

# COUNCILLOR BRIEFING RECORD

**DATE:** 18 February 2025

**START TIME:** 4.35pm

## **ATTENDEES:**

### **Councillors:**

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

### **Officers:**

CEO (Helen Havercroft), Director Community Services (Jayne Miller), Director Infrastructure Services (Aaron Moyne), Director Corporate Services (David Hol).

## **APOLOGIES:**

Nil

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"><li>• Mr Moyne (Council committees Food &amp; Fibre)</li></ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"><li>• ATMOS presentation via Teams</li><li>• South West Transport Study proposal presented by David Leahy</li><li>• Draft response to NoM Traditional Owners presented by Jane Ruge (GSC)</li><li>• Ceremonial Dance Space project update presented Linda Dean (GSC)</li><li>• Regional Sports Infrastructure Fund proposed application presented Linda Dean &amp; Hayden Annett (GSC)</li><li>• Current grant applications status update</li><li>• Council committee memberships</li><li>• Response to Local Government Minister</li><li>• RSL Lease</li><li>• Quarterly finance report</li><li>• Items on the February Council meeting</li></ul>
<b>Councillor Items</b>	<ul style="list-style-type: none"><li>• Dept Transport visit – Narrawong bridge</li><li>• Wood Wine Roses</li></ul>
<b>Other Items</b>	<ul style="list-style-type: none"><li>• Roseneath Bridge</li></ul>

**FINISH TIME:** 8.25pm

# COUNCILLOR BRIEFING RECORD

**DATE:** 25 February 2025

**START TIME:** 4.08pm

## **ATTENDEES:**

### **Councillors:**

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

### **Officers:**

CEO (Helen Havercroft), Director Community Services (Jayne Miller), Director Infrastructure Services (Aaron Moyne), Director Corporate Services (David Hol).

## **APOLOGIES:**

Nil

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"><li>• Cr Carr &amp; Cr Angelino – Community questions Fawthrop Centre right of way</li></ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"><li>• Items on the Council agenda</li><li>• Heywood pool utilisation rates</li><li>• Multi-purpose round ball facility status</li><li>• Community questions</li></ul>
<b>Councillor Items</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>
<b>Other Items</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>

**FINISH TIME:** 5.15pm

# COUNCILLOR BRIEFING RECORD

**DATE:** 4 March 2025

**START TIME:** 4.00pm

## **ATTENDEES:**

### **Councillors:**

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

### **Officers:**

CEO (Helen Havercroft).

## **APOLOGIES:**

Nil

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"><li>• None.</li></ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"><li>• Outdoor dining structures</li><li>• Advocacy Plan for the Federal Election.</li><li>• Communications Strategy update provided</li><li>• Blue Tree Project</li><li>• Strategic and Operational</li><li>• Better financial data</li><li>• Council Watch</li></ul>
<b>Other Items</b>	<ul style="list-style-type: none"><li>• Share the debating Council meetings</li><li>• Questions on Notice</li></ul>

**FINISH TIME:** 6.30pm

# COUNCILLOR BRIEFING RECORD

**DATE:** 11 March 2025

**START TIME:** 4.08pm

## **ATTENDEES:**

### **Councillors:**

Via TEAMS: Cr Karen Stephens (Mayor), Cr Robyn McDonald (Deputy Mayor), Cr Matt Jowett, Cr Duane Angelino, Cr Michael Noske, Cr Michael Carr.

### **Officers:**

CEO (Helen Havercroft), Director Community Services (Jayne Miller), Director Infrastructure Services (Aaron Moyne), Manager Children's Services (Miryam Franjic), Economic Development Coordinator (Bryce Spencer), Tourism and Events Officer (Joshua Pierce), Manager Environment and Facilities (Michael Doherty), Executive Manager Governance (Brett Jackson)

## **APOLOGIES:**

Director Corporate Services (David Hol)  
Cr John Pepper

<b>Declaration of Conflict of Interest:</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>
<b>Items Discussed:</b>	<ul style="list-style-type: none"><li>• South-West Creative Industries Strategy</li><li>• Glenelg Hopkins CMA</li><li>• Children's Services Overview</li><li>• Glenelg Shire Council Event Summary</li><li>• Waste Transition Planning</li></ul>
<b>Councillor Items</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>
<b>Other Items</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>

**FINISH TIME:** 8.15pm

05/12/2024

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

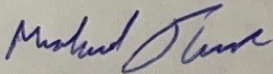
Dear Helen

Re: Working Groups

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 17th December 2024.

1. That Council requests reports on establishing the following working groups on or before 25<sup>th</sup> March 2025.
  - a. Casterton Saleyards
  - b. Arts & Culture
  - c. Tourism & Economic Development
  - d. Buildings

Yours Sincerely



CR Michael Carr



15.01.2025

Mrs. Helen Havercroft  
Chief Executive Officer  
Glenelg Shire Council  
P.O. Box 152  
Portland, Vic 3305

Dear Helen,

Re: Food and Organics Waste Collection Service

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 28<sup>th</sup> January 2025.

1. That Council requests a report that details the costs and process of implementing a Food and Organics Waste Collection Service (F.O.G.O.) within the Glenelg Shire in the 2025/26 financial year.
2. That this report will be completed on or before 25<sup>th</sup> March 2025.

Yours Sincerely

A handwritten signature in dark ink, appearing to read 'M. Jowett', followed by a small dot.

CR Matt Jowett

## COUNCIL PROCEDURE



<b>TITLE:</b>	Internal Resolution Procedure
<b>ID NUMBER:</b>	CPR-CORPS-GE-001 <Insert DocSetID: number>
<b>DEPARTMENT:</b>	Corporate Services
<b>UNIT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Director, Corporate Services

<b>ADOPTED DATE AND BY WHOM:</b>	<insert date document formally adopted and by Council>
<b>EXPIRY DATE:</b>	<Insert date document requires completion of review and re-adoption>
<b>REVIEW DATE:</b>	<Insert date when next review process should begin to enable adoption prior to expiry>  <i>This procedure will be reviewed every four years or as required by any legislative or council changes.</i>

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

## 1. References (if applicable)

- [Local Government Act 2020](#)
- [Local Government \(Governance and Integrity\) Regulations 2020](#)
- [Model Councillor Code of Conduct](#)
- [Public Interest Disclosure Act 2012](#)
- [Public Interest Disclosure Policy](#)

## 2. Purpose

This Internal Resolution Procedure (Procedure) is adopted under and in accordance with section 140 of the *Local Government Act 2020 (Act)* and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

This Procedure will be observed when dealing with alleged breaches of the Model Councillor Code of Conduct.

## 3. Scope

Disputes between Councillors may arise in a variety of circumstances. This Procedure is to apply to those disputes in which one Councillor (the Complainant) alleges that another Councillor (the Respondent) has breached the Model Councillor Code of Conduct.

This Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to move forward and maintain effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

It is acknowledged that this Procedure will not be suitable for resolution of all disputes between Councillors.

An overview of the Procedure is attached, in the form of a flowchart at Appendix 2.

## 4. Internal Resolution Procedure

### 4.1 First Stage of Internal Resolution Procedure – Discussion

A Complainant is encouraged to raise their issue directly with the Respondent in a respectful and courteous manner, either in person or in writing, where they feel comfortable to do so.

Councillors are encouraged to recognise that:

- a. certain behaviours and communications may be perceived by others to be causing issues or offence that may not have been intended



- b. it can provide useful insight to reflect on their own behaviour or motivation and possible contribution to the dispute, whether intended or not
- c. dealing with the dispute early is more likely to avoid the issue escalating and resolve it before it threatens the effective operation of Council.

It is useful to frame any issue from the Councillor's perspective (eg "I felt disrespected when you said / did ..."), rather than accusing another person of holding a particular position or taking a negative action deliberately. A Councillor should let the other Councillor know how they feel and ask for an explanation, rather than making accusations or assumptions.

## **4.2 Second Stage of Internal Resolution Procedure – Conciliation**

Where a direct conversation between Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of this Procedure is conciliation.

### **4.2.1 Initiating conciliation**

A Complainant initiating conciliation must notify the Mayor and the Respondent of the dispute by completing a Conciliation Application Form. That form (see Appendix 1 to this Procedure) must:

- a. specify the names of the Complainant and Respondent
- b. specify the provision (or provisions) of the Model Councillor Code of Conduct alleged to have been breached
- c. detail what was said or done by the Respondent to constitute a breach of the Model Councillor Code of Conduct
- d. attach any supporting information to provide examples of the behaviour complained of (e.g. screenshots or emails)
- e. be dated and signed by the Complainant.

### **4.2.2 Participating in conciliation**

Councillors are not obliged to engage in conciliation but should only decline to participate if they honestly and reasonably believe that their participation would adversely affect their health or wellbeing or would otherwise be unsafe.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for it. That advice must be provided no more than one week after receiving the Conciliation Application Form.

#### **4.2.3 Conduct of conciliation**

Conciliation is to be conducted by the Mayor except when the Mayor is a party to the dispute or otherwise unavailable to conduct conciliation. In that case the Deputy Mayor will assume the role of the Mayor in the conciliation process. If both the Mayor and the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

When, in this Procedure, reference is made to the Mayor it includes:

- a. the Deputy Mayor
- b. a Councillor jointly chosen for the purpose by the parties, when the Mayor and/or the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct a conciliation.

#### **4.2.4 Roles and responsibilities**

The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them.

The role of the Complainant and Respondent is to explain their respective positions and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement.

All Councillors are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation.

The role of the Councillor Conduct Officer is to provide the Mayor with the administrative support necessary to arrange and conduct the conciliation.

#### **4.2.5 Support from Council**

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required. Council will make a venue available to the Councillors within Council's offices that is private and suited to the conciliation process.

Council will not provide any substantive guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure. Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

#### **4.2.6 End or termination of conciliation**

Conciliation will end or be terminated if any of the following occurs:

- a. the parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so
- b. the Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form
- c. the Respondent does not respond to the Conciliation Application Form at all within two weeks of receiving it
- d. conciliation has not occurred within four weeks of the Complainant submitting the Conciliation Application Form
- e. conciliation has occurred and the parties have been unable to resolve the dispute
- f. the dispute has been resolved.

The time for conciliation may be extended by agreement between the parties to the dispute, whether or not the matter has been escalated to one of the formal dispute resolution procedures outlined in the *Act*.

#### **4.2.7 Confidentiality**

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of this Procedure.

#### **4.2.8 Record of outcome**

The Mayor must document any agreement that is reached between the Complainant and Respondent. The agreement must be signed by the Complainant, Respondent and Mayor. Copies must be provided to the Complainant and Respondent, and the original must be retained by the Mayor. Again, parties and the Mayor are expected to maintain the confidentiality of the agreement reached.

### **5. Internal Resolution Procedure does not Apply in these Circumstances**

The following disputes are not covered by this Procedure:

- a. differences between Councillors in relation to policy or decision making, which are appropriately resolved through discussion and voting in Council meetings
- b. complaints made against a Councillor or Councillors by a member or members of Council staff, or by any other external person
- c. allegations of sexual harassment
- d. disclosures made about a Councillor under the *Public Interest Disclosures Act 2012*, which can only be made to the Independent Broad-based Anti-corruption Commission

- e. allegations of criminal misconduct, which should be immediately referred to Victoria Police or the relevant integrity authority.

## 6. Formal Dispute Resolution Procedure

This Procedure operates alongside, and does not replace, the formal dispute resolution procedures outlined in the *Act*.

The formal dispute resolution procedure applies to misconduct, serious misconduct and gross misconduct.

Section 141 of the *Act* provides for an internal arbitration process concerning a breach of the Standards of Conduct set out in the Model Councillor Code of Conduct.

### 6.1 Independent arbiter

#### Application Process

An application for an internal arbitration process to make a finding of **misconduct** against a Councillor may only be made by:

- a. the Council following a resolution of the Council
- b. a Councillor or a group of Councillors.

An application for internal arbitration must be made within 3 months of the alleged misconduct occurring and must be provided to the Principal Councillor Conduct Registrar in the manner specified in the *Act* and the *Regulations*. The Councillor Conduct officer will assist in the facilitation of this process.

An application for an internal arbitration process requires the following information:

- the name of the Councillor alleged to have breached the standards of conduct; and
- the clause of the standards of conduct that the Councillor is alleged to have breached; and
- the misconduct that the Councillor is alleged to have engaged in that resulted in the breach;

The template for the arbitration process is provided in Appendix 3 - Application For An Internal Arbitration Process.

After receiving an application, the Councillor Conduct Officer will ensure that a copy of the application is provided to the Councillor who is the subject of the application.

## **Assessment**

The Principal Councillor Conduct Registrar must appoint an arbiter to the Council to hear the matter if the Principal Councillor Conduct Registrar is satisfied that the application is not frivolous, vexatious, misconceived or lacking in substance; and that there is sufficient evidence to support an allegation of a breach of the Model Councillor Code of Conduct as specified in the application.

The Principal Councillor Conduct Registrar must reject an application if the Principal Councillor Conduct Registrar is not satisfied that the above application has met the required evidence threshold. The rejection of an application does not prevent a further application being made in respect of the same conduct by a Councillor that was the subject of the rejected application.

Information provided to an arbiter or produced by an arbiter for the purpose of an internal arbitration process, other than the findings and the reasons, is confidential information.

## **Hearing**

An arbiter appointed to hear a matter subject to an application must conduct the hearing with as little formality and technicality as the proper consideration of the matter permits; and ensure that the hearing is not open to the public.

An arbiter may hear each party to the matter in person or solely by written or electronic means of communication; and is not bound by the rules of evidence and may be informed in any manner the arbiter sees fit.

An arbiter may at any time discontinue the hearing if the arbiter considers that the application is vexatious, misconceived, frivolous or lacking in substance; or if the applicant has not responded, or has responded inadequately, to a request for further information.

The arbiter must ensure that parties involved in internal arbitration process are given an opportunity to be heard by the arbiter, and that the arbitration is procedurally fair. A Councillor who is a party to an internal arbitration process does not have a right to representation unless the arbiter considers that representation is necessary to ensure that the process is conducted fairly.

## **Serious misconduct referral**

If, at any time before, during or after the hearing of an application for an internal arbitration process, the arbiter believes that the conduct appears to involve serious misconduct the arbiter will refer the matter in writing to the Principal Councillor Conduct Registrar for consideration by a Councillor Conduct Panel. The Principal Councillor Conduct Registrar must notify the parties to the application where a matter has been referred in such circumstances.

## Determinations

Where an arbiter has determined that a Councillor has failed to comply with the prescribed standards of conduct, the arbiter may make a finding of misconduct against the Councillor and may do any one or more of the following:

- direct the Councillor to make an apology in a form or manner specified by the arbiter
- suspend the Councillor from the office of Councillor for a period specified by the arbiter not exceeding 3 months.
- direct that the Councillor be removed from any position where the Councillor represents the Council for the period determined by the arbiter
- direct that the Councillor is removed from being the chair of a delegated committee for the period determined by the arbiter
- direct a Councillor to attend or undergo training or counselling specified by the arbiter.

The arbiter must provide a written copy of the arbiter's decision and statement of reasons to —

- a. the Council
- b. the applicant or applicants
- c. the respondent
- d. the Principal Councillor Conduct Registrar.

A copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reasons and recorded in the minutes of the meeting. If the arbiter's decision and statement of reasons contains any confidential information, the confidential information must be redacted.

## 7. Councillor Conduct Panel

A Councillor Conduct Panel may hear an application that alleges **serious misconduct** by a Councillor.

### Application Process

An application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor may be made by:

- a. the Council following a resolution of the Council
- b. a Councillor or a group of Councillors



- c. the Chief Municipal Inspector.

However, if the allegations relate to a failure to disclose a conflict of interest, the application can only be made by the Chief Municipal Inspector.

An application must be made within 12 months of the alleged serious misconduct occurring, and must be given to the Principal Councillor Conduct Registrar in the manner specified by the Act. The Councillor Conduct officer will assist in the facilitation of this process.

An application must specify

- the grounds for the application
- the circumstances, actions or inactions of the Councillor who is the subject of the application that are alleged as constituting serious misconduct
- the particulars of any evidence of those circumstances, actions or inactions
- any steps taken by Council to resolve the matter that is the subject of the application and the reason why the matter was not resolved by the taking of those steps
- if the Council did not take any steps to resolve the matter that is the subject of the application, the reason why the Council did not take any steps to resolve the matter.

If an application is made by the Council or a group of Councillors, the application must state the name and address of the Councillor whom the Council or the group of Councillors has appointed as representative of the Council or the group of Councillors.

### **Assessment**

The Principal Councillor Conduct Registrar, after examining an application, must form a Councillor Conduct Panel to hear the matter if the Principal Councillor Conduct Registrar is satisfied that the application is not frivolous, vexatious, misconceived or lacking in substance; and that there is sufficient evidence to support an allegation of serious misconduct as specified in the application; and that the Council has taken sufficient or appropriate steps to resolve the matter and the matter remains unresolved. All three of those requirements must be met.

The Principal Councillor Conduct Registrar may reject an application, or refer a matter the subject of an application back to the Council, if the Principal Councillor Conduct Registrar is not satisfied that the above application has met the above requirements, or forms the view that the matter has been, or is being, dealt with, by the Council or another body.

The rejection of an application, or the referral of a matter the subject of an application back to the Council, does not prevent a further application being made in respect of

the same conduct by a Councillor that was the subject of the rejected or referred application.

The Principal Councillor Conduct Registrar must form a Councillor Conduct Panel to hear the matter if the application is made by the Chief Municipal Inspector for a finding of serious misconduct.

A Councillor Conduct Panel must be established without delay and will include 2 people from the panel list established under the *Act*.

### **Hearing**

A Councillor Conduct Panel will fix a time and a place for the hearing to be conducted; and serve by post a notice of the time and place of the hearing on the applicant, the respondent and the Council.

A Councillor Conduct Panel may do any or all of the following—

- request a person to attend a hearing and answer questions;
- request information from the applicant, the respondent, or the Council, including confidential information held by the Council; and
- direct a Councillor to attend a hearing or provide information, including confidential information held by the Councillor.

Council must provide all reasonable assistance to the Councillor Conduct Panel which is necessary to enable the Councillor Conduct Panel to conduct the hearing and make a determination. Members of a Councillor Conduct Panel that are provided with confidential information must ensure that the information is not released to the public.

The proceedings of a Councillor Conduct Panel must be conducted with as little formality and technicality as the requirements of this *Act* and the proper consideration of the matter permit. There is no right to representation at the hearing except if the Councillor Conduct Panel considers that a party requires representation to ensure that the hearing is conducted fairly. The proceedings must not be open to the public.

If the hearing is based on an application made by a Council or a group of Councillors, the appointed representative must represent the Council or group of Councillors at the hearing.

The Panel is not bound by rules of evidence but may inform itself in any way it thinks fit but is bound by the rules of natural justice and must provide the respondent with an opportunity to be heard.

### **Chief Municipal Inspector referral**

A Councillor Conduct Panel must by notice in writing notify the Chief Municipal Inspector that a Councillor appears to have committed an offence under the *Act* as soon as the Councillor Conduct Panel becomes aware of the apparent offence.

## Determinations

A Councillor Conduct Panel may make a finding against a Councillor

- of serious misconduct
- of misconduct
- dismiss the application.

If a Councillor Conduct Panel makes a finding of serious misconduct against a Councillor, the Councillor becomes ineligible to hold the office of Mayor or Deputy Mayor for the remainder of the Council's term unless the Councillor Conduct Panel directs otherwise. The Panel may also do any one or more of the following:

- reprimand the Councillor
- direct the Councillor to make an apology in a form or manner determined by the Councillor Conduct Panel
- suspend the Councillor from office for a period specified by the Councillor Conduct Panel not exceeding 12 months
- direct that the Councillor is ineligible to chair a delegated committee of the Council for a period specified by the Councillor Conduct Panel not exceeding the remainder of the Council's term.

If a Councillor Conduct Panel makes a finding of misconduct against a Councillor, the Panel may do any one or more of the following:

- direct the Councillor to make an apology in a form or manner specified by the Councillor Conduct Panel
- suspend the Councillor from the office of Councillor for a period specified by the Councillor Conduct Panel not exceeding 1 month.
- direct that the Councillor be removed from any position where the Councillor represents the Council for the period determined by the Councillor Conduct Panel
- direct that the Councillor be removed from being the chair of a delegated committee for the period determined by the Councillor Conduct Panel.

If a Councillor Conduct Panel determines that remedial action is required, it may also direct the Councillor who is the subject of the application to attend one or more of the following—

- mediation
- training

- counselling.

A Councillor Conduct Panel may also direct that the Council amend its Model Councillor Code of Conduct in a particular way or to address a particular issue.

Any necessary expenses incurred by Councillors in attending mediation, training or counselling must be paid by the Council.

Should a Councillor be the subject of 2 or more findings of serious misconduct by a Councillor conduct panel within 8 years, they will not be qualified to remain a Councillor.

The Councillor Conduct Panel must give a copy of the decision to the following—

- the Council
- the parties to the matter
- the Minister
- the Principal Councillor Conduct Registrar.

A copy of the decision given to the Council must be tabled at the next Council meeting and recorded in the minutes of that meeting. Unless otherwise determined by a Councillor Conduct Panel, information pertaining to the formation and hearing of the Councillor Conduct Panel remains confidential

A person who is affected by the decision made by a Councillor Conduct Panel under this Division may be able to apply to VCAT for review of the decision unless the reason to dismiss the application was because it is frivolous, vexatious, misconceived or lacking in substance.

## **8. Suspension of matters during election period**

Applications and proceedings made and conducted under this *Procedure* must be suspended during the election period for a general election.

Any internal resolution procedure that is in progress must be suspended during the election period for a general election.

If an application is made to a Councillor Conduct Panel for a finding of serious misconduct against a person who is a Councillor before a general election, and that person is not returned to the office of Councillor as a result of the general election, the application made against that person lapses.

## **9. Records Management**

All Council records created and managed as a result of implementing this procedure 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 procedure. 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).

## **9. Victorian State Legislation Copyright Acknowledgement**

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## **11. Appendices**

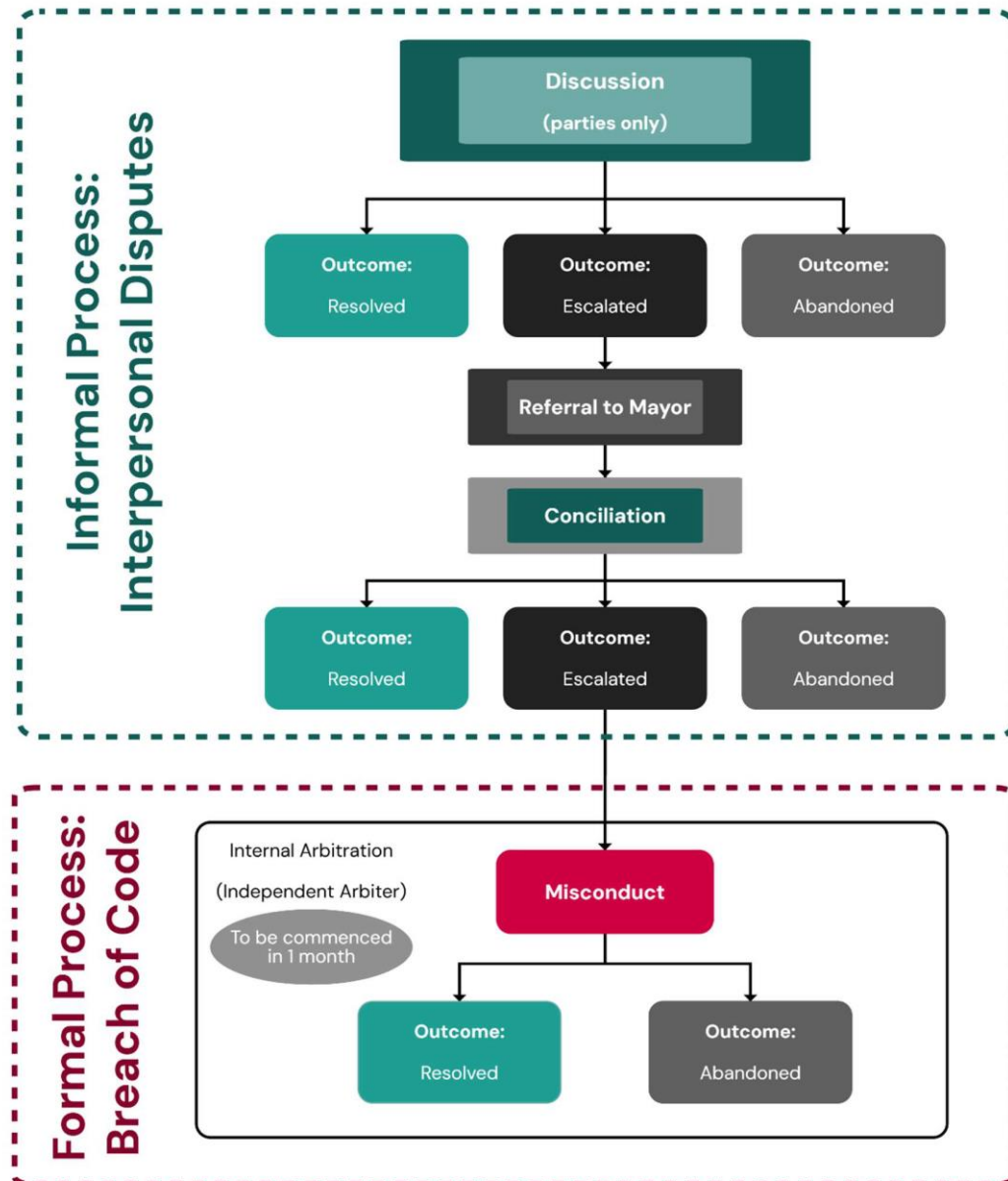
## Appendix 1 Conciliation Application Form

<b>Complainant:</b>	
<b>Respondent:</b>	
<b>Provisions of Model Councillor Code of Conduct breached:</b>	
<b>Action constituting breach:</b>	
<b>(Include dates, times and detailed descriptions of the action complained of. Attach further documents as necessary.)</b>	

Signed by ..... )  
 ..... )  
 on ..... )



## Appendix 2 Internal Resolution Procedure Flow Chart



### Appendix 3

### Available from Councils Record Management (DocSet: 2783350)

## APPLICATION FOR AN INTERNAL ARBITRATION PROCESS

*under section 143 Local Government Act 2020*

**To: Principal Councillor Conduct Registrar**

The Applicant makes application under section 143 of the *Local Government Act 2020* (the Act) for an internal arbitration process to make a finding of misconduct against the Respondent Councillor in relation to the matters set out in this application.

### Section A - Council information

<b>Name of Council</b>	
------------------------	--

Contact details of Councillor Conduct Officer for the Council			
Name		Telephone number	
Email			

### Section B – Parties

Applicant details	
Name(s) <i>(Council, councillor, or councillors)</i>	
Appointed representative <i>(if application is made by a Council or group of councillors)</i>	
Email	
Telephone number	

Respondent details	
Name	
Email	
Telephone number	

## Section C - Details of Misconduct alleged

<p>Note: The prescribed requirements for an application for an internal arbitration process are set out in regulation 11 of the <a href="#">Local Government (Governance and Integrity) Regulations 2020</a> (the Regulations).</p> <p>The Model Councillor Code of Conduct is set out in Schedule 1 to the Regulations and is included in the instructions at the end of this form.</p>	
<p>1. Clause(s) of the Model Councillor Code of Conduct alleged to have been breached <i>(regulation 11(1)(b))</i></p>	<p><input type="checkbox"/> Please confirm that you have read the relevant instructions for section C.1 at the end of this form</p>
<p>2. Date of the alleged misconduct <i>(section 143(3) of the Act requires an application to be made within 3 months of alleged misconduct occurring)</i></p>	<p><input type="checkbox"/> Please confirm that you have read the relevant instructions for section C.2 at the end of this form</p>
<p>3. Circumstances, actions or inactions alleged as constituting misconduct <i>(regulation 11(1)(c))</i></p>	
<p>4. Particulars of any evidence of the circumstances, actions or inactions alleged as constituting the misconduct <i>(regulation 11(1)(d))</i> <i>Note: Further information may be attached to this form</i></p>	

## Section D - Details of steps taken by Council to resolve the matter

<p>Note: Under section 144 of the Act the Principal Councillor Conduct Registrar must be satisfied that the Council has taken sufficient or appropriate steps to resolve the matter and the matter remains unresolved, or the Council has not taken any steps to resolve the matter but the reasons for that is adequate.</p>	
<p>5. Specify any steps taken by Council to resolve the</p>	

matter and the reason why the matter was not resolved by the taking of those steps <i>(regulation 11(1)(e)(i))</i>	
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OR

6. If the Council did not take any steps to resolve the matter, the reason why the Council did not take any steps to resolve the matter <i>(regulation 11(1)(e)(ii))</i>	
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## Section E - Declaration

### Privacy collection statement

The Principal Councillor Conduct Registrar is an officer of the Department of Government Services. The Department is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws.

The information you provide in this application will be used for the purposes of and in accordance with the provisions of the *Local Government Act 2020* (the Act) relating to the internal arbitration process and related processes, especially Part 6 of that Act. These purposes include (but are not limited to):

- Assessing whether your application meets the criteria set out in section 144 of the Act for the appointment of an arbiter to hear the application. If an arbiter is appointed, the information in the application will be provided to the arbiter for the purposes of hearing the matter.
- In the conduct of an internal arbitration process, copies of the material may be provided to other individuals and organisations who are concerned in the matter.
- If an internal arbitration process proceeds to a final determination, the arbiter's decision and statement of reasons will be tabled at the next Council meeting, and these may include information that you have provided.
- Use by Department of Government Services officers and Local Government Inspectorate officers for related purposes under the Act.
- The exercise of the powers and functions of the Minister for Local Government, such as the establishment of a Commission of Inquiry or the standing down of a councillor.

The information may also be used or disclosed as otherwise required by law, such as pursuant to a court order or under another law that requires the disclosure of the information.

Do you wish this application to be otherwise treated as confidential?      Yes / No

### **E.1 - Declaration where application is made by a single councillor**

I declare that the above information is true and correct to the best of my knowledge.

I have read and understand the privacy collection statement above.

I agree that the information I have given in this form and any attached documents may be disclosed to the Respondent Councillor.

I acknowledge that the information I have given in this form and any attached documents may be used and disclosed as outlined in the privacy collection statement above, including (but not limited to) the Council's Councillor Conduct Officer, Department of Government Services officers and Local Government Inspectorate officers, where disclosure is reasonably necessary for purposes under the Act.

Signature of applicant	
Date	

### **E.2 - Declaration where application is made by the Council**

I declare that the above information is true and correct to the best of my knowledge.

I attach a certified copy of the relevant minute of the Council's resolution to make this application and appointing me as the appointed representative.

I have read and understand the privacy collection statement above.

I agree that the information I have given in this form and any attached documents may be disclosed to the Respondent Councillor.

I acknowledge that the information I have given in this form and any attached documents may be used and disclosed as outlined in the privacy collection statement above, including (but not limited to) the Council's Councillor Conduct Officer, Department of Government Services officers and Local Government Inspectorate officers, where disclosure is reasonably necessary for purposes under the Act.

Signature of appointed representative	
Date	

### **E.3 - Declaration where application is made by a group of councillors**

I declare that the above information is true and correct to the best of my knowledge.

I have accepted appointment as the appointed representative for the purposes of this application by the group of councillors listed below.

I have read and understand the privacy collection statement above.

I agree that the information I have given in this form and any attached documents may be disclosed to the Respondent Councillor.

I acknowledge that the information I have given in this form and any attached documents may be used and disclosed as outlined in the privacy collection statement above, including (but not limited to) the Council's Councillor Conduct Officer, Department of Government Services officers and Local Government Inspectorate officers, where disclosure is reasonably necessary for

purposes under the Act.	
Signature of appointed representative	
Date	

<p>I / we declare that the above information is true and correct to the best of my / our knowledge.</p> <p>I / we confirm that I / we have appointed the councillor identified in Section A to be the appointed representative for the purposes of this application.</p> <p>I / we have read and understand the privacy collection statement above.</p> <p>I /we acknowledge that the information I have given in this form and any attached documents may be disclosed to the Respondent Councillor.</p> <p>I /we agree that the information I / we have given in this form and any attached documents may be used and disclosed as outlined in the privacy collection statement above, including (but not limited to) Council's Councillor Conduct Officer, Department of Government Services officers and Local Government Inspectorate officers, where disclosure is reasonably necessary for purposes under the Act.</p>		
Name of councillor	Signature of councillor	Date

<p><b>Instructions for completing Form 3</b></p> <p><b>Section C.1 - Clause(s) of the Model Councillor Code of Conduct alleged to have been breached</b></p> <p>The information provided at Section C.1 of the form <u>must</u> specify the clause or clauses of the Model Councillor Code of Conduct that the respondent is alleged to have breached.</p> <p>The Model Councillor Code of Conduct in Schedule 1 to the Local Government (Governance and Integrity) Regulations 2020 is set out below.</p> <p><b><u>Schedule 1 of the Local Government (Governance and Integrity) Regulations 2020</u></b></p> <p><b>Definitions</b></p> <p>In this Schedule—</p> <p><b><i>discrimination</i></b> means unfair or unfavourable treatment of a person on the grounds of an attribute specified in section 6 of the <i>Equal Opportunity Act 2010</i>.</p> <p><b>Standards of Conduct</b></p> <p><b>1. Performing the role of a Councillor</b></p> <p>A Councillor must do everything reasonably necessary to ensure that they perform the role</p>
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of a Councillor effectively and responsibly, including by—

- (a) representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community; and
- (b) being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- (c) diligently using Council processes to become informed about matters which are subject to Council decisions; and
- (d) not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and
- (e) acknowledging and supporting the Mayor in the performance of the role of the Mayor, including by—
  - (i) respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and
  - (ii) refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

## 2. Behaviours

- (1) A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by—
  - (a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and
  - (b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and
  - (c) not engaging in discrimination or vilification; and
  - (d) supporting the Council, when applying the Council's community engagement policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations and the Aboriginal community; and
  - (e) supporting the Council in fulfilling its obligation under the Act or any other Act (including the **Gender Equality Act 2020**) to achieve and promote gender equality; and
  - (f) ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the **Child Wellbeing and Safety Act 2005** to the extent that they apply to Councillors.
- (2) A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by—
  - (a) adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace; and
  - (b) complying, so far as the Councillor is reasonably able, with any reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety.
- (3) A Councillor must act in accordance with any policies, practices and protocols developed and implemented under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.

## 3. Good governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community—

- (a) the Council's expenses policy adopted and maintained under section 41 of the Act;
- (b) the Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act, including in relation to—
  - (i) conduct in Council meetings or meetings of delegated committees; and
  - (ii) requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication; and
  - (iii) the Council's election period policy included in the Council's Governance Rules under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election;
- (c) the Council's Councillor gift policy adopted under section 138 of the Act;
- (d) any direction of the Minister given under section 175 of the Act.

#### **4. Integrity**

- (1) A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by—
  - (a) ensuring that their behaviour does not bring discredit upon the Council; and
  - (b) not deliberately misleading the Council or the public about any matter related to the performance of their public duties; and
  - (c) not making Council information publicly available where public availability of the information would be contrary to the public interest.

Note: See the public transparency principles set out in section 58 of the Act.

- (2) A Councillor must not, in their personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), expressly or impliedly request preferential treatment for themselves or a related person or entity.

#### **5. The Model Councillor Code of Conduct does not limit robust public debate**

Nothing in the Model Councillor Code of Conduct is intended to limit, restrict or detract from robust public debate of issues in a democracy

#### **Section C.2 - Date of the alleged misconduct**

An application under section 143 of the Act for an internal arbitration process must be made within 3 months of the alleged misconduct occurring. An application is made when it is received by the Principal Councillor Conduct Registrar.

The information provided at Section C.2 of the form must specify the date the alleged misconduct occurred. If more than one allegation of misconduct is made the application must specify the date of each allegation.

An application must not allege misconduct that occurred more than 3 months from the date the application is made.

#### **Section E.2 Declaration where application is made by the Council**

If the application is made by the Council, a certified copy of the relevant minute of the Council's resolution to make the application and appoint the appointed representative must be provided with the application.

If a certified copy of the relevant minute is not provided, the form will be returned as incomplete.

#### **Lodgement of application**

This form has been provided to assist a Council or Councillor(s) with making an application under section 143 of the Act for an internal arbitration process.

The use of this form is not mandatory. If an applicant chooses not to use this form, an application should be made in writing and address the prescribed requirements for an application for an internal arbitration process set out in regulation 11 of the Regulations.

An application for an internal arbitration process must be made to the Principal Councillor Conduct Registrar. Applications can be lodged with the Principal Councillor Conduct Registrar either:

by email to: [pcc.registrar@ecodev.vic.gov.au](mailto:pcc.registrar@ecodev.vic.gov.au)

by post to: Principal Councillor Conduct Registrar  
Level 8, 1 Spring Street  
Melbourne, VIC 3000

This document has been provided as a Microsoft Word document for ease of use. Final applications (including any supporting materials) are requested to be lodged as a single PDF document to assist the Principal Councillor Conduct Registrar with processing applications.

Any queries about lodging an application should be directed to the Council's Councillor Conduct Officer in the first instance.

Glenelg Shire Council Community Grants Round 2 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	Recommended	Allocated
ARTS & CULTURE														
15	Arts Culture and Heritage	Portland Powerhouse Car Club Inc	Len Tinker International Motor Cycle Racing Exhibition Case	Len Tinker until he died in 2002, was a Portland resident and businessman. A humble man, almost no-one knew of his international motorcycling racing career in the 1950's. Len successfully competed in Grand Prix's in America, Canada, Europe and the UK and was variously, BSA's International Racing Manager and Product developer. In 2023, our Museum acquired his BSA racing motor cycle for \$11,000 and have subsequently obtained his racing leathers, helmet and other material. We are wanting to build a suitable display cabinet to best display the bike and racing gear, for a quoted cost of \$9,460.	Yes	31/03/2025	30/06/2025	Round 2 2023-24	\$0.00	\$9,460.00	\$2,000.00	Eligible - meets funding criteria.	Yes	\$2,000.00
36	Arts Culture and Heritage	Nelson History Group	Restoration and Improvement of the Nelson History Photo Collection Display	The Nelson History Photo Display has not had attention for a number of years. Many Photos (copies) are faded and in need of mounting on card and the accompanying Texts need retyping and extended with updated information. The display, currently on the walls of the Nelson Community Hall will be more visible ,clearer, easier to follow and increase the awareness of early Nelson Community life for Nelson residents, their families, regional visitors and interstate and International visitors.	N/A	01/05/2025	30/12/2025	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$900.00	\$900.00	Eligible - meets funding criteria.	Yes	\$900.00
52	Arts Culture and Heritage	Cape Nelson Landcare Inc	Arboretum brochure	Friends of Cape Nelson Landcare have completed a restoration and conservation of the Shire of Glenelg's Picnic Hill Reserve. As the Committee of Management we have set up a fenced off ARBORETUM with appropriate signage. We feel it necessary to have brochures made to place at the Tourist office to encourage visitation and education of the Reserve. We previously applied unsuccessfully from Pacific Blue's grants hence the letters of support etc.	N/A	28/02/2025	31/03/2028	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$1,025.00	\$975.00	Eligible - meets funding criteria.	Yes	\$975.00
8	Arts Culture and Heritage	Portland Club	Front doors repair	Remove front doors from clubrooms, temporarily secure the opening with retained access. Strip existing paintwork from doors and door frames, assess for rot or other depreciation, check frame fastening to stone opening then clamp and reglue doors, fill as required and repaint. Strip, fill (as required) and repaint door frames and fanlight window. Remove, refurbish and refit fanlight window worm drive opener. Rehang doors and fit additional and more secure draw bolts or other suitable fasteners.	N/A	Incorrect Date Provided	Incorrect Date Provided	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$6,000.00	\$3,000.00	Not Eligible - does not meet funding criteria. This project contributes little value to the wider community and a duplication of a previous unsuccessful application.	No	\$0.00
ARTS & CULTURE SUBMISSIONS			4						\$0.00	\$17,385.00	\$6,875.00			\$3,875.00
COMMUNITY EVENTS														

25	Community Events	Portland Dahlia Society Inc	Portland Dahlia and Rose Show	Portland Dahlia Society is a group of dedicated people that work throughout the year to put on what is now one of the largest Dahlia shows in Australia. It takes a lot of hard work and dedication with most of our members growing dahlias and roses to exhibit at our annual show, which brings visitors to Portland from across the state and interstate.	Yes	08/03/2025	09/03/2025	Round 1 2017-18 Round 1 2018-19 Round 2 2018-19 Round 1 2019-20 Round 1 2020-21 Round 2 2021-22 Round 2 2022-23 Round 1 2023-24	\$0.00	\$6,000.00	\$2,000.00	Not Eligible - does not meet funding criteria. Event is being held prior to Round 2 Grant finalisation dates - would advise to reapply in Round 1 for 2025-2026 applications.	No	\$0.00
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27	Community Events	Nelson Tourism Association	2024 TT Glenelg Shire Bream Classic	The 2025 TT Glenelg Shire Bream Classic held on the 21st and 22nd of June is a catch and release teams bream fishing tournament where teams of 2 anglers head out over 2 days to try and catch 5 bream on each day using lure, fly or soft plastics with the team with the heaviest 2 day bag of bream being crowned the champion team. The event is Rnd 3 of the 2025 NS Rods Sunline Bream Classic Series which has 5 qualifying events and a Grand Final all across Victoria. This event will bring tourism dollars to Nelson from far and wide and showcase the amazing waterway and fishing in the Glenelg River to a National audience.	Yes	20/06/2025	22/06/2025	Round 2 2023-24	\$0.00	\$17,000.00	\$3,000.00	Eligible - meets funding criteria.	Yes	\$3,000.00
35	Community Events	Nelson Tourist Association	Signage boards	The Nelson Tourist Association is a small group of businesses in the Nelson region and we are trying to promote Nelson to visitors to the region. To achieve this we are establishing an event program with a new event each month. Some of these events are already established but not advertised very widely and some event will be new events which we are developing.	Yes	31/03/2025	30/06/2025	Round 1 2018-19 Round 1 2019-20 Round 2 2021-22 Round 2 2022-23	\$0.00	\$1,650.00	\$1,000.00	Not Eligible - does not meet funding criteria. The association has submitted two applications in this round. Encouraged to re-apply in Round 1 2025-26.	No	\$0.00
43	Community Events	Filipino Community of Portland Inc	Kundiman in July: A Celebration of Culture and the Arts	The Kundiman in July is a night of song and dance that showcases the rich expressions of Filipino culture. The event aims to connect the people of the Portland community through the smooth and gentle rhythms of Filipino serenades. Originally intended as songs of love, Kundiman has evolved into a means of expressing deep emotions. Kundiman in July seeks to convey the profound feelings of the community, contributing to the celebration of cultural identity, artistic expression, and intergenerational appreciation of both culture and the arts.	Yes	12/07/2025	12/07/2025	Round 1 2023-24	\$1,000.00	\$16,000.00	\$5,000.00	Eligible - meets funding criteria.	Yes	\$3,000.00
5	Community Events	Portland BMX Club	Victoria/South Australia BMX State Round 5	The Portland Piranhas have managed to secure a BMX racing state round for Victoria and South Australia here in Portland for the 9th March. We are so excited to again welcome riders from all over Victoria, to our track and town, and also for the first time welcome riders from all over South Australia. As you may remember we were fortunate enough to hold a state round last year just for Victoria which was a huge success with over 400 riders and a huge 2000 spectators. Having the South Australians doing their round here with us we are expecting at least 600 riders! We are reaching out in hope that you may be able to help us with our event.	No	09/03/2025	09/03/2025	Round 2 2019-20 Round 2 2020-21 Round 1 2021-22 Round 2 2022-23 Round 1 2024-25	\$0.00	\$20,000.00	\$2,939.75	Not Eligible - Outstanding acquittal from Round 1 2024-25. Funds received in round 1 - \$4,157.00. Current request is \$2,900.00 which exceeds maximum funding of \$5000.00 per financial year. This event is retrospective.	No	\$0.00
57	Community Events	Casterton Sporting Motorcycle Club Inc	Amenities Project	This year we are hosting a round of the Australian Offroad Championship as well as the Victorian Off Road Championship in June. We are looking for support from the shire for costs for the showers, toilets and light towers. This year we have had to increase the number to make sure that we have enough facilities to cater for the increased numbers of competitors. This event will bring a lot of people from all over Australia into our small community to either compete or be a spectator at the event. This event should bring an increase of visitors and project some income into the community.	Yes	26/06/2025	03/07/2025	Round 1 2020-21 Round 2 2022-23 Round 1 2023-24	\$0.00	\$6,450.00	\$3,225.00	Eligible - meets funding criteria	Yes	\$3,225.00



14	Community Events	South West Golf Classic	South West Golf Classic	The South West classic is a joint golf tournament run by the Portland and Heywood golf clubs. The tournament consists of 4 consecutive days of golf commencing on a Friday at Portland, Saturday at Heywood, Sunday at Portland then Monday at Heywood for the last day.	Yes	09/01/2026	12/01/2026	Round 1 2017-18	\$0.00	\$16,450.00	\$500.00	Eligible - meets funding criteria.	Yes	\$500.00
COMMUNITY EVENT SUBMISSIONS			7						\$1,000.00	\$83,550.00	\$17,664.75			\$9,725.00

RECREATION														
1	Recreation	Gorae Portland Cricket Club	Scoreboard Software	The electronic scoreboard software enhances the game-day experience by displaying player names, scores, and key match statistics in real time. Designed for ease of use, the system allows operators to input team lineups, update scores seamlessly, and highlight standout performances. Additional features include live match timers, customizable graphics, sponsor advertisements, and integration with online streaming services. The software is compatible with various display sizes and is ideal for cricket clubs looking to modernize their facilities. With a user-friendly interface and robust functionality, this upgrade ensures an engaging and professional presentation for players, coaches, and spectators alike.	Yes	04/10/2025	31/12/2025	Minor Grant 2020-21 Round 2 2021-22 Round 1 2023-24	\$0.00	\$826.50	\$826.50	Club applied for this project previously and were unsuccessful. The project has limited promoting opportunities to increase community access and participation.	No	\$0.00
10	Recreation	Coleraine Field and Game	Upgrading to Wireless Remotes	Coleraine Field and Game would like to start upgrading our remote control systems that activate our clay target throwers. Currently half of our clay target throwers are operated (released) by a 25 meter cord with a button attached, what we would like to do is to start upgrading to new wireless remote systems, which will make it easier and a lot safer for all users.	N/A	01/04/2025	31/12/2025	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$9,850.50	\$4,925.25	Eligible - meets funding criteria.	Yes	\$4,925.25
11	Recreation	Nelson Tennis Club Inc.	Nelson Tennis Club Hit-Up Wall	The hit-up wall next to the Nelson tennis court was erected in 2008. The front panel materials have weathered and cracked. The metal frame has developed rust. Part of the wall collapsed before Christmas 2024. The panels have been secured temporarily until the wall can be renovated and brought back to a safe and functional space. The panels and rusted frame need replacing. We are choosing materials that are high quality, will resist weathering and are strong enough to secure the panels correctly to the frame. To assist with the expense, we are asking for this grant from the Shire Council.	Yes	18/03/2025	18/06/2025	Round 1 2023-24	\$0.00	\$1,428.00	\$1,214.00	Eligible - meets funding criteria.	Yes	\$1,000.00
16	Recreation	Portland and District 8Ball Association	Portland 8Ball Open	Portland 8Ball open is an annual competition drawing players of all ages and genders from all over Australia. The event is held over 3 days. The grant is to help with equipment, cost for balls, 10 table hire, room hire and some printing and promotional material that the association covers.	N/A	20/06/2025	22/06/2025	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$16,200.00	\$5,000.00	Eligible - meets funding criteria.	Yes	\$5,000.00
18	Recreation	Portland Squash and Racquetball Club	Banners Promoting Club Values	The Portland Squash & Racquetball Club has seen a significant increase in members, and to support our club culture, a sub-committee developed our core values last year: Fun, Friendly, Inclusive, and Respect. We would like to purchase pull-up banners to promote these values for our members. These banners will also serve as a backdrop for photos at key events, such as the end of pennant and club championships. This project will help reinforce a positive club environment and celebrate our members' achievements while ensuring our values are visible and embraced by all. The banners would be purchased locally.	Yes	07/05/2025	07/05/2029	Round 1 2019-20 Round 2 2019-20 Round 2 2021-22 Round 1 2024-25	\$0.00	\$924.00	\$924.00	Eligible - meets funding criteria.	Yes	\$924.00

19	Recreation	Portland Heywood Field and Game	enclose veranda for more storage	Club wants to enclose part of the veranda on our shed to enable more storage room.	No	01/06/2024	31/07/2025	Round 2 2017-18 Round 1 2018-19 Round 2 2019-20 Round 1 2021-22 Round 1 2022-23 Round 1 2023-24 Round 2 2023-24 Round 1 2024-25	\$0.00	\$5,158.00	\$2,579.00	Not Eligible - Outstanding acquittal from project in Round 1 2024-25.	No	\$0.00
N/A	Recreation	Portland Sporting Group Inc	Roof Repair	The sporting group have just been incorporated (consisting of Cycle Club Swim Club and Runners Club) and the above clubs are in the process of cleaning out and making the old Swim Club rooms usable by the above clubs. The roof has started leaking and going to mould on the inside. The roof needs new roof sheeting.	Yes	01/07/2025	01/07/2026	Round 2 2016-17 Round 2 2017-18 Round 1 2018-19 Round 2 2018-19	\$0.00	\$24,150.00	\$5,000.00	Not Eligible - does not meet funding criteria. This application was submitted 2 days late by hard copy only and had missing relevant information regarding the project.	No	\$0.00
20	Recreation	Portland Memorial Bowling Club	Schools & All Ability Coaching Bowls	We would like to purchase 6 sets of coaching Bowls. Our aim is to have teens and people with disabilities, active in a socially inclusive, low impact sport. It will allow them to build their skills, knowledge and confidence in a sport within a relaxed, fun and supportive atmosphere. Within these parameters of application it is hoped that participants may find lawn bowls a long life leisure pursuit and instill in them life skills that are then transferrable to a non athletic environment eg. Leadership, team work, concentration, strong values and community connectedness.	Yes	30/06/2025	31/07/2025	Round 1 2021-22 Round 2 2022-23 Round 1 2023-24	\$0.00	\$3,090.00	\$1,545.00	Eligible - meets funding criteria.	Yes	\$1,545.00
21	Recreation	Portland Celtix Basketball Club	14 New Jerseys for Celtix Basketball Club expansion	Celtix Basketball club has rapidly expanded from 3 teams last season to 8 teams this current season. The club is focusing on growth and development of juniors and has welcomed lots of new youth to the club whom will be supported by adults in their transition from junior to senior basketball. As the club does not have enough jerseys in junior sizes, this grant would be used to increase the number of jerseys in its collection so that the kids wearing them feel a sense of belonging and inclusiveness.	Yes	03/03/2025	31/03/2025	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$478.83	\$478.83	Eligible - meets funding criteria.	Yes	\$478.83
22	Recreation	Heywood Bowling Club	Replacement of toilet cisterns	The bowling club is looking to replace old and leaking cisterns.	Yes	24/02/2025	07/03/2025	Round 2 2017-18 Round 2 2020-21 Round 1 2022-23 Round 2 2022-23	\$0.00	\$900.00	\$900.00	Eligible - meets funding criteria.	Yes	\$900.00
30	Recreation	Westerns Football Netball Club	Goal post replacement	Replacement of goal and point posts at Alexandra Park. The replacement will upgrade the playing surface to ensure fit for purpose.	Yes	31/03/2025	30/06/2025	Round 1 2018-19 Round 1 2023-24	\$0.00	\$9,526.00	\$4,763.00	Eligible - meets funding criteria.	Yes	\$4,763.00
31	Recreation	Heywood Golf Club Inc.	Replacement of course flags & Pins	From time to time, it becomes necessary to replace course flags & pins due to normal wear and tear. The major wear factor on the pins is the wind. On windy days there can be continuous movement of the flag poles that causes wear on the pin as well as bottom of the flagpole. This results in the flag slanting and not standing upright. This is the current situation at our Club.	Yes	01/05/2025	31/05/2025	Round 2 2016-17 Round 1 2019-20 Round 2 2020-21 Round 1 2021-22	\$0.00	\$2,708.00	\$1,314.00	Eligible - meets funding criteria.	Yes	\$1,314.00
33	Recreation	Portland & Far Southwest Poultry Club	Trestle Tables	We require 6 new moulded plastic trestle tables for our poultry pavilion. Some of our tables are in disrepair with water damage, causing swollen chipboard which is breaking apart they are unsafe to use. With the changes we have made internally to the pavilion we are able to change the design of our poultry cages enabling the club to provide an better area for the exhibitors and public attending the shows and auctions.	Yes	15/04/2025	17/05/2025	Round 1 2024-25	\$0.00	\$750.00	\$750.00	Eligible - meets funding criteria.	Yes	\$750.00

38	Recreation	South Portland CC	Groundskeeper Shed	Upgrading the curaitors shed to fit all the equipment in. We received a grant from Pacific Blue to cover the majority of the cost. There is a shortfall of approximately \$10,000.	Yes	01/04/2025	01/04/2025	Round 1 2017-18 Round 2 2023-24	\$0.00	\$24,835.00	\$5,000.00	Eligible - meets funding criteria.	Yes	\$5,000.00
39	Recreation	Heywood Football Netball Club Inc	Clubroom Carpet	New carpet for the Heywood Rec Reserve Clubrooms. The current carpet is dirty, damaged and needs to be replaced. The Clubrooms serve many different community groups and provide a safe and welcoming space for social interaction and connection between community members.	Yes	01/07/2025	03/07/2025	Round 2 2017-18 Round 1 2021-22 Round 1 2022-23 Round 1 2023-24 Round 1 2024-25	\$0.00	\$11,563.00	\$5,000.00	Eligible - meets funding criteria.	Yes	\$4,000.00
45	Recreation	Casterton Croquet Club	Post Storm Damage and brid damage	Repair of paint damage to seating. Replacement of shadecloth over seating. Replacement of 9 shrubs lost. Purchase of birds of prey and other neccessities used to discourage Corellas.	Yes	01/03/2025	30/06/2025	Round 2 2016-17 Round 2 2017-18 Round 1 2018-19 Round 1 2019-20 Round 2 2019-20	\$0.00	\$1,200.00	\$1,000.00	Council maintains grounds and structures. Council have purchased birds of prey and will schedule works for damaged chairs. Therefore although the grant is eligible it is not recommended.	No	\$0.00
50	Recreation	Casterton Golf Club	Tank installation	To install a new poly tank at the club to capture rain water to be used for spraying and fire fighting. The club has no fire hydrant for fire fighting and no fresh water for spraying of the greens and about 70% of the clubhouse roof runoff goes to waste water.We propose to run a pipe from this tank to the work shed so fresh water is available at the shed for cleaning equipment and filling sprayers.	Yes	01/05/2025	01/07/2025	Round 1 2019-20 Round 1 2020-21	\$0.00	\$6,157.00	\$3,078.50	Eligible - meets funding criteria.	Yes	\$3,078.50
51	Recreation	Portland Swimming Club Inc	Sound System with Microphone	We propose to purchase the components to make a complete powered portable sound system with microphones. This sound system will be used at swim sporting related events at the pool for our club that will be specifically capable of carrying clear sound announcements across both sides of the pool. This is critical for not only safety reasons but also for marshalling announcements and achievements ensuring a smooth and successful running of events. We have obtained recommendations from a sound technician as the basis of our quote. Although it is power reliant it is a system that is completely portable.	Yes	01/04/2025	30/06/2025	Round 1 2023-24	\$0.00	\$2,575.00	\$1,285.00	Eligible - meets funding criteria.	Yes	\$1,285.00
53	Recreation	Heywood and District Pony Club Inc	New Club Banner & Uniform	Heywood Pony Club would like to invest in a new club banner to walk street parades & help promote the club at community events. Also invest in a club flag to carry on horse back at opening and closing ceremonies of events and purchase club uniform, which are significantly high in \$\$ and some families are on instalment payments to the club to purchase items. Our fundraising is often directed to lower initial bulk purchases of new stock so we may give back to our members at the lowest rate available, no profit, just covering costs so everyone looks great and in club colours.	Yes	31/03/2025	30/06/2025	Round 1 2018-19 Round 1 2020-21 Round 2 2022-23 Round 1 2024-25	\$0.00	\$2,411.07	\$1,000.00	Eligible - meets funding criteria.	Yes	\$1,000.00
54	Recreation	Portland Football Netball Cricket Club	Replace Football Post Pads	We are seeking assistance with funding to replace the aging and worn goal post pads including artwork and protective clear coat. These pads serve a critical safety function, protecting our players from potential injury during practices and games. Over time, exposure to weather conditions and repeated use has caused significant wear and tear, reducing their effectiveness and increasing the rist of harm to players.	No	04/03/2025	31/03/2025	Round 2 2018-19 Round 1 2020-21 Round 1 2021-22 Round 2 2021-22 Round 2 2022-23 Round 1 2023-24 Round 1 2024-25	\$0.00	\$4,840.00	\$2,420.00	Not Eligible - Outstanding acquittal from project in Round 1 2024-25.	No	\$0.00

6	Recreation	Southern500 Speedway Inc	Amenities Block	Plumbing fit out. Stage 3 of a multi-stage project of a new Amenities block. Stage 3 is fit out and plumbing. This is for spectators and competitor usage, to provide more family /female friendly spaces and to continue our upgrades of our facility.	Yes	02/05/2025	07/05/2026	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 Round 1 2024-25	\$0.00	\$15,000.00	\$3,750.00	Eligible - meets funding criteria.	Yes	\$3,750.00
RECREATION SUBMISSIONS			21						\$0.00	\$144,570.90	\$52,753.08			\$39,713.58
PUBLIC HALLS														
17	Public Halls	Bahgallah Memorial Hall	Seating Upgrade	Purchase of soft furnishings to upgrade existing wooden chairs. Volunteers will arrange purchase and installation.	Yes	18/05/2025	30/06/2025	Round 2 2017-18 Round 1 2017-18 Round 2 2018-19 Round 2 2021-22	\$0.00	\$945.00	\$945.00	Eligible - meets funding criteria.	Yes	\$945.00
42	Public Halls	Breakaway Creek Knebsworth Social Club	Heater	Our community hall is a vital gathering space for local events, meetings, and celebrations. However, during colder months, the lack of adequate heating limits its use and accessibility. We seek funding to purchase a portable diesel heater to provide a reliable and efficient heating solution. This will ensure a warm and comfortable environment for all attendees, encouraging greater community participation and enhancing the usability of the hall year-round. Your support will help sustain a welcoming space for future generations to	Yes	01/05/2025	31/07/2025	Round 1 2022-23	\$0.00	\$855.00	\$855.00	Eligible - meets funding criteria.	Yes	\$855.00
56	Public Halls	Digby Hall Committee	Hall Grounds Maintenance	To purchase a zero-turn ride on mower, for all members of the Hall committee to use. This would reduce the burden on others to provide a mower when it is a public space for all to use and enjoy.	Yes	14/02/2025	01/05/2025	Round 2 2017-18 Round 2 2018-19 Round 1 2023-24	\$0.00	\$9,000.00	\$5,000.00	Not eligible - This application is from a COM for asset management and a replication of the application submitted in Round 1 2024-25.	No	\$0.00
PULBIC HALL SUBMISSIONS			3						\$0.00	\$10,800.00	\$6,800.00			\$1,800.00

COMMUNITY STRENGTHENING														
23	Community Strengthening	Road Safety Education Limited	Road Safety Education for Vulnerable Young Glenelg Shire Drivers	Road Safety Education provide a youth development program evidence shows improves outcomes for young, high-risk drivers and improves community safety. Our Ryda program has been developed with the support of road safety and education experts and is annually updated and informed by the feedback from youth participants. Often limited family and teaching budgets can present a barrier to socially disadvantaged students participating in our program, with your support we aim to subsidise the cost for Glenelg Shire students to participate, ensuring equity of access for all.	N/A	14/05/2025	30/05/2025	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$8,382.00	\$1,217.00	Eligible - meets funding criteria.	Yes	\$1,217.00
24	Community Strengthening	Merino Progress Association Inc	Community Catch Ups	The Merino Progress Association Inc (MPA) host a monthly "community cafe" style get together for residents to gather and get to know each other. We believe offering great coffee would encourage people to attend and wish to purchase a fully automatic coffee maker and a hot water urn. These would also be made available for other community/service groups in Merino wishing to hold social functions for residents.	Yes	01/05/2025	31/05/2025	Round 1 2018-19 Round 2 2022-23 Round 2 2023-24	\$0.00	\$1,113.96	\$1,056.96	Eligible - meets funding criteria.	Yes	\$1,056.96
26	Community Strengthening	United Way Glenelg	Hygiene Packs for Little FREE Pantries	In 2024, we delivered 250 hygiene packs through our Little FREE Pantries, providing essential support to vulnerable individuals. This initiative restores dignity and meets basic needs within our community. In 2025, we will expand our reach, as we have installed additional pantries in Narrawong, Heywood and Portland, with another planned for Casterton in the coming months reaching more people in hardship. We wish to continue offering these vital packs, ensuring dignity and hygiene for those most need them the most.	Yes	01/04/2025	01/04/2026	Round 2 2023-24	\$0.00	\$1,123.00	\$800.00	Not Eligible - does not meet funding criteria. Due to multiple applications in this round United Way are encouraged to re-apply for funding in Round 1 2025-26.	No	\$0.00
28	Community Strengthening	Portland South West Radio Club	Communications Trailer	Communications Trailer for field day activity's and Emergency Communications & Community Events.	No	01/07/2025	01/12/2025	Round 1 2023-24	\$0.00	\$1,000.00	\$1,000.00	Not Eligible - outstanding acquittal from project in Round 1 2023-24.	No	\$0.00
32	Community Strengthening	Lions Club of Portland Inc	Portable Gazebo	Our club wishes to purchase a portable gazebo (with Lions club monogram on roof) to enable the club to continue its ongoing volunteer community service work. This purchase will meet the Glenelg Shires Plan and Strategy requirements within the plan in particular Health, Wellbeing and Environment. Volunteer community work adds to a healthy wellbeing within the community.	Yes	01/04/2025	30/04/2025	Round 1 2020-21 Round 1 2022-23 Round 2 2022-23 Round 2 2023-24	\$0.00	\$1,000.00	\$1,000.00	Eligible - meets funding criteria.	Yes	\$1,000.00
37	Community Strengthening	United Way Glenelg	Intergenerational Hands & Minds Grant	Since 2020, United Way Glenelg has delivered, every year, Winter Care Packages to 200 older residents, reducing loneliness and providing essentials like grocery staples, vouchers, handmade blankets, and activities. Past activities, such as word searches and paint-by-numbers, were appreciated, but feedback shows handmade, locally created items have the most impact. This year, we are partnering with a secondary school to create a Hands & Minds activity that supports fine motor skills and cognitive function within a \$10 budget. This initiative fosters intergenerational connections while giving students a meaningful way to contribute to their community.	Yes	15/04/2025	30/06/2025	Round 2 2023-24	\$0.00	\$20,000.00	\$2,000.00	Eligible - meets funding criteria.	Yes	\$2,000.00

4	Community Strengthening	Heywood Mens Talk Group Inc T/as Heywood Mens Shed	Store It Safely	Our shed has become and is a Community Hub for all to utilise. We are one of the very few facilities that offer our meeting and community room and kitchen facilities to the wider district community. A lack of a suitable storage area for equipment and furniture currently housed in the Community/Meeting area has resulted in a loss of a substantial amount of usable space. It is with immense pride that I would like to inform you that our Humble Shed was awarded the Volunteer Team of the year at the recent Victorian Public Health Care Awards held in Melbourne.	Yes	31/03/2025	04/06/2025	Round 1 2017-18 Round 2 2018-19 Round 2 2019-20 Round 2 2020-21 Round 2 2021-22 Minor CG 2022-23 Round 2 2022-23 Round 1 2023-24	\$0.00	\$23,579.00	\$5,000.00	Eligible - meets funding criteria.	Yes	\$5,000.00
40	Community Strengthening	Days4Girls Portland	Hygiene Kits for Girls/Women	DaysforGirls is a grassroot not for profit organization creating a better future for girls by providing advocacy, reproductive health education and sustainable feminine hygiene products. Because no girl should go without. Through DFG women and young girls discover their potential and self-value and become equal participants and agents in social change. They have more opportunities to grow, thrive and contribute to their community's betterment. DFG provide quality sustainable solutions for girls who have nothing suitable to manage their period.	Yes	01/02/2026	30/06/2033	Round 2 2022-23 Round 1 2023-24 Round 2 2023-24	\$0.00	\$2,000.00	\$1,000.00	Eligible - meets funding criteria.	Yes	\$1,000.00
41	Community Strengthening	Portland Mens Shed Inc	Electrical Upgrade	An upgrade to the electrical system is required to match the expanded floor space and the relocation of certain pieces of equipment, particularly the dust extraction system. Improved lighting and additional power outlets are needed to reduce the use of extension cords, as well as an upgrade to the switchboard to more accurately and safely balance the draw of power.	Yes	01/03/2025	30/09/2025	Round 2 2016-17 Round 2 2019-20 Round 2 2021-22 Round 2 2023-24	\$0.00	\$5,000.00	\$2,500.00	Eligible - meets funding criteria.	Yes	\$2,500.00
44	Community Strengthening	Portland RSL Sub-Branch Inc	Portland RSL Defibrillator	We value our members' lives and accordingly, we wish to apply for a grant towards the cost of a Defibrillator.	Yes	01/05/2025	31/05/2025	Round 1 2023-24 Round 1 2024-25	\$0.00	\$2,392.50	\$1,196.25	Eligible - meets funding criteria.	Yes	\$1,196.25
49	Community Strengthening	South West Environmental Education Incorporated	Leywhollot - Fawthrop Lagoon Community Connections Project	The Project is an adjunct to our current work focused on promotion and enhancement of the Community and Environmental asset: Leywhollot- Fawthrop Lagoon, and its related environs. It wants to build on current good will and strengthen the communities relationship with this area by providing an important outlet for community involvement and passive recreation. Achieved through the production of an upgraded and extended Nature Trail Brochure and related plantings of specific indigenous native plants. With the dual purpose of promoting this valuable natural area and tourist attraction while educating the public on suitable native tree species and plantings for our changing environment. Connect our natural environment to our community, through involvement and education. Connect our community to an all ability recreational outlet. Connect our natural asset to tourism. Connect our group to the community and GSC objectives and priorities.	N/A	01/07/2025	30/06/2026	Have not previously received funding from Council in the Community Grants program rounds.	\$0.00	\$15,154.00	\$3,000.00	Eligible - meets funding criteria.	Yes	\$2,000.00



55	Community Strengthening	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. 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.	Yes	01/03/2025	31/03/2025	Round 1 2016-17 Round 2 2016-17 Round 1 2018-19 Round 1 2020-21 Round 1 2021-22 Round 2 2021-22 Round 2 2022-23 Round 1 2023-24	\$0.00	\$1,455.00	\$1,000.00	Eligible - meets funding criteria.	Yes	\$1,000.00
7	Community Strengthening	Portland District Therapy Dogs	Uniforms for dog therapy	We would like to arrange uniforms for our new community volunteers, as well as for our therapy dogs to show the community who we are & bring awareness to what we do within Portland and its surrounding districts.	Yes	01/04/2025	01/04/2026	Round 1 2016-17 Round 2 2019-20 Round 1 2021-22	\$0.00	\$500.00	\$500.00	Eligible - meets funding criteria.	Yes	\$500.00
COMMUNITY STRENGTHENING SUBMISSIONS			13						\$0.00	\$82,699.46	\$21,270.21			\$18,470.21
TOTAL SUBMISSIONS			48								\$ 105,363.04		Total round allocation	\$ 73,583.79
													In Kind	\$ 1,000.00
													Total Cash allocation	\$ 72,583.79