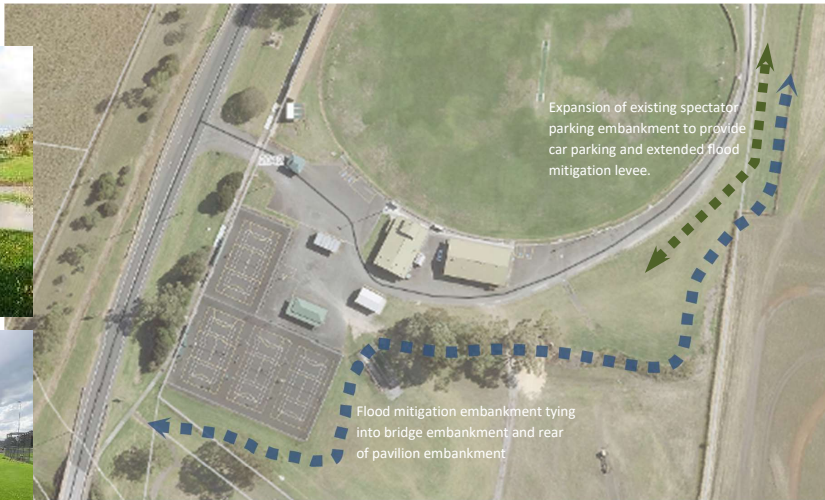


The following objectives and outcomes are proposed to guide vehicle and pedestrian movement.

- Re-alignment of main western access roadway and creation of separation between entry and exit lanes and match day control booth.
- Line marked and defined roadway route through the existing vehicle area to parking zones at rear of pavilion buildings.
- New delineated directional drop off zones for temporary setting down or collection of sports activity participants. Parking provisions incorporated for persons with a disability parking.
- The re-alignment and widening of the all-weather internal reserve road surface to provide adequate set back from pavilion buildings removing safety hazard for pedestrians and vehicles. Set back allows for pedestrian lines of travel around pavilions.
- Provision of a safe off roadway pedestrian lines of travel paths between the parking zones, the tennis/netball courts and pavilion, and in and around the football sports field and pavilions. The carparks will support on-site match day parking connection to the clubrooms, alleviating congestion at the entry roadway on match days. The match day movements are to be delineated by adjustable and permanent bollards.
- Retention of two separate vehicle entry or exit points to allow for dual options for vehicle access and egress when required for emergency services, disability parking accessibility, maintenance vehicle movement, goods deliveries, or major events control.



### Sports field viewing and flood deterrence and mitigation



The following objectives and outcomes are proposed to guide Sports field viewing and flood deterrence and mitigation.

- Expansion of the spectator parking embankment to the east of the sports field following the grade and alignment of the existing embankment. Embankment to extend to north side of goal posts.
- Floor mitigation with the establishment of low earthen embankment around the tennis/netball court area connecting the existing embankment behind the pavilion with the road bridge embankment. Embankment to shift lower volume 1 in 10 flood occurrences to downstream open paddock areas.
- Embankment extension for spectator parking provision to form the eastern extent of the flood mitigation levee.





## The Concept Layouts



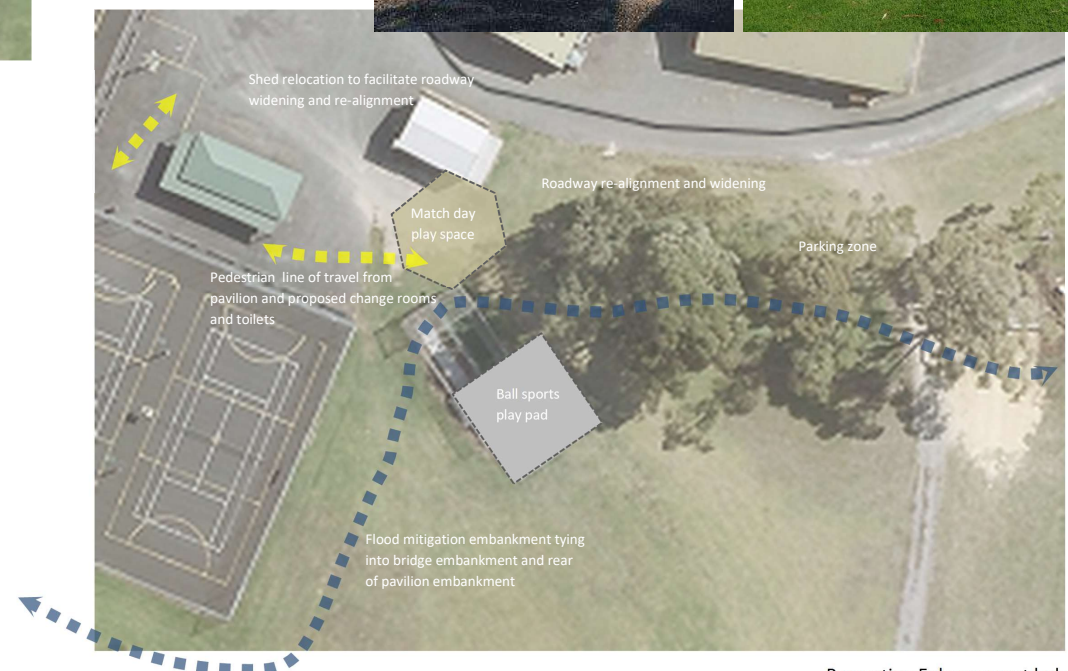
Cricket training net relocation site

The following objectives and outcomes are proposed to guide Cricket training net relocation site.

- Movement of the cricket training nets off of the lower flood zone to the north side of the sports field
- New scoreboard location installation allows for site to be installed without encumbrance to football activities.
- Training area for dual pitch width allowing for set up for two nets activities concurrently.
- Surround cyclone mesh fencing with safety netting top to tie into existing boundary fence with new fence opening.
- Concrete wicket with synthetic covering.
- Retractable centre net set up to allow for single or dual use of the synthetic covered pitch space.
- Seasonal cricket club storage within existing old scoreboard building.

The following objectives and outcomes are proposed to guide Recreation Enhancement hub.

- Existing shed relocation to facilitate roadway widening and re-alignment for safety improvements
- Development of fenced match day play space to support children's play activities during competition where volunteers are engaged in administrative actions. Play space to be visible from netball/tennis pavilion.
- Ball sports concrete play pad to provide netball informal warm up space or informal basketball play. Pad to have dual pole and ring/backboard provisions. Located on lower side of flood mitigation embankment. However concrete pad durable to flood incidence.





## The Implementation Framework – Estimates and Funding Partners

The table shows the proposed masterplan actions together with information to support the future implementation process.

- Project responsible parties is the agencies or entities responsible for facilitating project development and project implementation.
- Project budget estimate as determined from scope expectations as a result of consultation feedback concept information and current cost structures (and provided as at May 2024).
- Project funding contributors are the parties deemed as prospective contributors to the project implementation capital costs

	Action description	Project Responsible parties	Project budget estimate range	Potential Funding partners or contributors
1	Social pavilion extension envelope	Heywood Football-Netball Club	Undefined scope	Football-Netball and Cricket Club tenants Sport and Recreation Victoria
2	Female change room provisions	Glenelg Shire Council	\$130,000 - \$150,000	Glenelg Shire Council Football-Netball and Tennis Club tenants Sport and Recreation Victoria
3	Match day playground addition	Heywood Football-Netball Club Glenelg Shire Council	\$35,000 - \$45,000	Football-Netball and Tennis Club tenants
4	Tennis lighting improvements	Heywood Football-Netball Club Heywood Tennis Club Glenelg Shire Council	\$70,000 - \$85,000	Football and Cricket Club tenants Sport and Recreation Victoria
5	Tennis / Netball court surface improvements	Heywood Football-Netball Club Heywood Tennis Club Glenelg Shire Council	\$120,000 - \$150,000	Football-Netball and Tennis Club tenants Sport and Recreation Victoria
6	Cricket net/pitch reconstruction / relocation	Heywood Cricket Club Glenelg Shire Council	\$35,000 - \$50,000	Cricket Club tenant Cricket Victoria Sport and Recreation Victoria
7	Strength and balance themed play and exercise equipment	Glenelg Shire Council	\$75,000 - \$85,000	Glenelg Shire Council Sport and Recreation Victoria
8	Event management overlay service connections	Events Committees	\$15,000 - \$20,000	Heywood Service Clubs
9	Active informal sport play pad	Glenelg Shire Council	\$20,000 - \$25,000	Glenelg Shire Council Sport and Recreation Victoria
10	Trail connections	Glenelg Shire Council	\$2,000 - \$4,000	Department of Energy, Environment and Climate Action Heywood Service Clubs
11	Embankment extension	Glenelg Shire Council	\$5,000 - \$15,000	Department of Energy, Environment and Climate Action Heywood Service Clubs
12	Landscape improvements – themed shade and visual amenity	Glenelg Shire Council	\$5,000 - \$10,000	Glenelg Shire Council Heywood Service Clubs
13	Western shelter community history art project / or landscape improvement	Glenelg Shire Council	\$5,000 - \$10,000	Glenelg Shire Council Heywood Township Committee
14	Standardised bollard and furniture selection and use	Reserve Tenant groups Glenelg Shire Council	\$4,000 - \$6,000	Glenelg Shire Council
15	Public Toilet Reconstruction	Glenelg Shire Council	\$140,000 - \$160,000	Glenelg Shire Council Department of Energy, Environment and Climate Action
16	Flood mitigation improvements	Glenelg Shire Council Department of Energy, Environment and Climate Action	\$8,000 - \$16,000	Glenelg Shire Council Department of Energy, Environment and Climate Action
17	Entry carpark realignment	Glenelg Shire Council	\$3,000 - \$5,000	Glenelg Shire Council
18	Pedestrian transition safe zones	Glenelg Shire Council	\$2,000 - \$4,000	Glenelg Shire Council
19	Surround road realignment and informal parking improvements	Glenelg Shire Council	\$60,000 - \$70,000	Glenelg Shire Council
20	Event parking formalization	Glenelg Shire Council	\$2,000 - \$4,000	Glenelg Shire Council

The projects and directions proposed within this master plan are to be implemented in accordance with the framework principles articulated below:

- All project planning will be undertaken following initial preliminary discussions across the site landowners and management stakeholders, the Department of Energy, Environment and Climate Action, the Heywood Recreation Reserve Clubs Management, and the Glenelg Shire Council. Glenelg Shire Council acknowledges the delegated authority and the roles of the parties contributing to the Heywood Recreation Reserve management.
- Each major project will be planned through a progression of phases to ensure that decisions are evidence based and effective application of financial resources. The phases will incorporate:
  1. Concept Planning
  2. Stakeholders sign off
  3. Concept design
  4. Funding profile
  5. Project delivery management
- Each project will follow a scoping process to define expectations and parameters for inclusion in the project brief.
- Once scope has been agreed and adopted, a schematic design phase will confirm the elements, scale, materials and finishes applicable to the project.
- The schematic design will enable a preliminary costing for the project for inclusion in committee budgets, capital works forward plans, and grant application considerations.
- A risk assessment completed for all major projects acknowledging any potential economic, social, environmental and physical risks applicable within the project.
- A basic feasibility assessment will be conducted in accordance with the desired project outcomes to confirm and define measures of cost benefit.
- Project stakeholders will monitor grant funding opportunities available to the projects and will assess grant criteria against the project outcomes.
- Project information and investigation findings will be available to stakeholders to maximise funding opportunities aligned to democratic processes and evolving government priorities.

If all recommendations of the Heywood Recreation Reserve Master Plan are to be implemented, it would result in an estimated total investment requirement of around \$730,000 to \$850,000 over the 10-15-year term of the masterplan. It must be noted that these cost estimates are indicative only and are compiled as of May 2024.

## The Implementation Framework – Priority Projects

The table shows the proposed masterplan actions together with information to support the future implementation process.

- Project responsible parties is the agencies or entities responsible for facilitating project development and project implementation.
- Project Priority Rating as determined by stakeholder and general consultation feedback, inspection and analysis.
- Priority rating is scored across multiple criteria as tabled below.

Priority	Project / Action description	Project Priority Rating	Public safety risk	Visual amenity	Tenant club / group priority	Improved Functionality	Compliance requirement	Township development priority
1	Female change room provisions	High	✓		✓	✓	✓	✓
2	Tennis / Netball court surface improvements	High		✓	✓	✓	✓	
3	Public Toilet Reconstruction	High	✓	✓	✓	✓	✓	
4	Entry carpark realignment	High	✓		✓	✓		✓
5	Surround road realignment and informal parking improvements	High	✓		✓	✓		✓
6	Flood mitigation improvements	Medium			✓	✓		✓
7	Match day playground addition	Medium			✓	✓		
8	Tennis lighting improvements	Medium			✓	✓	✓	
9	Pedestrian transition safe zones	Medium	✓					
10	Cricket net/pitch reconstruction / relocation	Medium				✓	✓	
11	Strength and balance themed play and exercise equipment	Medium				✓		✓
12	Social pavilion extension envelope	Low			✓	✓		
13	Embankment extension	Low			✓	✓		
14	Event parking formalization	Low			✓	✓		
15	Active informal sport play pad	Low				✓		✓
16	Trail connections	Low				✓		✓
17	Landscape improvements – themed shade and visual amenity	Low		✓				✓
18	Western shelter community history art project / or landscape improvement	Low		✓				✓
19	Standardised bollard and furniture selection and use	Low		✓				✓
20	Event management overlay service connections	Low	✓			✓		

Glenelg Shire Council Community Grants Round 1 2024-2025															
App ID	Submission Category	Organisation	Project	Brief Project Description	Fully Acquitted/No Outstanding Debt	Project Start Date	Project End Date	Previous Funding	In-kind	Total Project Cost	Total Amount Requested	Comments	Assessment Score	Recommended	Allocated
<b>ARTS &amp; CULTURE</b>															
35	Arts Culture and Heritage	Pioneer Wagon Shed Museum. Heywood	lighting	Install outside sensor light at entrance to main building, and connect power to the new extension along side with power points and provision to connect lights in the building when funds permit.	Yes	01/11/2024	01/02/2025	Round 2 2020-21 Round 2 2020-21	\$ -	\$ 990.00	\$990.00	Eligible - meets funding criteria.	65	Yes	\$990.00
37	Arts Culture and Heritage	Portland CEMA Inc (Portland Council for Encouragement of Music and the Arts)	Listening to the Voices - digitization project.	Portland CEMA Inc, a community arts organization, celebrates its 80th birthday in July 2025. The "Listening to the Voices" project aims to digitize 10 audio cassette tapes (total 13hrs) of historical Interviews with early CEMA members, which were organized and recorded by Lesley Jackson 1983-1990 and these tapes are currently stored in the CEMA Inc Archives. Once the interviews are digitized, they will be uploaded to the Victorian	Yes	01/01/2025	30/06/2025	Round 2 2018-19 Round 2 2022-23 Round 2 2022-23	\$ -	\$ 2,975.00	\$825.00	Eligible - meets funding criteria.	100	Yes	\$825.00
6	Arts Culture and Heritage	Casterton Vice Regal Band	Casterton Vice Regal Band Trailer	To purchase a fully enclosed trailer suitable for carrying the band's gear when we perform away from our band room.	Yes	07/10/2024	13/12/2024	Round 1 2016-17 Round 1 2018-19 round 1 2018-19 Round 2 2021-22 Round 2 2021-22 Round 2 2021-22	\$ -	\$ 6,000.00	\$3,000.00	Eligible - but not recommended due to round being oversubscribed.	70	No	\$0.00

29	Arts Culture and Heritage	Portland Family History Group Inc	Upgrading 2 old computers with back up	The last part of our upgrading of old office equipment, 2 of our computer desktops are of an age that they need upgrading before we have too many issues, one of the old desktops will then be put to use in the back room at History House as a spare when we have all other computers in use. □ As we have a NAS in use we have been recommended by Clark IT Consulting Pty Ltd to use external hard drives,	Yes	01/10/2024	31/10/2024	Round 2 2018-19 Round 2 2020-21 Round 2 2021-22 Round 2 2022-23 Round 2 2023-24	\$ -	\$ 2,868.00	\$1,434.00	Eligible - but not recommended due to round being oversubscribed	55	No	\$0.00
ARTS & CULTURE SUBMISSIONS			4						\$0.00	\$12,833.00	\$6,249.00				\$1,815.00
COMMUNITY EVENTS															
1	Community Events	Sandford Festival Committee Inc	Sandford Music	The Sandford Bush Music Festival is a participatory Celebration of Bush & Country living. □	Yes	07/03/2025	09/03/2025	Round 1 2020-21 Round 1 2022-23 Round 1 2023-24	\$ -	\$ 58,000.00	\$5,000.00	Eligible - meets funding criteria.	100	Yes	\$5,000.00
15	Community Events	Southwest Environment Alliance	Our Community, Our Environment	To empower our community to address climate change, this project will enhance understanding and inspire action. Commencing in 2024, community engagement activities will lay the groundwork for a February 2025 climate change conference featuring expert speakers. By combining community input with expert knowledge, we will develop an actionable plan to drive positive	Yes	01/10/2024	30/06/2025		\$ -	\$ 47,470.00	\$5,000.00	Have not previously received funding from Council in the Community Grants program rounds	100	Yes	\$5,000.00

19	Community Events	Tri State Games	Tri State Games	Tri State Games is an annual sporting event for adults with a disability. The 2024 and 2025 events are being hosted by Kyeema Support Services in Portland. In 2024 the event will take place over a week beginning 10th November. Sports being provided include aquatics, track & field, team sports and indoor sports. Venues all around Portland will be utilized for the event, including the Basketball Stadium, leisure and aquatic	Yes	09/11/2024	16/11/2024		\$ 1,725.00	\$ 1,725.00	\$1,725.00	Eligible - meets funding criteria.	95	Yes	\$1,725.00
28	Community Events	Portland Runners Club Inc	Portland Running Festival	Use of Professional Road Management. Barco Traffic Management	Yes	02/11/2024	03/11/2024	Round 1 2016-17 Round 1 2016-17 Round 1 2017-18 Round 1 2017-18 Round 2 2017-18 Round 2 2017-18 Round 1 2018-19 Round 1 2018-19 Round 2 2018-19 Round 1 2023-24	\$ -	\$ 13,000.00	\$5,000.00	Eligible - meets funding criteria.	95	Yes	\$5,000.00
30	Community Events	Portland bay Classic Vehicles	Classics By The	Classics by the Bay annual classic vehicle show n shine.□ This will be the 10th anniversary of Classics By The Bay.□ Our aim is to support local service clubs and donate substantial amount of any surplus funds to local not for profit groups and charities.□ In the past we have donated to HEMS 4, Portland Sea Cadets, Portland Coast Guard, Portland Bay Rotary Club, Portland Lions Club and many	Yes	15/02/2025	15/02/2025	Round 1 2022-23 Round 1 2023-24	\$ -	\$ 17,000.00	\$5,000.00	Eligible - meets funding criteria.	90	Yes	\$5,000.00

34	Community Events	Portland Dog Obedience Club Inc	Portland Dog Obedience Competitive Rally and Obedience Trial	The Portland Dog Obedience Club is holding its first competitive Dog Trial in 10 years on the last weekend of November 2024 at Nelson Park, Portland. Dogs and handlers will be competing in obedience and rally events which is a sanctions Dogs Victoria event.	Yes	29/11/2024	02/12/2024	Round 2 2018-19 Round 2 2019-20 Round 1 2022-23 Round 1 2023-24	\$ -	\$ 5,000.00	\$2,000.00	Eligible - meets funding criteria.	90	Yes	\$2,000.00
38	Community Events	Casterton RSL Sub-Branch Inc	Catering Service to Local Organisations	The Casterton RSL Sub Branch would like assistance from the Glenelg Shire to purchase equipment to allow the Sub Branch to provide catering services to other service and sporting organisations in the Casterton township. Catering would be in the form of BBQ steaks, sausages and hamburgers as well as non-alcoholic beverages. The Sub Branch is currently providing such a service as a	Yes	03/11/2024	03/11/2024	Round 2 2021-22 Round 2 2022-23 Round 2 2022-23 Round 2 2023-24	\$ -	\$ 930.00	\$930.00	Eligible - meets funding criteria.	95	Yes	\$930.00
39	Community Events	Portland Classic Auto Club Inc	Portland Classic Auto Club Show & Shine	An opportunity for classic car enthusiasts to show their cars to the public in a family friendly environment. Promoting Portland to surrounding areas by attracting other clubs to come to our town. Last year we had entrants from as far as Stawell. We as a club are endeavouring to promote and grow the show into a bigger and stronger event for the general public and regional car enthusiasts to enjoy. Promoting the	Yes	25/02/2025	26/02/2025	Round 1 2022-23	\$ -	\$ 6,000.00	\$3,000.00	Eligible - meets funding criteria.	90	Yes	\$3,000.00



41	Community Events	Hotspur Management Committee Inc	Making the 2025 Hotspur vintage rally a success	funding to assist the Hotspur community to run a successful event to help it grow into a major event in the area. <input type="checkbox"/> project includes <input type="checkbox"/> -purchase of a teardrop banner to be displayed at similar events all across the south west Victoria and south east south Australia to help promote the event into neighbouring areas. <input type="checkbox"/> -printing of flyers and posters for advertising <input type="checkbox"/> -payment to an authorized first aider to be onsite	Yes	04/01/2025	06/04/2025	Round 2 2019-20 Round 1 2020-21 Round 2 2021-22	\$ -	\$ 945.00	\$945.00	Eligible - meets funding criteria.	90	Yes	\$945.00
43	Community Events	CASTERTON P&A	'24 CASTERTON SHOW ENTERTAINMENT APPLICATION	APPLICATION SEEKS FINANCIAL SUPPORT TO ASSIST WITH ENTERTAINMENT EXPENSES <input type="checkbox"/> ASSOCIATED WITH THE 2024 CASTERTON SHOW.	Yes	06/08/2024	29/11/2024	Round 1 2016-17 Round 1 2016-17 Round 2 2016-17 Round 1 2017-18 Round 1 2017-18 Round 2 2017-18 Round 2 2018-19 Round 1 2019-20 Round 2 2023-24	\$ -	\$ 10,000.00	\$5,000.00	Eligible - meets funding criteria.	90	Yes	\$5,000.00
44	Community Events	Portland and District Kennel Club Inc	Venue fees	Portland and District Kennel Club Inc runs four Championship Dog Shows over a three day weekend in November. With over three hundred people attending this event. Being a major fund raiser for Heywood and Portland.	Yes	08/11/2024	10/11/2024	Round 1 2017-18 Round 2 2017-18 Round 1 2019-20 Round 2 2020-21	\$ 800.00	\$ 1,040.00	\$800.00	Eligible - meets funding criteria.	90	Yes	\$800.00

33	Community Events	Rotary Club of Portland	DEFIBRILLATOR (AED) HEARTSINE SAMARITAN 360P	The Rotary Club of Portland attends many public events through out the Glenelg shire and some times in remoted areas. <input type="checkbox"/> By carrying a defibrillator in our BBQ van or when doing voluntary work in the community it will provide equipment that could save lives while waiting for emergency services to arrive and will improve comes when needed.	No	01/10/2024	30/11/2024	Round 1 2016-17 Round 2 2016-17 Round 1 2018-19 Round 1 2018-19 Round 1 2020-21 Round 1 2020-21 Round 2 2021-22 Round 2 2021-22 Round 1 2021-22 Round 2 2022-23 Round 1 2023-24	\$ -	\$ 1,455.00	\$1,000.00	Not Eligible - outstanding acquittal to be completed from prior funding received	0	No	\$0.00
COMMUNITY EVENT SUBMISSIONS			10						\$2,525.00	\$162,565.00	\$35,400.00				\$34,400.00
RECREATION															
10	Recreation	Portland Lawn Tennis Club	Tennis Clubroom furniture	Our clubrooms has uncomfortable old plastic orange chairs and ugly yellow laminise tables. The visual	Yes	06/09/2024	31/10/2024	Round 1 2016-17 Round 2 2017-18 Round 2 2020-21 Round 2 2021-22	\$ -	\$ 4,485.00	\$2,242.50	Eligible - meets funding criteria.	75	Yes	\$2,242.50
11	Recreation	Casterton Bowling Club	Replacement of outdated equipment	Some of our equipment is old and outdated and therefore inefficient. We are starting an equipment replacement program and would like to replace the current microwave as well as replace the pressure washer. Both pieces of equipment are old and faulty.	Yes	01/09/2024	30/09/2024	Round 2 2019-20 Round 1 2022-23 Round 2 2023-24	\$ -	\$ 1,200.00	\$1,000.00	Eligible - meets funding criteria.	70	Yes	\$1,000.00

12	Recreation	Portland & Far Southwest Poultry Club Inc	Poultry Pavilion Upgrade	Portland and Far Southwest Poultry Club Inc is situated at Yarraman Park Portland. Our club members are situated all over the southwest area from Warrnambool, Cavendish, Hamilton Yambuk, Casterton, Heywood and Portland areas, The Club is currently upgrading the poultry pens from permanent old broken wooden stands to moveable metal shelving enabling better usage of	Yes	09/09/2024	29/09/2024		\$ -	\$ 933.25	\$993.25	Eligible - meets funding criteria.	80	Yes	\$993.25
22	Recreation	Heywood Football Netball Club Inc	Lap tops for the Executive Committee	As the compliance and reporting increases for the volunteer committee members especially in the executive rolls of secretary and treasurer we are relying on volunteers to bring and use their own devices to fill their roles. In addition this impacts the succession planning of the committee as it's not a simple process to transition to a new member to fill the role. If we could have laptops	Yes	01/12/2024	01/03/2025	Round 2 2017-18 Round 1 2021-22 Round 1 2022-23 Round 1 2023-24	\$ -	\$ 947.96	\$947.96	Eligible - meets funding criteria.	75	Yes	\$947.96
23	Recreation	Portland Tigers	Cricket Net Matting	Replacing matting in the cricket nets at Hanlon Park. Initial matting from when the nets were constructed is still there, it now has ripped and in urgent need of replacement before the 24/25	Yes	31/08/2024	30/09/2024	Round 2 2018-19 Round 1 2020-21 Round 1 2021-22 Round 2 2021-22 Round 2 2022-23 Round 1 2023-24	\$ -	\$ 5,662.52	\$2,500.00	Eligible - meets funding criteria.	75	Yes	\$2,500.00

20	Recreation	Narrawong District Association Inc.	2025 Narrawong Bush Nippers Program	The Bush Nippers Program is a water safety program for children aged 5 - 14 years, catering for up to 60 children - locals and visitors (the Caravan Park is full at this time of year). The program is delivered by Life Saving Victoria and runs for 4 days. The children participate in beach activities, water safety education (practical and theoretical), rescue techniques and resuscitation. <input type="checkbox"/>	Yes	06/01/2025	09/01/2025	Round 1 2016-17 Round 1 2016-17 Round 1 2017-18 Round 1 2018-19 Round 2 2018-19 Round 2 2021-22 Round 1 2023-24	\$ -	\$ 15,980.00	\$5,000.00	Eligible - meets funding criteria.	75	Yes	\$5,000.00
25	Recreation	Portland BMX Club	Electric Air Fryer	Our club recently back in March held a state round for BMX which brought over 2,000 people to our community. We found during this our current deep fryer was not big enough to cope with the demand. We hope too next year hold another State round and want to have equipment that will be up to the demand and also a Electric Air Frying will be a healthier alternative then our current deep fryer we use for our weekly club	Yes	01/09/2024	01/01/2025	OOT Grant Round 2 2019-20 Round 2 2020-21 Round 1 2021-22 Round 2 2022-23	\$ -	\$ 8,315.00	\$4,157.00	Eligible - meets funding criteria.	70	Yes	\$4,157.00



26	Recreation	Portland Pony Club	Portland Pony Club Rebuild 2024	Rebuild 2024; the club aims to engage knowledgeable coaches to instruct our riders at our monthly rallies and rebuild equine infrastructure (i.e. obstacles and jumps). Enhancing and rebuilding the equestrian infrastructure will help sustain and attract members, allow the club to host events to ensure club	Yes	01/11/2024	30/06/2025		\$ -	\$ 1,000.00	\$1,000.00	Eligible - meets funding criteria.	70	Yes	\$1,000.00
36	Recreation	Casterton Sandford Football Netball Club	Storage Shed for CSFNC	The CSFNC require a storage shed to store our excess furniture, fittings and equipment. The club hosts club and functions which often require tables and chairs to be removed from the main room. These items are put in the committee room which becomes unusable until the furniture is returned to the main room which can be several days. Having a storage shed will better house and protect these items whilst	Yes	01/11/2024	19/04/2025	Round 1 2016-17 Round 1 2017-18 Round 1 2018-19 Round 2 2020-21 Round 2 2021-22 Round 1 2022-23 Round 2 2022-23	\$ -	\$ 10,000.00	\$5,000.00	Eligible - meets funding criteria.	80	Yes	\$5,000.00

47	Recreation	Portland Squash and Racquetball Club	Security Camera	The Portland Squash and Racquetball Club proposes purchasing rechargeable battery powered security cameras to enhance member and building security. With our member base doubling in 18 months and recently enabled 24-hour member access, ensuring a safe environment is crucial. The cameras will deter unauthorized access, monitor activities, and protect assets, providing valuable evidence in case	Yes	02/09/2024	16/08/2025	Round 1 2019-19 Round 2 2019-20 Round 2 2021-22	\$ -	\$ 999.00	\$999.00	Eligible - meets funding criteria.	95	Yes	\$999.00
5	Recreation	Portland Heywood Field and Game	Defibrillator	We are looking to purchase an automated external defibrillator for our club due to the distance from emergency assistance and the aging membership base.	Yes	01/09/2024	01/11/2024	Round 1 2018-19 Round 2 2019-20 Round 1 2021-22 Round 1 2022-23 Round 1 2023-24 Round 2 2023-24	\$ -	\$ 1,750.00	\$900.00	Eligible - meets funding criteria.	75	Yes	\$900.00
52	Recreation	Heywood and District Pony Club Inc	Clubhouse Rero	Heywood Pony Club is looking to replace or renovate entire current clubrooms. This is the club's long-term goal with help from the broader community with Grant writing and fundraising.□ Presently we can see sky in several big holes through our rusted roof and deteriorating□ internal ceiling. We need to reroof the building as rain is creating further water damage and we need to preserve and act of 1st	Yes	30/09/2024	31/12/2024	Round 1 2018-19 Round 1 2020-21 Round 2 2022-23	\$ -	\$ 6,050.00	\$3,025.00	Eligible - meets funding criteria.	75	Yes	\$3,025.00

2	Recreation	Westerns Football Netball Club	All Weather Shelter Gazebo	Purchase of portable gazebo for club to use as all-weather shelter for use of team officials for use both at Alexandra Park and also for when we travel too away games. Currently we do not have any shelter when we travel for our trainers and team officials to undertake their	Yes	07/09/2024	07/09/2024	Round 1 2018-19 Round 1 2023-24	\$ -	\$ 1,360.00	\$680.00	Eligible - but not recommended due to round being oversubscribed.	70	No	\$0.00
3	Recreation	Portland Golf Club	Vertical Freezers	We would like to replace our 2 chest type deep freezers with 2 new vertical freezers which will be more energy efficient, safer to access and easier to manage stock.	Yes	01/10/2024	31/10/2024	Round 1 2016-17 Round 2 2017-18 Round 2 2018-19 Round 1 2019-20 Round 1 2019-20 Round 1 2020-21 Round 2 2020-21 Round 1 2021-22 Round 2 2023-24	\$ -	\$ 2,200.00	\$1,100.00	Eligible - but not recommended due to round being oversubscribed.	85	No	\$0.00
4	Recreation	Portland Memorial Bowling Club	Hand Rails	Installing handrails on access ramps for people of all abilities to access our club rooms and bowling greens. <input type="checkbox"/> <input type="checkbox"/> Handrails provide crucial support for individuals with mobility issues, helping prevent slips, trips, and falls. <input type="checkbox"/> <input type="checkbox"/> Handrails enable individuals with mobility challenges to use ramps independently. <input type="checkbox"/> <input type="checkbox"/> Installing handrails ensures that the built	Yes	30/09/2024	31/10/2024	Round 1 2021-22 Round 2 2022-23 Round 1 2023-24	\$ -	\$ 13,634.18	\$5,000.00	Eligible - but not recommended due to round being oversubscribed.	65	No	\$0.00
46	Recreation	Gorae Portland Cricket Club	Scoreboard Soft	Our club is needing to purchase cricket scoring software to be able to use the electronic scoreboard at Alexandra Park	Yes	01/10/2024	31/03/2025	Round 2 2021-22 Round 1 2023-24	\$ -	\$ 870.00	\$870.00	Eligible - but not recommended due to round being oversubscribed.	65	No	\$0.00

49	Recreation	Casterton Field and game Inc	New 20 Kva Generator	The Casterton Field and Game Club wish to purchase a 20 KVA power generator. Acquisition of this generator will provide the following: <input type="checkbox"/> New equipment will remove the reliance of the use of private generators. <input type="checkbox"/> Improve the safety standards and OH&S concerns for the users and visitors to our club. <input type="checkbox"/> Ensure equipment used at our grounds is correctly installed and maintained. <input type="checkbox"/>	Yes	01/10/2024	23/12/2024	Round 1 2023-24	\$ -	\$ 10,000.00	\$5,000.00	Eligible - but not recommended due to round being oversubscribed.	70	No	\$0.00
53	Recreation	Casterton Little Athletics Club	New Javelins	The Little Athletics Club would like to buy javelins so we can add this event into our weekly summer meets as requested from our current and potential athletes	No	07/10/2024	28/03/2025	Round 2 2023-24	\$ -	\$ 606.10	\$616.10	Not Eligible - outstanding acquittal to be completed from prior funding received	0	No	\$0.00
RECREATION SUBMISSIONS			20						\$0.00	\$85,993.01	\$41,030.81				\$27,764.71
PUBLIC HALLS															
14	Public Halls	Dartmoor Bowling Club Inc	stove upgrade	replacing an aged gas stove with a duel fuel stove	Yes	01/10/2024	28/02/2025	Round 2 2017-18	\$ -	\$ 2,390.00	\$1,195.00	Eligible - meets funding criteria.	45	Yes	\$1,195.00
7	Public Halls	Bahgallah Memorial Hall Committee Inc	Bahgallah Hall Kitchen Servery	Minor Works to install a Servery at Bahgallah Memorial Hall from Kitchen to service Main Hall. This will involve installation of a roller style servery door and upgrading of kitchen bench to allow direct access from kitchen preparation area to main hall area.	Yes	01/10/2024	30/11/2024	Round 2 2018-19 Round 1 2019-20 Round 2 2019-20 Round 1 2020-21 Round 1 2020-21 Round 2 2020-21 Round 1 2021-22 Round 2 2021-22 Round 1 2022-23 Round 1 2022-23 Round 2 2022-23 Round 1 2023-24	\$ -	\$ 2,975.00	\$1,475.00	Eligible - meets funding criteria.	85	Yes	\$1,475.00
31	Public Halls	Dartmoor Hall and Recreation Reserve Committee	Upgrading Kitchen Sink	Upgrading from a single sink unit to a 1 and 3/4 bowl sink unit	Yes	01/10/2024	31/12/2024	Round 2 2016-17 Round 2 2017-18 Round 2 2019-20 round 2 2021-22	\$ -	\$ 575.00	\$575.00	Not Eligible - application does not meet the funding criteria as a State Government Entity	0	No	\$0.00



8	Public Halls	Digby Recreation Reserve and Hall Committee of Management	community grants program 2024-25	to purchase a new zero-turn ride on mower.	Yes	01/09/2024	01/11/2024	Round 1 2016-17 Round 2 2016-17 Round 1 2017-18 Round 2 2017-18 Round 2 2018-19 Round 2 2020-21 Round 1 2021-22 Round 1 2023-24	\$ -	\$ 9,000.00	\$4,500.00	Not Eligible - application does not meet the funding criteria as a State Government Entity	0	No	\$0.00
9	Public Halls	Merino Mechanics Institute	Block out Roller Blinds	Provision and installation of Block out Roller Blinds for the largely glazed west facing public foyer entrance for the environmental protection of our hall patrons and visitors.□ This important section of our hall is used extensively for check-in and other reception tasks and can become quite uncomfortably hot, even extreme in the summer months, making this project a priority for health and safety reasons.□	Yes	02/09/2024	30/11/2024		\$ -	\$ 1,420.00	\$1,210.00	Not Eligible - application does not meet the funding criteria as a State Government Entity	0	No	\$0.00
PULBIC HALL SUBMISSIONS			5						\$0.00	\$16,360.00	\$8,955.00				\$2,670.00
COMMUNITY STRENGTHENING															
13	Community Strengthening	Dartmoor Football Netball Club	Dartmoor Complex Renewal	The Dartmoor Football Netball Club complex is one of the most used community buildings in Dartmoor, hosting football, netball, and cricket games in addition to community meetings, and private celebrations. The current carpet in the building is more than 40 years old, littered with stains and threadbare in some areas. Funding is sought to replace the tired carpet with carpet squares.	Yes	01/12/2024	31/12/2024	Round 2 2019-20 Round 2 2020-21	\$ -	\$ 11,720.00	\$5,000.00	Eligible - meets funding criteria.	70	Yes	\$5,000.00

16	Community Strengthening	Southern 500 Speedway Portland	Bushfire Emergency Management Policy	We have developed a Bushfire Emergency Management Plan, in line with CFA and Rural Fire Services Victoria. We require signage and CFA water tank couplings to ensure the integrity of the plan.	Yes	21/10/2024	24/03/2025	Round 1 2016-17 Round 2 2018-19 Round 2 2019-20 Round 1 2021-22 Round 2 2021-22 Round 1 2022-23 Round 1 2023-24	\$ -	\$ 715.00	\$715.00	Eligible - meets funding criteria.	60	Yes	\$715.00
18	Community Strengthening	Portland RSL Sub-Branch Inc	Portland RSL computer	The Portland RSL Sub-Branch is in need of a new desktop computer for use in the office, to replace a computer that is about 10 years old and uses an operating system that is no longer supported by Microsoft.	Yes	01/10/2024	30/10/2024	Round 1 2023-24	\$ -	\$ 959.00	\$959.00	Eligible - meets funding criteria.	70	Yes	\$959.00
21	Community Strengthening	Portland Scout Group	New Gazebo for Fundraising and Community Events	We would like to purchase a commercial grade gazebo to use as cover for fundraising events, such as fundraising BBQs within Shire community events, as well as shade and shelter for our group and youth at our own events and camping trips.	Yes	07/10/2024	01/08/2025	Round 1 2020-21 Round 2 2022-23	\$ -	\$ 649.00	\$649.00	Eligible - meets funding criteria.	60	Yes	\$649.00
32	Community Strengthening	Rotary Club of Portland Bay Inc.	Enhancing Service opportunity with Coffee Van	RCPB would like to enhance goods available from our Coffee Van to be able to improve and expand services to recipients at community events. In particular offer an improved variety of drinks being served especially for young people. We would like to serve cold drinks and add ice-cream to some drinks and pancakes. This has been a request at many of our community events. To do this we need to have a small portable	Yes	05/09/2026	30/09/2024	Round 1 2019-20 Round 2 2020-21 Round 2 2021-22	\$ -	\$ 950.00	\$950.00	Eligible - meets funding criteria.	70	Yes	\$950.00

40	Community Strengthening	Portland Community Garden Inc	Poly Tunnels	Development and building of two 18m long poly grow tunnels with internal raised beds for growing vegetables. The tunnels are used to grow vegetables by students and community members of all abilities. Poly tunnels also extend the growing season and are very good for teaching purposes	Yes	02/01/2025	02/02/2025	Round 1 2018-19 Round 2 2020-21 Round 1 2021-22 Round 1 2023-24	\$ -	\$ 9,500.00	\$3,500.00	Eligible - meets funding criteria.	85	Yes	\$3,500.00
50	Community Strengthening	FUNKY Hearts Inc	Clothing Exchange: Strong frontage = greater access!	Our popular Children's Clothing Exchange is in dire need of a street frontage improvement. Currently with 850+ families registered to access free kids clothes, goods, toys and uniforms, a shopfront-style upgrade has the potential for many more families to access the service, which is currently only available during our centre's opening hours. Many users often request access to the exchange on	Yes	11/11/2024	29/11/2024	Round 1 2018-19	\$ -	\$ 9,500.00	\$4,650.00	Eligible - meets funding criteria.	75	Yes	\$4,650.00

27	Community Strengthening	Nelson Men's Shed Inc.	Block Fencing Project	The Nelson Men's Shed are the licences of Crown Allotment 3001859, 26 North Nelson Road, Nelson. 3292. Victoria. □ This is a .11 hectare block of unfenced vacant land to the north of Tea Tree Road and bordering the Nelson State Forrest to the east. □ We need to fence it for vermin control and unauthorized green waste dumping by local residents.	Yes	05/11/2024	19/11/2024	OOT Grant x 3 Round 1 2021-22 Minor Grant 2022-23	\$ -	\$ 4,302.00	\$2,582.00	Eligible - but not recommended due to round being oversubscribed.	65	No	\$0.00
45	Community Strengthening	Days4Girls Portland Vic	Hygiene Kits	We make female hygiene kits to send to women/girls in third world countries.	Yes	01/09/2024	31/08/2025	Round 2 2022-23 Round 1 2023-24 Round 2 2023-24	\$ -	\$ 1,000.00	\$1,000.00	Eligible - but not recommended due to round being oversubscribed.	75	No	\$0.00
17	Community Strengthening	Promoting Portland Inc	Selfie Posts	The installation of five Selfie Posts around the Portland and Cape Bridgewater area will offer a delightful experience for tourists and visitors. Strategically positioned to showcase stunning backdrops, these vibrant, eye-catching posts provide perfect photo opportunities with the area's breathtaking landscapes. Each post is designed to enhance your selfie outcome, ensuring	Yes	01/10/2024	30/11/2024		\$ -	\$ 8,257.76	\$1,628.88	Not Recommended	90	No	\$0.00
PULBIC HALL SUBMISSIONS			10						\$0.00	\$47,552.76	\$21,633.88				\$16,423.00
TOTAL SUBMISSIONS			49								\$ 113,268.69			Total round allocation	\$ 83,072.71
														In Kind	\$ 2,525.00

[illegible]



# Arts & Culture Action Plan Progress Report (2023/2024)

Glenelg Shire Council







## Acknowledgement of Country

Glenelg Shire Council respectfully acknowledges the Gunditjmara, Jardwadjali in the north and Boandik to the west as the Traditional Owners of the land that the Glenelg Shire encompasses.

Aboriginal and Torres Strait Islander People provide an important contribution to Australia's cultural heritage and identity.

We pay our respects to the Aboriginal and Torres Strait community living throughout the Glenelg Shire and we thank them for their significant contributions to life in Glenelg.

## Your feedback is welcome

If you'd like to discuss this report, please contact the relevant Council officer below, or reach out to the general email address to see how you can get involved or stay informed.

### Manager Libraries and Arts – Tanya Flockhart

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## Accessibility

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**Image Acknowledgements:** All photographs by Damian Goodman for Glenelg Shire Council.





## Background:

### Arts & Culture Action Plan 2023-2024

#### Our goal

To strengthen connected and inspiring creative Glenelg Shire communities. Achieving this will create healthy and well communities, safe, engaged, and inclusive communities, experiences to enrich community life [and] enhanced relationships with the traditional owners of the region. (Arts & Culture Strategy)

#### Scope

The Arts & Culture Strategy identifies six focus areas. Our plan was broken into these areas.

This was a one-year action plan to measure our delivery against strategic goals. The plan is based on financial year, in alignment with Council budgets.

#### Errata

Some goals were originally listed under the incorrect focus areas in the Plan, (e.g. “*Review and streamline administrative structures supporting Arts & Culture*” was listed under *Focus Area 1* in the plan rather than *Focus Area 3*). This report moves these goals to the correct focus area for greater clarity.

#### Reporting

As well as this Report, Arts & Culture outcomes are included in the Council Annual Report and the Council Plan Quarterly Report.

## Focus area 1: Increase recognition of First People's cultural heritage

Outcome: First People's culture is visible, heard and celebrated.

Action	Confirmed Measure	2023/2024 Outcomes
Present work for and by First Nations people.	Our annual arts program will include two or more events/projects with First Nations focus per annum.	<p>Exhibitions Presented</p> <ul style="list-style-type: none"> <li>Christine Pearce, Saltwater Edge and Below 2023</li> <li>Kellie Frankland-Saunders, Lava Flow 2024</li> </ul> <p>Performances Presented</p> <ul style="list-style-type: none"> <li>Reckoning, a new musical by First Peoples of Australia and Aotearoa (New Zealand)</li> <li>Award winning singer songwriter Emma Donovan, supported by Gunditjmara artist, Jayden Lillyst.</li> </ul> <p>Arts staff completed Cultural Awareness training ahead of original schedule.</p>
Support development of local First Nations creatives to create new bodies of work and present them to an audience.	<p>Consult with community to confirm need.</p> <p>Develop the program with input from stakeholders.</p>	<p>Developed partnership with Gunditj Mirring to co-curate a future First Nations Gallery in the Maritime Museum, project funding recently received.</p> <p>Supporting the development of <i>Mongrel Tongue</i> a new play from Nazaree Dickerson.</p>

## Focus area 2: Nurture our young creatives through cultural opportunities

Outcome: Young people's creativity is supported and valued.

Action	Confirmed Measure	2023/2024 Outcomes
Collaborate with the Youth Team to present Theatrepalooza (Sept 23).	Improve promotion. Increase participation.	<p>From 2022, the number of participants increased from 11 to 24 and the audience increased from 62 to 108.</p> <p>Qualitative data showed, that as with many arts projects, the impact of Theatrepalooza provided important development opportunities for vulnerable young creatives. After evaluation was completed, Theatrepalooza has become an ongoing feature of the Portland Arts Centre (PAC) program. We will continue to collaborate with the Youth Team on promotion and participation.</p>
Deliver appropriate opportunities for local school-aged audiences to access arts activities at council venues.	<p>One school-aged audience appropriate show delivered each term for primary-aged students.</p> <p>Establish feasibility of novel or specialised ticket sales strategies which entice young audiences.</p>	<p>Our education program delivers one show a term to primary school groups.</p> <p>The Exhibitions and Collections team have designed and delivered a programme of activities supporting the Victorian Curriculum to school groups and home learners as well as school holiday activities focussing on art, history, and the natural world across the Shire.</p> <p>Education tickets were introduced and marketed through secondary schools and youth groups. This allows young people access to \$10 tickets to a wide range of shows in our program with the use of a coupon code. As our secondary schools often lack the numbers to run drama or theatre studies classes, this is an avenue for interested students to access to the Arts.</p>

<p>Nurture individual young people through professional experiences and opportunities.</p>	<p>Maintain provision of paid Trainee work program across Community Services.</p> <p>Offer Arts &amp; Culture work experience placement for at least one local school student.</p>	<p>Council's Community Services trainee spent time with the Arts unit, gaining hands on experience in arts administration, marketing, sales, technical production, collection management and exhibition development.</p> <p>The PAC held sound and lighting workshops for young people teaching them the skills to run a small live music event held in collaboration with Council's Youth team.</p>
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### Focus area 3: Develop the unique culture, heritage and stories

Outcome: the depth of the shire's rich history is celebrated, maintained, and progressed in a contemporary context.

Action	Confirmed Measure	2023/2024 Outcomes
Review and streamline administrative structures supporting Arts & Culture	<p>Strategic review of all services provided by Arts &amp; Culture.</p> <p>Establish KPIs and metrics for measuring success to create a baseline for future growth.</p>	<p>A comprehensive review of the Arts and Culture Unit was undertaken with staff input. This led to the amalgamation of the Arts unit with Council's library services, to maximise our shared resources, goals, to expand audiences and deliver programs and events more effectively and efficiently.</p> <p>Operationally a strategic workplan has been established. Units now tracks projects and KPIs through Power Bi, generating metrics to enabling alignment to strategic goals, tracking and reporting.</p>
Strengthen and consolidate policy and procedural documents with a focus on streamlining processes.	Update policy and procedure documents relating to Arts & Culture.	Postponed to accurately reflect the restructured unit. Planned activity for 2024-2025.
Present an annual arts program that reflects the lives and interests of our community.	<p>Maintain provision of high-quality arts program.</p> <p>Maintain venues and technical equipment.</p>	<p>The Performing Arts Program Coordinator and the Manager Libraries and Arts attended Showcase VIC in May 2024 to view the touring product on offer and discuss suitability and engagement opportunities for our specific audiences.</p> <p>In January 2024, a full time Venue and Production technician commenced with the unit, who has been able to make significant improvements to our technical capabilities, equipment management, and specialist OH&amp;S issues.</p>

Improve offerings for the community – private function hire and community venue use.	Review venue hire governance across the shire to support community/NFP access to spaces and review hire agreements for technical support improvements.	<p>Collaboration with Customer Service and Digital Glenelg to improve these functions – which will come online with the new ERP.</p> <p>Achievements this year include development of a fee waiver / reduction policy, online booking forms, and workflows to ensure tech support requirements for hall bookings are captured and actioned in a timely manner.</p>
Streamline and develop promotional strategies that are relevant for our community.	<p>Hardcopy offerings for the community are evaluated and improved.</p> <p>Support usage of Digital Glenelg App.</p>	<p>The printed PAC/Arts program has been reimaged into a compact fold out calendar design that is more affordable, more sustainable, and easier to use.</p> <p>The Digital Glenelg app has been utilised to list events and attractions. There will be a review of the ongoing use of the app, balancing the resources used to maintain listings, with the app's public usage and technical reliability.</p>

## Focus area 4: Cultivate activation in our creative spaces

Outcome: A Shire with diverse, inclusive programming and a community connected to our spaces and cultures.

Action	Confirmed Measure	2023/2024 Outcomes
Work collegiately with colleagues from across Council to improve service provision for the community.	Establish at least one 'quick win' opportunity creating synergies and alignment for service provision collaboratively across Council units.	<p>Several 'quick wins' including:</p> <ul style="list-style-type: none"> <li>• Running sound and lighting workshops with Council's Youth team</li> <li>• School holiday programs in the Portland Maritime Museum in conjunction with the Visitor Services team.</li> <li>• Seniors Festival events, including a free performance in Portland (with bus service) and Tea &amp; Treasures sessions in smaller communities.</li> <li>• Implemented quiet hour in the Portland Maritime Museum, and an autism awareness month screening at PAC working with Council's Access and Inclusion Officer.</li> <li>• Working with the VIC staff around museum engagement activities for all age groups, such as SAVED! A Celebration of the Admella and Portland Lifeboat.</li> <li>• Working with Council's Economic Development unit to assist the Casterton &amp; District Historical Society in a major collection management project.</li> <li>• Providing sound and lighting services to several council events across the Shire.</li> </ul>

Champion renewal of Council's Arts & Cultural venues.	Investment Logic Roadmap for Creative Precinct.	<ul style="list-style-type: none"> <li>• The PAC roof was re-sheeted, reducing issues related to water ingress.</li> <li>• New climate-controlled art storage facility including bespoke art racks and collections shelving installed at the PAC, through Regional Collections Access Project funding. Heating and cooling in the foyer, gallery, office and meeting rooms installed as part of this project.</li> <li>• Maritime Museums of Australia Project Support Scheme Grant through the Australian Maritime Museum</li> </ul>
Support community engagement with Council's Community Grants program.	Establish relevant local information on auspicing to share with community to enable informal groups and individuals to access grants program supported by an auspicer.	<p>Action superseded by Council's new community funding policy and the new Grants Officer role</p> <p>Support provided to the grants program providing industry specific advice to Council staff and applicants</p>

## Focus area 5: Support and develop our creatives to thrive

Outcome: A flourishing and inspiring creative community in our shire.

Action	Confirmed Measure	2023/2024 Outcomes
Support Portland History House through existing formalised agreement.	Maintain relationship with user group.  Refresh digital presence across Council assets and additional sites, e.g. directories.	Attended regular meetings including the AGM. Support provided regularly through collections advice and letters of support for grant applications. New 5 year service agreement and lease for the Portland Family History Groups lease of Portland History House.  Digitisation training provided through the Australian Museums and Galleries Association Victoria to help group work towards bringing their collection online.
Support Julia Street Creative Space Inc through existing formalised agreement.	Maintain relationship with user group.  Arts & Culture Manager to attend meetings.	Lease agreement was rewritten including deliverables.  Arts staff have taken tours of Julia Street to familiarise themselves with the resources and opportunities provided to the community by the facility, and further relationships with their executive and volunteers.
Support Council for Encouragement of Music and the Arts (CEMA) through existing formalised agreement.	Maintain relationship with user group.  Neaten and professionalise experience for user group at the PAC venue (back of house).	Support CEMA groups through regular use of PAC for meetings and rehearsals, plus two one-week seasons set aside for the Theatre Group productions. Assistance provided for their productions with discounted box office services and free marketing support.  New heating / cooling and easier to move trestle tables installed in meeting room to enhance the comfort and safety of the user groups.

Support formal and informal groups across the community as needed.	Provide bespoke support and advice to community groups across the shire.	<ul style="list-style-type: none"> <li>• RSL conservation advice provided.</li> <li>• Portland Family History Group attendance at meetings and support provided as required.</li> <li>• Casterton and District Historical Society support provided for collection relocation project.</li> <li>• Warrock Homestead – digitisation training provided</li> </ul>
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## Focus area 6: Use arts and culture to connect the community and inspire ideas

Outcome: A community which is connected, informed, engaged, and inspired.

Action	Confirmed Measure	2023/2024 Outcomes
Reactivate Arts & Culture engagement in Glenelg Shire post-pandemic.	Assessment and evaluation of performing arts program to establish a new baseline.	Delayed due to organisational restructure – to be completed in 2024-25 plan
Connect our shire's residents with new opportunities to expand their cultural experiences.	Explore ticket options which encourage the community to explore and try new types of performances.	Three new ticketing initiatives implemented: <ul style="list-style-type: none"> <li>• Education tickets</li> <li>• Mob Tix</li> <li>• Ticket Guarantee</li> </ul>
Streamline approaches to electronic marketing and add value to PAC Membership.	Database cleanse (online and hardcopy) reviewing costs and return on investment.	Database cleansed, and costs reduced through redesign of the PAC/Arts program
Work with Regional Arts Victoria in the delivery of the South-West Creative Industries Strategy.	Implement the Strategy, (available at: <a href="http://www.rav.net.au">www.rav.net.au</a> ).	Arts staff attendance at Regional Arts Victoria (RAV) South West Creative Industries Strategy meetings  Currently reviewing strategy for renewal process being undertaken by RAV



# Arts & Culture Action Plan (2024/2025)

Glenelg Shire Council





### **Your feedback is welcome**

If you'd like to discuss this plan, please contact the relevant Council officer below, or reach out to the general email address to see how you can get involved or stay informed.

### **Manager Libraries and Arts – Tanya Flockhart**

e-mail: [tflockhart@glenelg.vic.gov.au](mailto:tflockhart@glenelg.vic.gov.au)

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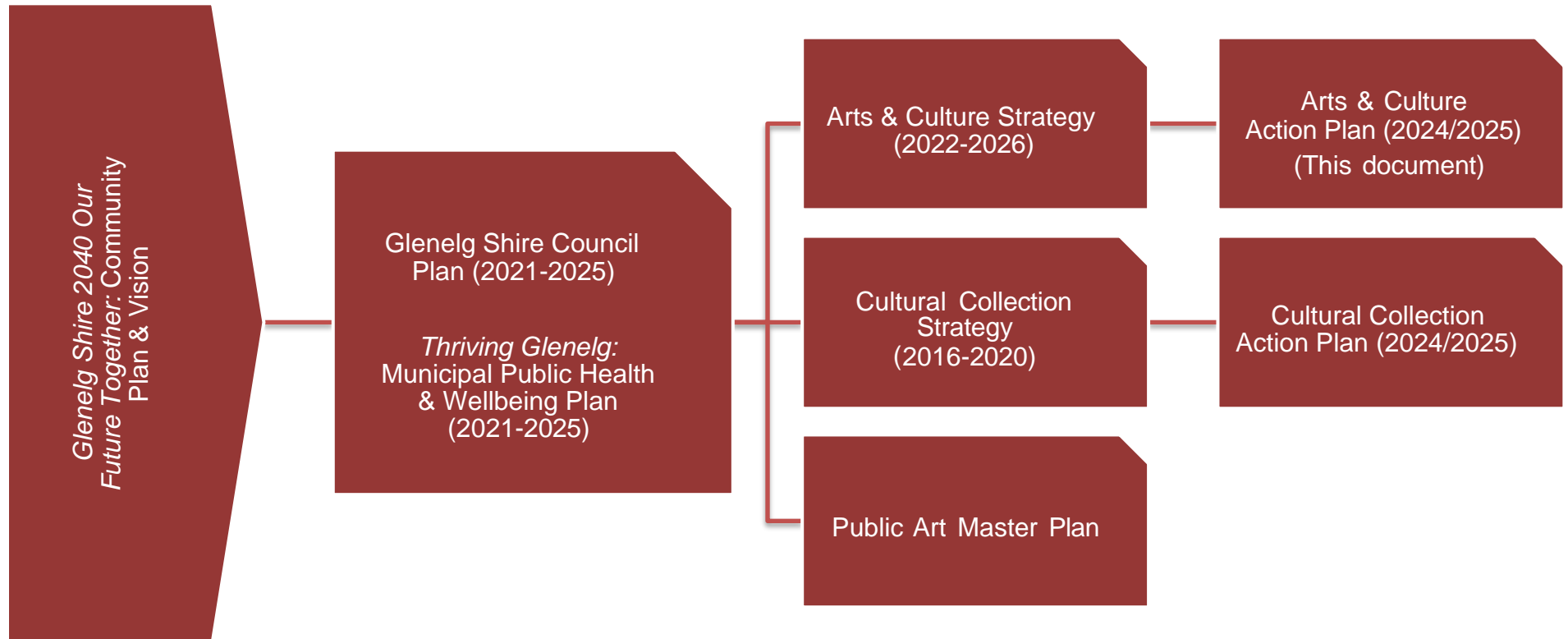


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## Strategic Alignment





## Relevant themes and priorities from: 2040 Our Future Together: Community Plan & Vision

Our industry, education and employment	
Priority 5: Willingness to explore alternative business practices.	5.1: New business start-ups using contemporary or cutting-edge practices and business awards for innovation.
Priority 6: Supporting our youth and retaining our population.	6.2: Expand programs, initiatives, and curriculum at local schools.
Priority 7: Capitalise on economic growth through tourism.	<p>7.1: Increase the number of visitors per year.</p> <p>7.1.1: Grow event tourism by better promotion of activities and events across the Shire.</p> <p>7.1.3: Rejuvenate local towns with food, wine, cycling and artisan trails across the Shire.</p> <ul style="list-style-type: none"> <li>Continuing to extend the Kelpie Trail around Casterton, explore development of the Rail Trail from Casterton to Sandford and Merino.</li> <li>Expanding the arts trail throughout the shire.</li> </ul>
Our lifestyle, neighbourhoods and culture:	
Priority 17: Invest in our appearance and protect our history.	<p>17.1.1: Encourage the beautification and strengthened identity of townships, e.g.</p> <ul style="list-style-type: none"> <li>Street art and public art.</li> </ul> <p>17.1.2: Protect and maintain Indigenous and European settlement heritage sites and historic buildings.</p> <p>17.1.3: Support the activation of vacant or empty shop fronts through temporary use of properties by artists, small businesses or through promotion and celebration of local produce.</p> <p>17.1.4: Recognise and honour Indigenous history and culture of the area:</p> <ul style="list-style-type: none"> <li>Providing storytelling opportunities.</li> <li>Identify public art opportunities.</li> <li>Sharing both histories side by side, First Nation along with European settlement.</li> <li>Celebrating history through public events.</li> </ul>

Priority 18: Well-maintained facilities allow further public use.	18.1.1 Ensure our public amenities and community spaces are well maintained and responsive to current recreational trends and community needs. 18.2.2 Support community organisations running community events and activities through training and in-kind support. 18.2.3 Expand upon structured and unstructured recreational, entertainment and art opportunities, especially for young people.
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### Relevant visions from: *Thriving Glenelg: Municipal Public Health & Wellbeing Plan*

<b>Our community vision is</b>
By 2040, Glenelg Shire is known as a very liveable region of Australia, featuring rich Indigenous heritage, outstanding natural beauty, and providing access to diverse economic and educational opportunities.
<b>Our health &amp; wellbeing vision is</b>
Glenelg Shire is a thriving, resilient, connected, and safe community where all residents can access appropriate services and fully participate in all life has to offer.

### Relevant themes and priorities from: *Council Plan 2021-2025*

<b>Our education, employment, and industry</b>
We aim to support our local businesses to increase their vitality and prosperity, explore alternative and innovative business practices, support our youth and retain our population, capitalise on economic growth through tourism and encourage diverse employment opportunities.
<b>Our lifestyle, neighbourhood and culture</b>
We aim to invest in our appearance and protect our history, ensure our facilities are well maintained and enable possibilities in the use of land while protecting the natural environment.



## Arts & Culture Action Plan

### Our goal

To strengthen connected and inspiring creative Glenelg Shire communities. Achieving this will create healthy and well communities, safe, engaged, and inclusive communities, experiences to enrich community life [and] enhanced relationships with the traditional owners of the region. (Arts & Culture Strategy)

### How to read this plan

The Arts & Culture Strategy identifies six focus areas. Our plan is broken into these areas.

This is a one-year action plan. A confirmed measure is outlined with an anticipated measure provided for the following year to indicate potential future development. The plan is based on financial year, in alignment with Council budgets.

### Reporting

An Arts & Culture Evaluation/Progress Report will be developed at the end of the year, tracking achievements against the action items in this plan. Arts & Culture reporting is also included in the Council Annual Report and the Council Plan Quarterly Report.

## Focus area 1: Increase recognition of First People's cultural heritage

**Outcome:** First People's culture is visible, heard and celebrated.

Action	Confirmed Measure 2024/2025	Anticipated Measure 2025/2026
Present work for and by First Nations people.	<p>Maintain programming target of two or more events projects with First Nations focus per annum.</p> <p>Cultural Awareness training for staff delivered ahead of schedule, completed in 2023-24.</p> <p>Expand connection and engagement with First Nations audiences.</p>	<p>Maintain programming target.</p> <p>Continue to build connection and engagement with First Nations audiences.</p> <p>Finalise delivery of the Nyamat Mirring Gallery project at the Portland Maritime Museum.</p>
Support development of local First Nations creatives to create new bodies of work and present them to an audience.	<p>Investigate an annual First Nations development grant by:</p> <ul style="list-style-type: none"> <li>Consulting with community to confirm need.</li> <li>Confirming long-term budget feasibility.</li> </ul> <p>Support successful creatives through real-life professional experiences in the lead up to presenting their work.</p> <p>Presentation of work incorporated into Council's regular Arts program.</p>	<p>Continue to support development opportunities for first nations creatives, through professional opportunities for experimentation and presentation.</p>
Continue to partner with other GSC work units to support initiatives that support First Nations Culture	<p>Partner to provide programs for National Reconciliation Week and other projects that arise</p>	<p>Partner to provide programs for National Reconciliation Week and other projects that arise</p>

## Focus area 2: Nurture our young creatives through cultural opportunities

**Outcome:** Young people's creativity is supported and valued.

Action	Confirmed Measure 2024/2025	Anticipated Measure 2025/2026
Present Theatrepalooza (September 2024).	Evaluate the project to confirm ongoing presentation. <i>Achieved ahead of schedule – incorporated into ongoing program.</i>  Explore regular after school options or alternative delivery models based on need.	Continue to run Theatrepalooza if meeting operational targets.  Continue to partner with youth team to deliver creative skill building workshops.
Upwelling Youth Arts Program 2024 – One Off Funding	Develop and deliver an arts project for Upwelling Festival 2024	Continue to explore opportunities for youth to engage in Upwelling Festival
Deliver appropriate opportunities for local school-aged audiences to access arts activities at council venues.	One school-aged audience appropriate show delivered each term for primary-aged students.  Partner with other Council units to deliver arts activities for schools.  Deliver a range of creative activities as part of GSC's school holiday program.	One school-aged audience appropriate show delivered each term for primary-aged students.  Partner with other Council units to deliver arts activities for schools. Deliver a range of creative activities as part of GSC's school holiday program.
Nurture individual young people through professional experiences and opportunities.	Maintain participation in Trainee work program across Community Services.  Investigate opportunities to embed a youth representative in the Cultural Collections Reference Group	Continue to identify professional development opportunities in collection management.  Investigate technical services trainee position – an identified Priority Apprenticeship area for the Federal Government.



### Focus area 3: Develop the unique culture, heritage and stories

**Outcome:** The depth of the shire's rich history is celebrated, maintained, and progressed in a contemporary context.

Action	Confirmed Measure 2024/2025	Anticipated Measure 2025/2026
Strengthen and consolidate policy and procedural documents with a focus on streamlining processes.	Update policy and procedure documents relating to Arts & Culture  Develop Cultural Collection Strategy and Action Plan  Review and develop Public Art Master Plan	Investigate feasibility to undertake the Museum Accreditation Program
Present an annual arts program that reflects the lives and interests of our community.	Maintain provision of high- quality arts program  Maintain venues and technical equipment	Maintain provision of high-quality arts program  Maintain venues and technical equipment
Streamline and develop promotional strategies that are relevant for our community.	Continuous improvement of web and social media digital assets  Develop the Portland Maritime Museum website	Continuous improvement of web and social media digital assets

## Focus area 4: Cultivate activation in our creative spaces

**Outcome:** A Shire with diverse, inclusive programming and a community connected to our spaces and cultures.

Action	Anticipated Measure 2024/2025	Anticipated Measure 2025/2026
Work collegiately with colleagues from across Council to improve service provision for the community.	Look for opportunities to support writers in South West Victoria in partnership with Glenelg Libraries	Investigate opportunity to partner with Tourism and Events team on programs and events
Champion renewal of Council's Arts & Cultural venues.	<p>Undertake internal review of a draft Investment Logic Roadmap and determine next steps</p> <p>Establish a Presentation Venues Maintenance and Renewal Plan</p> <p>Seek external funding to add value to the Arts program</p> <p>Undertake venue upgrades funded by the Creative Neighbourhoods Infrastructure Support Program across the Shire</p>	<p>Implement ongoing maintenance and renewal plans</p> <p>Seek external funding for creative infrastructure</p>
Support community engagement with Council's Community Grants program.	Continue to offer specialist advice to applicants as required on potential projects, auspicing, strategic alignment to council plans, and external funding opportunities.	Continue to offer specialist advice to applicants as required on potential projects, auspicing, strategic alignment to council plans, and external funding opportunities.
Improve offerings for the community – private function hire and community venue use.	<p>Explore opportunities to streamline venue hire and venue management with Council's new Enterprise Resource Planning software</p> <p>Develop hire packages for PAC for common</p>	Implement and evaluate new hire packages

	hire usage in preparation for 2025-2026 Fees and Charges	
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## Focus area 5: Support and develop our creatives to thrive

**Outcome:** A flourishing and inspiring creative community in our shire.

Action	Anticipated Measure 2024/2025	Anticipated Measure 2025/2026
Support Portland History House through existing formalised agreement.	Support History House in their marketing activities as required Redevelop exhibition space within History House	Continue to provide support in line with service/lease agreement
Support Julia Street Creative Space Inc through existing formalised agreement.	Support the service's audience development projects Provide a reporting template to measure against GSC strategic goals	Continue to provide support in line with service/lease agreement
Support Council for Encouragement of Music and the Arts (CEMA) through existing formalised agreement.	Present a CEMA history exhibition to celebrate the 50th anniversary of the Performing Arts Centre Continue to support CEMA's activities in Council venues as required	Continue to provide support in line with service/lease agreement
Support formal and informal groups across the community as needed.	Identify opportunities to continue to support local creative groups throughout the shire	Identify opportunities to continue to support local creative groups throughout the shire

## Focus area 6: Use arts and culture to connect the community and inspire ideas

**Outcome:** A community which is connected, informed, engaged, and inspired.

Action	Anticipated Measure 2024/2025	Anticipated Measure 2025/2026
Reactivate Arts & Culture engagement in Glenelg Shire post-pandemic.	<p>Assessment and evaluation of performing arts program to establish a new baseline</p> <p>Audience gaps/areas of improvement identified, leading to targeted programs to improve service delivery</p> <p>Implement a customer satisfaction survey to benchmark against previous results</p>	<p>Evaluate and develop actions from Customer survey results</p> <p>Target programs at identified gaps</p> <p>Continuous evaluation of activities and programs</p>
Connect our shire's residents with new opportunities to expand their cultural experiences.	<p>Delivery of PAC marketing strategy</p> <p>Explore ideas to attract new attendees</p>	<p>Development and implementation of new attendee attraction strategies</p> <p>Review impact of marketing strategy</p>
Streamline approaches to electronic marketing and add value to PAC Membership.	Explore options for Membership Program growth/new initiatives	Continue to explore options for Membership Program growth/new initiatives
Work with Regional Arts Victoria in the delivery of the South-West Creative Industries Strategy.	Maintain ongoing regional and strategic relationships	Continue to grow and nurture regional and South West relationships and partnerships



## COUNCIL POLICY



<b>TITLE:</b>	CEO Employment and Remuneration Policy
<b>ID NUMBER:</b>	CPO-CEO-OD-001 (Doc Set ID: TBC)
<b>DEPARTMENT:</b>	CEO Department
<b>UNIT:</b>	People and Culture
<b>RESPONSIBLE OFFICER:</b>	Manager of People & Culture

<b>ADOPTED DATE AND BY WHOM:</b>	
<b>EXPIRY DATE:</b>	
<b>REVIEW DATE:</b>	<i>This policy will be reviewed every four years or as required by any legislative or council changes.</i>

<b>AVAILABILITY:</b>	Organisation wide	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Internet	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Sou Wester (Responsible Officer to prepare article)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

## **1. References**

Recruitment and Selection of Staff Policy  
Staff Code of Conduct  
Workplace Bullying, Harassment and Discrimination Prevention  
Performance Improvement Procedure  
Chief Executive Officer Employment Contract  
Chief Executive Officer Performance Indicators  
Local Government Act 2020 (Vic)  
Charter of Human Rights & Responsibilities Act 2006  
Fair Work Act 2009 and National Employment Standards (NES)  
Equal Opportunity Act 2010  
Gender Equality Act 2020  
Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019  
Records Management Policy

## **2. Purpose**

This policy is a requirement of the Local Government Act 2020 (Section 45) and outlines the way in which Council will manage the recruitment and appointment of its Chief Executive Officer (CEO). It provides consistency for contract inclusions, performance monitoring and requirements for annual review.

## **3. Scope**

This CEO Employment and Remuneration Policy (the Policy) applies to activities undertaken by the elected Council and candidates or incumbents of the Chief Executive Officer position.

## **4. Council Policy Principles**

The employment cycle of a CEO is a core responsibility of the elected Council. This policy outlines the mechanisms which will support the Council in fulfilling its obligations regarding CEO employment and remuneration.

Council will carry out its functions relating to the appointment, remuneration and performance appraisal of the CEO in accordance with the following principles:

- CEO employment and recruitment processes will be based on decision-making principles and criteria that are fair and reasonable and applied consistently.

- CEO remuneration should be competitive. Remuneration should be set at a competitive level for the relevant market and sector in order to attract and retain talent, including regard for Council's fiscal and economic conditions.
- CEO performance reviews should be based on the proper assessment of an individual's work-related qualities, abilities and potential against the genuine requirements of the role.
- Ensure there is a process for the CEO to provide feedback to Council on its performance.
- All decisions and actions are conducive to ongoing good governance with documentation that is clear and comprehensive to render decisions transparent and capable of effective review.
- Decisions to appoint new employees should be based on competitive selection, open processes, objective criteria, and have regard to gender equity, diversity and inclusiveness.

## **4.1 CEO Employment and Remuneration Committee**

### **4.1.1 Establishment**

Council will establish a CEO Employment and Remuneration Committee (the Committee).

The Committee will operate with:

- The Mayor of the day as Chair; or a Councillor nominee (if the Mayor is not available);
- The Council shall decide the composition of the Committee. The Committee must comprise no less than four Councillors (including the Chair). A quorum is the Chairperson and three other Councillors. The Committee may comprise all Councillors.
- An independent advisor, a professional who is appropriately qualified, will also be a member of the Committee and undertake an advisory role.
- The independent advisor is entitled to be remunerated for their work.

### **4.1.2 Secretariat Support**

The Executive Manager of People and Culture will provide secretariat support to the Committee, including:

- Preparation of agendas and taking minutes
- Coordinating meetings of the Committee
- Preparing relevant documentation, including reports to Council and contractual documents
- Maintaining appropriate records regarding performance reviews

## 4.2 Recruitment and Appointment of CEO

Council will engage an independent advisor and suitably qualified recruitment firm to support it in recruitment and appointment of a CEO. The Committee will make recommendations to the Council when appointing a recruitment firm, determining the CEO selection criteria and developing the CEO contract.

The recruitment firm will manage the end-to-end CEO recruitment process including:

- Preparing a brief on the role and the ideal candidate in conjunction with Council.
- Providing a detailed schedule to Council outlining the end-to-end process.
- Developing an advertising strategy to attract suitable candidates.
- Assisting the Council in conducting first and second round interviews to determine a shortlist of candidates.
- Conducting reference checks on the preferred candidate.
- Working with the Executive Manager of People & Culture to issue the contract of employment for the new CEO.
- Preparing the communications for the Council to announce the appointment of the new CEO
- Working with the Executive Manager of People and Culture to induct the new CEO.

The appointment of the CEO must be made by a resolution of Council.

### 4.2.1 Contractual Requirements

The contractual terms and conditions for the CEO are:

- A contract of employment is to be offered for a period of up to five years.
- A CEO is eligible to be reappointed under a new contract of employment.
- If there is a vacancy in the office of the CEO or the CEO is unable to perform the duties of the office of the CEO, the Council must appoint a person to be the Acting CEO.
- Council can delegate power to appoint an acting CEO for a period not exceeding 28 days.
- The total remuneration package (TRP) includes salary, superannuation and salary sacrifice for full private motor vehicle use. It also covers the cost of other employment benefits and associated fringe benefits tax, but excludes general business expenses such as laptop computers, mobile phones, or study leave.
- Termination of contract provisions – the employer may terminate a contract by providing the CEO with no longer than six months' notice in writing.



## **4.3 Remuneration and Expenses**

### **4.3.1 Remuneration**

The CEO remuneration package will be subject to the review of the CEO Employment and Remuneration Committee and work with the independent advisor to undertake the review. Any decision to increase the remuneration of the CEO must be in accordance with the Council Policy Principles.

Remuneration will be reviewed annually in accordance with the CEO Performance review and contract requirements.

The Total Remuneration Package shall consider:

- The Officer's performance measured against the Performance Criteria for that year as determined by the Performance Review;
- The extent of any increase over the preceding 12 months in the consumer price index (All Groups, Melbourne) as issued by the Australian Statistician;
- The Total Remuneration Package for Chief Executive Officers in other Victorian Councils of similar size and demographics to the Council.
- Any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
- Any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies.

### **4.3.2 Expenses**

The Chief Executive Officer may be provided a Corporate Card to use in transactions related to the role of CEO. Corporate card expenditure will be reviewed by the Chief Finance Officer. The independent Audit & Risk Committee will receive quarterly reports on all CEO corporate card transactions.

The Council will meet expenses incurred by the CEO including:

- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performance of duties.
- Reasonable costs incurred where attending conferences, seminars or undertaking study, in consultation with the Mayor.
- Reasonable costs incurred in performance of duties.
- Telephone expenses.

#### **4.4 CEO Performance Plan**

Council will adopt an annual performance plan for the CEO. The Performance Plan will be developed in conjunction with the CEO.

The Performance Plan will document agreed objectives and outcomes to be delivered over a twelve-month period.

The CEO should provide progress reports to the Committee at each review.

##### **4.4.1 CEO Performance Review**

An independent consultant will be appointed by the Council to assist with the CEO's review process. The consultant will assist Council with assessing the performance of the CEO against the current annual objectives, and the development of new objectives for the following performance year.

The review will also include the opportunity for Council to provide the CEO with performance related feedback and input into the CEO's development plan. In addition, the Committee will enable regular opportunities for "pulse checks" and feedback (occurring at a minimum of every 6 months, and a maximum of four per annum)

The CEO will also provide feedback on the performance of the Council as part of the feedback process, which may be facilitated by the independent consultant.

The performance review will be completed annually to coincide with the anniversary of the CEO's commencement date; or agreed timing, that recognise the principles of annual goal setting and annual review/feedback.

#### **4.5 Contract Expiry**

The Committee must make recommendation to Council six months prior to the expiry of the CEO contract and with regard to current legislation to:

- reappoint the CEO; or
- advertise for recruitment to the role of CEO.

Any reappointment of the current CEO must be made by a resolution of Council.

#### **4.6 Dispute Resolution**

In relation to any matter under this policy or the CEO's employment contract that may be in dispute, either the CEO or Council may:

- a. give written notice to each other of particulars of any matter in dispute; and
- b. within 14 days of receiving a notice specified in subclause 4.6(a), a meeting will be convened between Council (along with any nominated representative of Council) and the CEO (along with any nominated representative of the CEO) in an attempt to resolve the dispute.

The CEO and Council will attempt to resolve the dispute at the workplace level.

Upon failure to resolve the dispute at the workplace level, the CEO and Council will:

- a. Refer the dispute to an independent mediator as agreed by the CEO and Council, or otherwise as nominated by the Executive Director of Local Government Victoria.
- b. Agree to participate in any mediation process in good faith, with such mediation to operate in a manner as agreed by the CEO and Council; and
- c. Acknowledge the right of either the CEO or Council to appoint, in writing, another person to act on their behalf in relation to any mediation process.

The cost of the mediation service will be met by Council.

The employee and Council will each be responsible for meeting the cost of any advisor or nominated representative used by them.

#### 4.7 Responsibilities

Who	What
Executive Manager of People & Culture	<p>Provide secretariat support to the Committee which facilitates the reports and documentation required under this policy.</p> <p>Lead the process for engagement of the Independent Advisor and executive recruitment consultant.</p> <p>Act as liaison between Council/the Committee, the Recruitment Consultant to ensure timely development and approval of communications related to recruitment as required.</p> <p>Oversee adherence to the CEO Employment and Remuneration Policy.</p>
Council	<p>Appoint independent member to CEO Employment and Remuneration Committee</p> <p>Appoint an executive recruitment consultant (as required)</p> <p>The appointment and management of the CEO, including Acting CEO, where required.</p> <p>Where a vacancy occurs for the role of CEO, initiate a recruitment process in accordance with this policy.</p> <p>Conducting CEO performance reviews in line with adopted policy.</p>

Committee	<p>Provide advice and make recommendations to Council on CEO employment matters.</p> <p>In consultation with the CEO, develop the CEO performance plan.</p> <p>Conduct CEO performance reviews in line with adopted policy.</p> <p>Working with the recruitment consultant, undertake required recruitment activities.</p>
Audit and Risk Committee	<p>Oversee adherence to the Credit Card Policy for expenses incurred by the CEO.</p>

## 5. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Information and Data Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

## 6. Victorian State Legislation Copyright Acknowledgement

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