



## **Glenelg Shire Council**

### **Notice of Meeting and Agenda**

#### **Council Meeting Tuesday 26 August 2025**

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Notice is hereby given that a Council Meeting will be held in the Council Chamber, Glenelg Shire Offices, 71 Cliff Street, Portland commencing at **5:30 pm** on the above date for the purpose of transacting the business on the attached Agenda, together with such other business as the Chairperson may permit.

Helen Havercroft  
**Chief Executive Officer**

Date of Issue: Thursday, 21 August 2025

Invited: Mayor, Councillor Karen Stephens  
Deputy Mayor, Councillor Robyn McDonald  
Councillor Duane Angelino  
Councillor Michael Carr  
Councillor Matt Jowett  
Councillor Mike Noske  
Councillor John Pepper

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

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

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

**3. RECORDING OF MEETINGS**

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

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

**That the minutes of the Council Meetings held on 22 July 2025 and 29 July 2025, as circulated, be confirmed.**

## 5.2. RECORD OF COUNCILLOR BRIEFINGS

Director: David Hol, Director Corporate Services

### Executive Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken since last reported at a Council meeting.

### Recommendation

**That Council receives the record of the Councillor briefing held on 22 July 2025, 29 July 2025, 12 August 2025, and 19 August 2025.**

### Background/Key Information:

The Glenelg Shire Council Governance Rules as adopted on the 23 January 2024 require that a record is kept of each Councillor Briefing and that the record is tabled at an open Council meeting (excluding any confidential matters).

The record is to include a list of matters presented and any Conflict-of-Interest declarations together with any actions taken to resolve declared conflicts.

The objective of submitting the record to a Council meeting is to ensure public transparency in Council decision making processes.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Whilst not a legislative obligation, the records are tabled at a Council meeting in accordance with Governance Rule number 68

c. Consultation and/or communication processes implemented or proposed

Not applicable

d. Financial Implications and Collaboration

Councillor Briefings and the records keeping obligations are provided for within the adopted operational budgets.

e. Governance Principles

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

**Attachment List**

1. Councillor Briefing Record 22 July 2025 [**5.2.1** - 1 page]
2. Councillor Briefing Record 29 July 2025 [**5.2.2** - 1 page]
3. Councillor Briefing Record 12 August 2025 [**5.2.3** - 1 page]
4. Councillor Briefing Record 19 August 2025 [**5.2.4** - 2 page]

**6. DECLARATIONS OF CONFLICT OF INTEREST****6.1. DECLARATIONS OF CONFLICT OF INTEREST**

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

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

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

## **7. COUNCILLOR ACTIVITY REPORTS**

### **7.1. COUNCILLOR ACTIVITY REPORTS 1 JULY TO 31 JULY 2025**

#### **Recommendation**

**That Council notes the Councillor Activity Reports for 1 July to 31 July 2025.**

#### **Cr STEPHENS, MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
03.07.2025	Ivan McKenzie's Funeral	Casterton	Represent the Glenelg Shire at long term former staff members funeral.
07.07.2025	NAIDOC Week Raising the Flag Ceremony at Winda Mara Aboriginal Corporation	Heywood	Annual raising of the flag ceremony to acknowledge the commencement of a week of reflection and celebration.
07.07.2025	Tahara Committee of Management Meeting	Tahara	Chair election of office bearers
08.07.2025	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance.
11.07.2025	MAV Regional Meeting	Online	Meeting with Mayors across Barwon South West region to discuss points of interest and concern.
15.07.2025	CEO & Councillors Monthly Meeting	Portland	Strategic meeting with CEO
15.07.2025	Councillors Briefing	Portland	Regular briefing session to discuss strategic items of importance.
17.07.2025	ARTC Maroona Portland Rail Line Meeting	Adelaide	Project update meeting
21.07.2025	ATMAC GLT Meeting	Online	Project update meeting
22.07.2025	Southern Ocean Wind Industry Committee (SOWIC) Forum	Warrnambool	Inaugural meeting of stakeholders with Commonwealth Government representatives
22.07.25	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance.
22.07.2025	July Council Meeting	Portland	Monthly Council Meeting
22.07.2025	HAMR Energy dinner	Portland	Stakeholder Dinner
23.07.2025	Regional Development Victoria (RDV) meeting	Portland	Department Secretary update on Glenelg Shire opportunities
23.07.2025	HAMR Energy Project Update	Portland	Project update meeting

23.07.2025	Green Triangle Forestry Industry HUB strategic planning session	Mt Gambier	Strategic planning session
24.07.2025	Blue Tree Project Launch	Portland	Officially open the Portland Blue Tree project in the Canal highlighting the importance of discussion around Suicide.
24.07.2025	GSC Business Awards meeting	Portland	Awards overview meeting
25.07.2025	Merino Digby Lions Club Changeover Dinner	Digby	Attend the annual changeover dinner for local club, opportunity to thank members for their important contribution to the community
28.07.2025	Insurance Council of Australia meeting	Online	Discussion on Casterton Hailstorm and measures the Insurance Council will focus on moving forward
29.07.2025	Unscheduled Council Meeting	Portland	Meeting to adopt State Government 40% rebate to Primary Producers
29.07.2025	CEO & Councillors Monthly Meeting	Portland	Strategic meeting with CEO
30.07.2025	Dept of Transport & Planning Executive meeting	Portland	DTP meeting to discuss ongoing concerns of the GSC state road network
31.07.2025	Hardwood Manufacturing Hub meeting	Online	Update meeting on potential for hardwood manufacturing opportunities.
31.07.2025	Casterton Rotary Club Meeting	Casterton	Attend meeting to promote Hall Stories series with Damian Callinan in Casterton.

**Cr MCDONALD, DEPUTY MAYOR**

No report provided.

**Cr ANGELINO**

Date	Meeting/Event	Location	Comments (Optional)
07.07.2025	Winda Mara Outdoor Area Launch Event	Heywood	Great morning for flag raising for Naidoc week, also for the new outdoor area with totem poles and garden area to reflect and activities for children
08.07.2025	Councillor Briefing	Portland	
08.07.2025	Promoting Heywood and District AGM	Heywood	Great meeting with some new Members taking up with new tasks for Wood



			Wine and Roses Festival and some great new events for 2026
15.07.2025	CEO Monthly Meeting and Councillor Briefing	Portland	
16.07.2025	Heywood Men's Shed Health Forum	Heywood	3 talks, Di Burch, Ambulance Victoria and Heywood Rural Health. A great day
16.07.2025	Fitzroy River AGM	Tyrendarra	A chance to catch up with the Fitzroy outlet CoM at the AGM.
22.07.2025	Councillor Briefing and July Council Meeting	Portland	
24.07.2025	Blue Tree Project	Portland	A well attended community event with the blue tree painted. Now provides a place for community to share and reflect.
29.07.2025	CEO and Unscheduled Council Meeting		
30.07.2025	Dept of Transport & Planning Executive meeting	Portland	Went over the Shires plans for roads and bridgework for the coming year.

**Cr CARR**

Date	Meeting/Event	Location	Comments (Optional)
03.07.2025	CEO and Councillor Meeting	Phone	
08.07.2025	Councillor Briefing	Portland	
15.07.2025	Councillor Briefing	Portland	
22.07.2025	Councillor Briefing and July Council Meeting	Portland	
24.07.2025	Blue Tree Project - Opening	Portland	
29.07.2025	Unscheduled Council meeting	Portland	
29.07.2025	CEO and Councillor meeting	Portland	

**Cr JOWETT**

Date	Meeting/Event	Location	Comments (Optional)
07.07.2025	Winda-Mara A.C. Flag Raising & Official Opening	Heywood	Official opening of their new Outdoor Community Space
08.07.2025	Councillor Briefing	Portland	
15.07.2025	CEO & Councillor Monthly Meeting and Councillor Briefing	Portland	
16.07.2025	Heywood Men's Shed Health Forum	Heywood	

17.07.2025	Phone Meeting with CEO	Portland	
19.07.2025	Masonic Lodge 175th Anniversary	Portland	
22.07.2025	Councillor Briefing	Portland	
22.07.2025	July Council Meeting	Portland	
24.07.2025	Drumborg Hall & Recreation Reserve Inc. Committee of Management	Drumborg	
29.07.2025	Unscheduled Council Meeting	Portland	State Government drought relief rebate
29.07.2025	CEO & Councillor Monthly Meeting	Portland	
30.07.2025	Dept of Transport & Planning Executive meeting	Portland	

**Cr NOSKE**

No report provided.

**Cr PEPPER**

No report provided.

**8. NOTICES OF MOTION****8.1. NOTICE OF RESCISSION – LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND 3RPC INC.**

CEO: Helen Havercroft, Chief Executive Officer

In accordance with the Glenelg Shire Council Governance Rules adopted 23<sup>rd</sup> January 2024, I hereby submit a Notice of Rescission to rescind the adopted motion at the Glenelg Shire Council Meeting held on 22<sup>nd</sup> July 2025 for Agenda item 9.5 - the Lease Agreement between Glenelg Shire Council and 3RPC Incorporated.

That this Notice of Rescission be tabled at the next available council meeting.

And that we the undersigned wish to move that council maintain the current lease arrangement with 3RPC Incorporated until the current Council Property Leasing and Licensing Policy (document number: CPO-ASSETS-OP-002) is reviewed and adopted by council.

Signed: Cr Matt Jowett

Signed: Cr Duane Angelino

Signed: Cr John Pepper

Date: 31<sup>st</sup> July 2025

**Attachments**

1. Rescission Notice 31 July 2025 [**8.1.1** - 1 page]
2. Motion for Agenda Item 9.5 – the Lease Agreement between Glenelg Shire Council and 3RPC Incorporated [**8.1.2** - 1 page]

**8.2. NOTICE OF MOTION 2 2025-2026 - BENTINCK STREET DISABLED PARKING**

CEO: Helen Havercroft, Chief Executive Officer

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 August 26, 2025:

- 1. That Council requests a report outlining the provision of disabled parking and all abilities access across the bluestone gutters along the western side of Bentinck Street between Henty and Tyers Street.**
- 2. That Council requests a report outlining the provision of disabled parking and footpath access along the west side of Bentinck Street between Otway Court and Fern Street.**
- 3. That the reports be provided to Council at the September 23 Council Meeting.**

Signed: Cr Noske

Date: 15 August 2025

**Attachments**

1. Bentinck Street Disabled Parking [8.2.1 - 1 page]

## **9. MANAGEMENT REPORTS**

### **9.1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Helen Havercroft, Chief Executive Officer

#### **Executive Summary**

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

#### **Recommendation**

**That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 35 (1) (e) (4) (6) of the *Local Government Act 2020*.**

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

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

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

#### **35 Councillor ceasing to hold office**

- (1) A Councillor ceases to hold the office of Councillor and the office of the Councillor becomes vacant if the Councillor:
  - (e) subject to this section, is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.
- (4) The Council must grant any reasonable request for leave for the purposes of subsection (1)(e).
- (6) A Councillor is not to be taken to be absent from Council meetings during the period of 6 months after the Councillor or their spouse or domestic partner:
  - (a) becomes the natural parent of a child; or
  - (b) adopts a child under the age of 16 years

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

Council Governance Rules adopted on 23 January 2024 set out in Section 19 Apologies and 19 (6) sets out that Council will not unreasonably withhold its approval of a leave of absence request.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Section 35 of the *Local Government Act 2020*.

c. Consultation and/or communication processes implemented or proposed

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

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

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

d. Financial Implications and Collaboration

Nil.

e. Governance Principles

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

**Attachment List**

*Separately circulated as Confidential attachments.*

## 9.2. COUNCILLORS QUARTERLY EXPENDITURE REPORT

CEO: Helen Havercroft, Chief Executive Officer

### Executive Summary

This Quarterly Expenditure Report is presented to the Council Meeting on a quarterly basis in the interests of accountability and transparency.

This report is for Councillor expenditure that has been incurred during the period 1 April 2025 to 30 June 2025.

### Recommendation

**That Council receives the Councillors quarterly expenditure report for the period 1 April 2025 to 30 June 2025.**

### Background/Key Information:

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

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

In accordance with Regulation 10(e)(f)(g) of the *Local Government (Planning and Reporting) Regulations 2020*, Council publishes details of expenses, including reimbursements of expenses for each Councillor and member of a Council Committee paid by the Council. The following categories are provided:

- Travel expenses (Includes remote allowance) – TR;
- Car mileage expenses – CM;
- Childcare expenses – CC;
- Information and communication technology – IC; and
- Conference and training expenses – CT.

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

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

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

Following is a table of expenditure that has been incurred by Councillors during the period 1 April 2025 to 30 June 2025.

*Note: In some instances, journaling of some items may not necessarily appear in the month that they were expended and will appear in the next quarterly report.*

Councillor	TR	CM	CC	IC	CT	Qtrly Total	Year to Date
Angelino				\$403		\$403	\$2,680
Carr				\$403		\$403	\$5,941
Jowett	\$18			\$403		\$421	\$2,361
McDonald, R				\$403		\$403	\$5,220
Noske				\$403		\$403	\$2,274
Pepper				\$403		\$403	\$2,343
Stephens	\$7,523			\$542	\$1,053	\$9,118	\$33,586
Martin							\$969
McDonald, A							\$2,954
Northcott							\$582
Wilson							\$1,758
<b>Totals</b>	<b>\$7,541</b>			<b>\$2,960</b>	<b>\$1,053</b>	<b>\$11,554</b>	<b>\$60,668</b>

**Table 1: Quarterly expenditure and year to date totals**

In accordance with Section 39 of the *Local Government Act 2020*, Councillors are entitled to receive an allowance whilst performing their duty as a Councillor. The Mayor or a Deputy Mayor are also entitled to receive a higher allowance with the Mayor being provided full use of a vehicle.

Following is a table of Councillor allowances paid for the period 1 April 2025 to 30 June 2025.

Councillor	Qtrly Total	Year to Date
Angelino	\$5,671	\$21,740
Carr	\$5,672	\$28,492
Jowett	\$5,671	\$21,740
McDonald, R	\$9,332	\$43,169
Noske	\$5,671	\$21,740
Pepper	\$5,671	\$21,740
Stephens	\$18,664	\$95,205
Martin		\$8,054
McDonald, A		\$8,054
Northcott		\$8,054
Wilson		\$8,054
<b>Totals</b>	<b>\$56,353</b>	<b>\$286,043</b>



a. Council Plan and Policy Linkage

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

b. Impact Assessment

*The Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

Has an Impact Assessment been completed?

Not applicable.

b. Legislative, Legal and Risk Management Considerations

- *Local Government Act 2020* – Section 39 Allowances for Mayors, Deputy Mayors and Councillors.
- *Local Government Act 2020* – Section 40 Reimbursement of Expenses of Councillors and members of a delegated committee.
- Regulation 10 f & g of the *Local Government (Planning and Reporting Regulations 2020)*.
- *Carers Recognition Act 2012*.

c. Consultation and/or communication processes implemented or proposed

Councillor Expenditure is reported on a quarterly basis to the Council Meeting and Audit and Risk Committee, and the quarterly expenditure is accessible via Council's website.

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

d. Financial Implications and Collaboration

Councillor Allowances and Councillor Expenditure are accounted for in the 2024-2025 Annual Council Budget.

e. Governance Principles

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

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

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

**Attachment List**

Nil

### 9.3. MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2021 - 2025 YEAR 4 ACTION PLAN REPORT

Director: Brett Jackson, Director Community Services

#### Executive Summary

The purpose of this report is for Council to receive the year four (January 2024 – June 2025) action plan report for the Glenelg Shire Council Municipal Public Health and Wellbeing Plan (2021-2025). The period is over 18 months in order to align with the reporting schedule of the Council Plan.

#### Recommendation

**That Council receives the Glenelg Shire Council Municipal Public Health and Wellbeing Plan (2021-2025) Year Four Action Plan Report for January 2024-June 2025.**

#### Background/Key Information:

The Glenelg Shire Council Municipal Public Health and Wellbeing Plan 2021–2025 was endorsed by Council on 26 October 2021. The Plan is informed by the Victorian Health and Wellbeing Plan and is underpinned by the Glenelg Shire 2040 Community Plan and Vision.

The year four action plan details a range of actions to be achieved between the period of January 2024 through to June 2025 under the two overarching Goals of the Plan:

- Goal 1: Building healthy and well communities
- Goal 2: Building strong communities

The year four action plan report recognises the spread of work internally within the Glenelg Shire Council, but it also captures the work being undertaken by our Health and Wellbeing partners reflecting achievements across 74 actions created from a variety of health and wellbeing focuses, policy changes, and data relating to current and emerging trends.

Out of the 74 actions, 60 are achieved, 8 are on track with only 6 delayed.

Some significant achievements include:

- Winda Mara's construction of their new Medical Clinic in Heywood
- The delivery of the Tri State Games
- All 6 Council Children's Service Centres adopting Reconciliation Action Plans
- Access to specialist services and referral pathways in Casterton

The report closes out the 4-year plan, demonstrating the broad commitment of organisations and services across the Shire, in delivering, supporting and advocating for the health focused initiatives, by working in collaboration to continue to grow better health and wellbeing outcomes for the Glenelg Shire.

a. Council Plan and Policy Linkage

Our Health and Wellbeing - Supporting the Glenelg community to thrive by being healthy, inclusive and well.

b. Impact Assessment

The *Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

Has an Impact Assessment been completed?

No. Not required on an Action Plan report

c. Legislative, Legal and Risk Management Considerations

NIL

d. Consultation and/or communication processes implemented or proposed

The report will be circulated to the Health and Wellbeing partners and be available to the community.

e. Financial Implications and Collaboration

Project covered under current budget allocation.

f. Governance Principles

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

**Attachment List**

1. MPHWP Action Plan Report 2024-25 [9.3.1 - 39 pages]

#### 9.4. COUNCIL PLAN YEAR 4 QUARTER 4 PERFORMANCE REPORT

Director: Brett Jackson, Director Community Services

##### Executive Summary

The purpose of this report is for Council to receive the fourth quarter (April to June 2025) performance report for year four of the Glenelg Shire 2021-2025 Council Plan (Plan).

##### Recommendation

**That Council receives the fourth quarter performance report for year four of the 2021-2025 Council Plan.**

##### Background/Key Information:

Under the *Local Government Act 2020*, Council is required to report on the progress of the Council Plan each year in the Annual Report. For the 2021-2025 Council Plan period this has been scheduled on a quarterly basis.

Some highlights include:

- Portland Foreshore Redevelopment pathway lighting and ceremonial dance space were completed providing enhanced cultural representation, improved safety and accessibility to one of Portland's key locations.
- The Portland Employment precinct was also completed unlocking industrial and commercial land providing critical infrastructure for development, with Bunnings officially opened as the first development in the space.
- In April Council endorsed to finalise the Waste Transition Plan for the introduction of FOGO and followed that in June with the adoption of the 2025-26 budget for the Transition Plan.
- The Heywood Recreation Reserve Masterplan was adopted providing a long-term vision for improving and developing this important community space.
- The Nyamat Mirring (Sea Country) gallery was officially opened at the Portland Maritime Discovery Centre. Co-curated with Gunditj Mirring Traditional Owners Corporation telling the story of Gunditjmarra and First Nations connection to Sea Country.
- Council continued advocacy work for repair and upgrade of priority freight routes.

56 actions were marked as complete in the fourth quarter report and 45 remain on track.

To finalise the 2021-2025 Council Plan, a summary of progress and achievements throughout the four-year plan will be included in the 2024-2025 Annual Report scheduled to be presented to Council at a future Council meeting.

a. Council Plan and Policy Linkage

Our Natural Environment – Striving towards a carbon neutral future to protect and enhance the natural environment for future generations.

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

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

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

Our Health and Wellbeing - Supporting the Glenelg community to thrive by being healthy, inclusive and well.

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

b. Impact Assessment

The *Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

Has an Impact Assessment been completed?

No. Not required for reporting of Plan actions.

c. Legislative, Legal and Risk Management Considerations

Nil.

d. Consultation and/or communication processes implemented or proposed

A summary report of the 2021-2025 Council Plan progress will be included in the 2024-2025 Annual Report.

e. Financial Implications and Collaboration

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

f. Governance Principles

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

**Attachment List**

1. Year Four Quarter 4 2021-2025 Council Plan Performance Report [9.4.1 - 39 pages]

### 9.5. DRAFT ASSET PLAN

Director: Aaron Moyne, Director Infrastructure Services

#### Executive Summary

This report presents Council with the draft Asset Plan 2025-2035 (the Plan) to endorse and release for public consultation.

The draft Plan has been prepared with community input and incorporates asset data, direction and improvement actions that will assist Council in its long-term strategic asset planning and management.

The draft Plan is to be released for public consultation for a period of three (3) weeks to seek community feedback and input.

Submissions and feedback received will be reviewed and considered in the final version of the Plan to be presented at the 28 October Council Meeting for adoption.

#### Recommendation

**That Council commences the community engagement process in accordance with Council's Community Engagement Policy from Monday 1 September 2025 to Monday 22 September 2025, on the draft Asset Plan 2025-2035.**

#### Background/Key Information:

The Asset Plan is a high-level strategic document that communicates the importance and magnitude of the infrastructure assets for which Council is the custodian. The development of the Asset Plan is a requirement under the *Local Government Act 2020* and must undergo deliberative community engagement in its review. The final document is required to be approved by Council before 31 October 2025.

In preparation for the 2025 revision of the Plan, Council undertook consultation and engagement activities between January-March 2025 to establish community feedback on key strategic documents such as the Council and Wellbeing Plan and Long-Term Financial Plan, as well as the Asset Plan.

In general, there is a clear call for improved maintenance and upgrading of existing community assets, infrastructure and facilities to meet current needs and standards. There was also a strong demand for equitable access to infrastructure and services across smaller towns and rural communities.

Key items raised by the community for consideration in the development of Council's integrated strategic framework broadly covered:

#### Infrastructure and Transport

- Improved road networks and transport connectivity
- Maintained and upgraded community facilities, especially sporting and recreation
- Enhanced digital connectivity and service access

Community and Health

- Better access to healthcare, aged care, childcare and education
- Support for community events, volunteering and inclusive activities
- Programs that address housing affordability and diversity

Economy and Environment

- Support for local businesses, tourism and new investment
- Environmental protection and climate change response
- Improved town appearances and public spaces

Council Operations

- Transparent, accountable governance
- Equitable service delivery across the community
- Sustainable financial management

Specific to asset management, the community also identified the following:

Safety and Basic Infrastructure

- An emphasis that core assets like local roads, footpaths and drainage be a Council focus.
- Existing infrastructure to be safe and functional, rather than seeing money spent on new projects that some saw as 'nice to have'.

Equitable Services Across Towns

- A focus that residents in smaller towns and rural areas want to ensure they aren't left behind, with investment in infrastructure crucial (e.g. unsealed roads, culverts and bridges), even in areas less populated.

Recreation and Community Facilities

- A strong interest in maintaining facilities that support social connection and recreation – such as pools, sports grounds, stadiums and halls.
- In particular, the community is keen to see aging recreation assets improved, where financially feasible, so they can continue to be used by families and community safely.

Transparency in Decisions

- Clear communication and openness on how Council prioritises which assets get renewed and when, including criteria around the asset management approach.

The draft Plan seeks to respond to and reflect these items as a key strategic document for Council. It will be supported by relevant Asset Management Policy and Asset Management Plans which outline Council's approach to managing specific assets and classes, to ensure they are maintained and renewed at required service levels and to meet community needs.



### Plan Preparation

Preparation of the Plan has involved comprehensive data collection and review of Council's asset data base, plans and strategies, financial context, internal stakeholder engagement and wider asset position. This process has also considered existing processes and systems at a high level.

Officers have worked with asset management consultants through preparation of the Plan and in advancing short-term actions and improvements to establish and develop Council's asset management system.

### Key Asset Information

The Plan presents an overarching snapshot of Council's 'assets on a page' with more detailed information around the state and condition of assets by their class.

Council manages a diverse asset portfolio valued at approximately \$754 million, spanning road and bridges, community buildings, parks and open space, drainage infrastructure and other special assets.

The Plan outlines Council's asset profile and current state of assets, including estimated replacement value by asset type, overall condition rating, and also provides a forecast outline of the approach to management and renewal into the future.

### Strategic Focus

The Plan seeks to adopt a strategic approach to asset management which employs:

- Prioritisation of renewal before upgrade or expansion
- Planning and provision of multi-use and purpose facilities
- Completing service level reviews
- Community engagement in asset decisions

The Plan is premised upon a Lifecycle Planning approach to asset management which ensures that Council's infrastructure and other assets are planned, acquired, operated, maintained, renewed, and ultimately disposed of, in a way that delivers the best possible service outcomes for the community.

This approach recognises that decisions made at each stage of the asset's life from initial planning and design, through to operation, renewal, and eventual disposal, impact the long-term financial sustainability of Council, service reliability, and risk exposure. By integrating whole-of-life considerations into asset planning and decision-making, Council can prioritise renewal and maintenance over new investment where appropriate, optimise the timing of upgrades and replacements, and ensure that assets continue to meet community needs in alignment with the Council and Wellbeing Plan and Long-Term Financial Plan.

### Improvement Plan

The Plan identifies asset management priority improvement areas and an improvement plan with key actions over a short, medium and long-term horizon, focused on strengthening Council's asset management over the life of the Plan. This includes the improvement of data and asset condition knowledge, integration of the asset management system and strategic long-term planning.

The improvement actions in the draft Plan will enhance Council's asset management capability, improve data accuracy, and strengthen decision-making. This will enable better prioritisation of renewal and maintenance, optimise investment timing, and support long-term financial sustainability, while ensuring assets continue to meet community needs and align with strategic priorities.

The Asset Plan will provide directions and themes which can be included in the more technical elements of the Asset Management System, such as the Asset Management Policy, guidelines and asset management plans.

Many of the improvement actions will be undertaken using existing Council resources and provide a structured approach in developing Council's asset management function to achieve a best practice and structured outcome.

#### a. Council Plan and Policy Linkage

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

Preparation of the draft Asset Plan has been undertaken in alignment with the Draft Council and Wellbeing Plan 2025-2029.

#### b. Impact Assessment

The *Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

##### Has an Impact Assessment been completed?

Impact Assessments will occur in the development of Asset Management Plans, policy and service plans as they are reviewed and developed.

#### c. Legislative, Legal and Risk Management Considerations

The Asset Plan is a requirement of the *Local Government Act 2020* and forms part of Council's Integrated Planning and Reporting Framework (IPRF).

#### d. Consultation and/or communication processes implemented or proposed

Community consultation was undertaken as part of the 2025-2029 Council Plan development, which provided important initial feedback to consider in preparation of the Plan.

To guide final development of the Plan, further public consultation will be undertaken in the development of the Asset Plan, in accordance with Council's Community Engagement Policy. Consultation will occur for three (3) weeks through September involving:

- Your Say Glenelg (draft plan, information and survey)
- Media release
- Social media
- Newspaper
- Hard copy survey

All feedback received will be reviewed and considered in the final version of the Plan to be presented to Council for adoption.

e. Financial Implications and Collaboration

There are no financial implications at this stage. The Plan will be developed in alignment with Council's Long Term Financial Plan to ensure a strategic approach is achieved.

Many of the improvement actions identified within the Plan will be undertaken and implemented using existing Council resources. Those actions requiring budget, such as the collection of asset condition and audit data, will be presented with business cases through Council's annual budget process.

The Plan will provide Council with critical strategic direction in the preparation of future Council budgets and both capital and operational works programs which relate to asset management. This considers asset criticality, levels of service, condition and deterioration, which may lead to higher future renewal and maintenance costs if left unaddressed.

f. Governance Principles

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

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

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

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

## **Attachment List**

1. GSC Draft Asset Plan 2025 2035 [9.5.1 - 48 pages]

## 9.6. DRAFT ROAD MANAGEMENT PLAN 2025

Director: Aaron Moyne, Director Infrastructure Services

### Executive Summary

This report presents Council with the draft Road Management Plan 2025 to endorse and release for public consultation.

The Road Management Plan (RMP) for local roads managed by Council has been prepared:

- to meet the requirements of the *Road Management Act 2004*
- to provide a safe and functional local road network
- to minimise Council's exposure to risk, related to the management and control of local road assets.

This Plan applies to all roads identified in Council's adopted road hierarchy and listed in Council's Register of Public Roads.

The draft Plan is to be released for public consultation for a period of three (3) weeks to seek community feedback and input.

Submissions and feedback received will be reviewed and considered in the final version of the RMP to be presented at the 28 October Council Meeting for adoption.

### Recommendation

**That Council commences the community engagement process in accordance with Council's Community Engagement Policy from Monday 1 September 2025 to Monday 22 September 2025, on the draft Road Management Plan 2025.**

### Background/Key Information:

The purpose of the Road Management Plan is to establish Council's strategic approach, procedures and systems for the management of its local road network.

Council is responsible for:

- 976 km of sealed rural local roads,
- 1,442 km of rural gravel or limestone roads,
- 164 km of sealed urban roads,
- 47 km of unsealed urban roads,
- 46 bridges,
- 165 major culverts, and
- 140 km of footpaths.

Council is a road authority under the *Road Management Act 2004* (the Act). As such, it is responsible for carrying out the management functions on local roads i.e. all roads within the municipal area of Glenelg Shire Council, other than Department of Transport and Planning (DTP) highways and arterial roads.

Under the Act, a road authority shall carry out its road management functions based on policy and operational objectives. The Act requires Council to set appropriate standards for the discharge of its road management duties based on available resources. It also requires Council to monitor its performance in delivering the functions.

The plan sets out the policies, objectives and relevant standards in relation to the discharge of Council's Road management duties and is prepared in accordance with regulations and the Code of Practice for Road Management Plans.

Council last reviewed the RMP in 2021 and has since undergone a recent review and internal compliance audit with key findings considered. To guide this 2025 review, Council's has worked with insurers through the Municipal Association of Victoria (MAV) to conduct a gaps analysis of Council's RMP, which has informed revisions of the update RMP.

Once the RMP is adopted by Council, an annual desktop review is undertaken by officers to ensure that it remains up to date with legislation and operational needs.

Through this review of the RMP, the following changes are proposed:

- Merged carpark categories and set annual inspection frequency
- Revision of footpath defects with removal of FDA footpath defect category, retaining the *Disability Discrimination Act* 1992 as a guideline
- Added Level 2 Bridge & Culvert Inspections to Figure 3, section 3.2.2
- Inclusion of sapling (SAP) vegetation defect code section 9.1
- Clarified road responsibilities (urban and rural) with image and descriptions at section 1.2.

Other minor administrative changes and improvements have also been made within the document.

Incidents raised and reported by community members are reviewed through an internal customer service request process in accordance with the RMP.

Section 3 of the RMP sets out Council's designated inspection types and routines for roads, footpath and bridges/major culverts.

Review and implementation of the Plan will strengthen Council's ability to manage road assets and infrastructure within available resources while meeting legislative obligations. The defined inspection and maintenance framework will improve risk management, prioritise asset interventions, and maintain community safety.

The Plan also supports transparency and accountability through clear service levels and documented processes, aligning with Council's Asset Plan and policies, the draft Council and Wellbeing Plan 2025-2029 Plan, and Long-Term Financial Plan.

a. Council Plan and Policy Linkage

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

Preparation of the draft Asset Plan has been undertaken in alignment with the Draft Council and Wellbeing Plan 2025-2029.

- 

b. Impact Assessment

The *Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

Has an Impact Assessment been completed?

No. The RMP is technical and statutory document prepared in accordance with the Act, with its purpose to establish asset inspection, maintenance and risk management processes.

The Plan applies uniformly to all users of Council-managed roads and related infrastructure assets.

c. Legislative, Legal and Risk Management Considerations

The RMP aligns with the requirements under the Act, *Road Management (General) Regulations 2016* and industry best-practice.

The regulations establish a requirement that Council conducts a periodic review of the RMP with the *Local Government Act 2020* requiring Council adoption by 31 October the year following a general election.

d. Consultation and/or communication processes implemented or proposed

As part of the review process, multiple meetings involving relevant Council officers and departments were held to assess road management, inspections and maintenance.

Preparation of the draft RMP has also considered community feedback and issues raised to improve clarity and to outline responsibilities around management functions, both over time and including feedback received between January-March 2025.

The draft RMP will be released for public consultation in accordance with Council's Community Engagement Policy. Consultation will occur for three (3) weeks through September involving:

- Your Say Glenelg (draft plan and information)
- Media release
- Social media
- Newspaper

All feedback received will be reviewed and considered in the final version of the Plan to be presented to Council for adoption.

e. Financial Implications and Collaboration

Preparation and release of the RMP does not present any direct financial implications for Council. Inspection schedules, maintenance and road management is already factored into Council's annual operation budget.

Review and adoption of the RMP supports a strengthened risk management framework for Council.

f. Governance Principles

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

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

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

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

**Attachment List**

1. Draft - Road Management Plan 2025 [9.6.1 - 22 pages]

### 9.7. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND COMMONWEALTH OF AUSTRALIA - BUREAU OF METEOROLOGY

Director: David Hol, Director Corporate Services

#### Executive Summary

This report is to seek Council's approval to enter a new lease with the Commonwealth of Australia - Bureau of Meteorology for the property Portland Airport Zone 54, 1260 Bridgewater Lakes Road, Cashmore.

#### Recommendation

##### **That Council:**

- 1. Approves a new nine (9) year lease with the Commonwealth of Australia – Bureau of Meteorology for the property at Portland Airport Zone 54, 1260 Bridgewater Lakes Road, Cashmore.**
- 1. Sets the rental figure at \$172.72 (excl GST) per annum, with rent to be adjusted annually by three (3) percent.**
- 2. Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part one (1) of this resolution**

#### Background/Key Information:

The Commonwealth of Australia – Bureau of Meteorology has been occupying the site since 1 July 2008.

The parcel of land known as Portland Airport Zone 54 is situated at 1260 Bridgewater Lakes Road, Cashmore (see image below), consisting of 256 square metres for the purposes of an automatic weather station.

The current lease commenced on 1 July 2017 and expires on 30 June 2026. As the lease has no further options, a new lease is required.

Although the current lease expires on 30 June 2026, the tenant has requested a succeeding lease to be arranged earlier than normal.

The tenant currently pays \$168.12 (excl GST) per annum.

An in-principal agreement has been reached with a proposed rental amount set at \$172.72 per annum excl GST with an annual increase of three (3) percent.

The new rental amount was calculated using the current rental amount with an adjustment in accordance with the March 2025 quarter All Groups CPI figure for Melbourne rounded up to the next dollar.

The lease agreement will be drawn up by the Commonwealth of Australia – Bureau of Meteorology at no cost to Council.



It is recommended that Council approves a new nine (9) year lease with the Commonwealth of Australia – Bureau of Meteorology for the property known as Portland Airport Zone 54, 1260 Bridgewater Lakes Road, Cashmore.



**Image 1. Aerial image of Portland Airport Zone 54**

a. Council Plan and Policy Linkage

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

b. Impact Assessment

The *Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

Has an Impact Assessment been completed?

Not applicable

c. Legislative, Legal and Risk Management Considerations

Section 115 of the *Local Government Act 2020* restricts Council's power to lease land in specific circumstances. The proposed lease complies with s.115.

The lease has been developed in accordance with the Leases and Licenses Policy with regard to the commercial use of the Council land.

d. Consultation and/or communication processes implemented or proposed

Communication with the Tenant relating to the new lease has occurred.

e. Financial Implications and Collaboration

The income received from the lease is included within the current budget provisions

f. Governance Principles

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

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

**Attachment List**

Nil

## 9.8. PLANNING SCHEME AMENDMENT C115GELG

Director: Brett Jackson, Director Community Services

### Executive Summary

The purpose of this report is to seek authorisation from the Minister for Planning to prepare and exhibit planning scheme Amendment C115gelg as set out in the *Planning and Environment Act 1987* (the Act).

### Recommendation

**That Council seeks authorisation from the Minister for Planning under Section 8A (3) of the *Planning and Environment Act 1987* to prepare and exhibit Glenelg Planning Scheme Amendment C115gelg.**

### Background

#### Dartmoor and Nelson Flood Study

On 22 April 2022, Council was successful in obtaining funding to prepare the Dartmoor and Nelson Flood Study, and planning scheme amendment, through the Australian Government's; Preparing Australian Communities – Local Stream program.

A flood study is a technical investigation of flooding behaviour, based on records of rainfall, catchment impacts and physical terrain. It determines how far and high flood waters are expected to reach as well as the range of flood related risks and ways to reduce and manage those risks.

Dartmoor was identified in the Glenelg Hopkins Regional Floodplain Management Strategy in 2017 as requiring flood information and this flood study has been undertaken so that future planning and decisions are soundly based with measures to minimise flood risk to community.

The flood study applies to the Glenelg River from land to the north of Dartmoor and to the south of Nelson to the river mouth at the Southern Ocean. The study was undertaken in accordance with guidance from the 2019 Australian Rainfall and Runoff Report as well as the Victorian Guideline for Modelling the interaction of Catchment and Coastal Flooding, 2022. This covers a full suite of riverine and storm tide events.

This flood study was undertaken with modelling at 0.8 metres by 2100 (Climate Change Scenario 1), which is the stated minimum required by position of State Government at clause 13.01-2S of planning schemes. Climate Change Scenario 1 represents a 32% increase in rainfall intensity. The study also undertook modelling at 1.2 metres by 2100 with up to 41 percent increase in intensity of rainfall to account for climate change reflected by Climate Change Scenario 2. The study has followed best practice methodology and guidance to prepare the flood mapping for the amendment.

The Marine and Coastal Policy plans for a sea level rise of at least 0.8 metres by 2100. An action of the Marine and Coastal Strategy is a review of the 0.8 metres sea level rise and in anticipation of an outcome, the 1.2 metres has been modelled consistent with advice from Government. This position of State Government has been

demonstrated in changes required to recent amendments in other Council areas and coastal development requiring Marine and Coastal consent.

### 28 January 2025 Council Meeting

Council resolved to seek authorisation to prepare the draft planning scheme amendment to be exhibited concurrently with the completed flood study.

The Department of Transport and Planning (DTP) responded that a review of the flood schedules and the local floodplain development plan was required to be completed as part of Amendment C115gelg (the Amendment) leading to a delay in the project's completion.

### Additional Work Undertaken and Preferred Amendment Pathway

As required, the review of the flood schedules and local floodplain development plan has been completed in consultation with officers from DTP and Glenelg Hopkins Catchment Management Authority (GHCMA). The changes are largely technical updates with exemptions and flooding mitigation measures outlined and standardised for the planning scheme overlays. It does not change the current extent of mapped flooding in any of the other rivers across the shire.

DTP also required that the Council nominate a pathway for the Amendment. The options are:

- Standard amendment process as set out in the *Planning and Environment Act 1987*, where Council is the responsible authority, or
- Alternate process for flood related amendments where the Minister for Planning (the Minister) is the responsible authority for the amendment.

For either scenario, the Minister for Planning is responsible for the final decision on the amendment. However, DTP officers have advised that there may be efficiencies in requesting that the Minister for Planning be the responsible authority for the amendment.

### The Standard Amendment Process

The standard amendment process is recommended as it allows Council to review the submissions prior to resolving to request that any unresolved submissions are referred to an independent planning panel. Council is the responsible authority for the amendment and will be required to make a decision on the matter before submitting the final adopted amendment to the Minister for approval.

### The Alternate Process

The alternate process requires a request to the Minister to exercise discretion under Section 20(4) of the Act. This process requires that the amendment be exhibited in draft form by Council (after authorisation is given) before the Minister can exempt themselves from the notice requirements under this section of the Act. The Minister will be the responsible authority for the amendment. Council will be required to provide a response to any submissions received and refer any unresolved submissions to the

Flood-related Amendments Standing Advisory Committee. This can be delegated to the appropriate officers at Council.

### Conclusion

The complete amendment package is attached and is drafted for Council to be the responsible authority for the Amendment to proceed through the standard amendment process. This process provides locally led community engagement and requires Council to be the lead for the process making sure it takes into account the views of the residents of the Glenelg Shire.

#### a. Council Plan and Policy Linkage

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

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

The process for a planning scheme amendment is set out in Part 3 of the *Planning and Environment Act 1987*.

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

Letters and a frequently asked questions document were sent to landowners and occupiers in Dartmoor and Nelson during January 2025 to provide advanced notice of the draft planning scheme amendment with the Dartmoor and Nelson Flood Study available for viewing since then.

Three (3) enquiries on the matter have been received to date. Consultation sessions have not been held given the authorisation to exhibit the draft amendment was not given until the additional work and review was completed.

Exhibition of the Amendment is required for one calendar month and is proposed to include:

- Notice in the local newspapers.
- Letters to landowners and occupiers of land directly affected by the proposed extent of the Floodway Overlay (FO1) and Land Subject to Inundation Overlay (LSIO1).
- Two community drop-in sessions. One in Dartmoor and another in Nelson.

If submissions cannot be resolved, a Council resolution is required to request that the Minister refer the submissions to an independent panel/advisory committee.

#### d. Financial Implications and Collaboration

Funding was received from the Australian Government's Preparing Australian Communities – Local Stream program. Funding for the project ended 31 March 2025, with the flood study now complete.

If submissions cannot be resolved and a planning panel or standing advisory committee is required, this might exceed the current operational planning budget.

Should this arise unbudgeted allocation of funding may be required to complete the amendment process.

Application to the Regional Planning Hub program can also be made to assist resourcing Council if a panel is required.

e. Governance Principles

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

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

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

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

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

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

**Attachment List**

1. Dartmoor and Nelson Flood Study - Summary Report [9.8.1 - 92 pages]
2. Explanatory- Report- Digitalily-accessible-version-4 - C115gelg [9.8.2 - 16 pages]
3. Instruction-sheet- Digitalily-accessible-version-4 - C115gelg [9.8.3 - 2 pages]
4. C115gelg Maps Sheets combined [9.8.4 - 6 pages]
5. C115gelg Ordinance combined [9.8.5 - 50 pages]
6. Incorporated Document - LFDP - C115gelg [9.8.6 - 15 pages]

9.9. COUNCIL POLICY 'GIFTS, BENEFITS AND HOSPITALITY - COUNCILLORS'

CEO: Helen Havercroft, Chief Executive Officer

Executive Summary

This report is for Council to consider a revised Council Policy Gifts, Benefits and Hospitality Councillors, in line with current Departmental Procedures and Guidelines, and Section 138 (3) of the *Local Government Act 2020*.

Recommendation**That Council:**

- 1. Adopts the revised Council Policy Gifts, Benefits and Hospitality Councillors CPO-CEO-CS-007 in its entirety.**
- 2. Revokes Council Policy Gifts, Benefits and Hospitality Councillors CPO-CEO-CS-007 endorsed by Council on 23 February 2021.**

Key Information:

In accordance with Section 138(1) of the *Local Government Act 2020*, a Council must adopt a Councillor Gift Policy.

Section 138(2) of the Act states a Councillor Gift Policy must include –

1. procedures for maintenance of a gift register; and
2. any other matters prescribed by the regulations.

Council is committed to being open and transparent in its operations to ensure that it minimises the risk of being placed in a compromising position that may have an adverse effect on its public reputation or image and the promotion of trust within the community.

The purpose of this Policy is to outline the Glenelg Shire's position on elected Councillors responding to offers of gifts, benefits and hospitality. Officers of Council have a similar Policy to follow.

This Policy supports Councillors to avoid conflicts of interest and maintain high levels of integrity, accountability and public trust.

The Policy is scheduled to be reviewed every 4 years, with the previous review being completed in February 2021.

Key changes to the policy in this review include:

- Updated reference documents, policies and procedures
- Reference to conflict of interest
- Reference to attempts of bribery
- GIFT Test resource
- Reduction in reportable amount from \$50 to \$20.
- Clarity about the anonymous gift value threshold

a. Council Plan and Policy Linkage

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

b. Impact Assessment

The *Gender Equality Act 2020* requires Council to conduct an Impact Assessment when developing policies, procedures, programs or services that have a direct and significant impact on the public.

Has an Impact Assessment been completed?

No, this Policy does not require an impact assessment as it has no direct or significant impact to the public.

c. Legislative, Legal and Risk Management Considerations

- Section 137 of the *Local Government Act 2020* - Anonymous gift not to be accepted.
- Section 138 of the *Local Government Act 2020* – Councillor Gift Policy.
- *Local Government (Governance & Integrity) Regulations 2020* – Section 9 Lodging of a biannual personal interests return

d. Consultation and/or communication processes implemented or proposed

Council Policy has been referred to Executive Team and Councillor Briefing.

e. Financial Implications and Collaboration

Not applicable.

f. Governance Principles

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

**Attachment List**

1. Policy Review COUNCIL POLICY CPO-CEO-CS-007 Gifts Benefits and Hospitality Councillors [9.9.1 - 8 pages]



**10. URGENT BUSINESS**

Nil.

**11. QUESTION TIME**

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

Nil.

**11.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY**

Nil.

**12. CLOSURE OF COUNCIL MEETING**