



## **Glenelg Shire Council**

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

#### **Council Meeting Tuesday 28 January 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, 23 January 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 Meeting held on 17 December 2024, as circulated, be confirmed.**

## 5.2. RECORD OF COUNCILLOR BRIEFINGS

David Hol, Director Corporate Services

### Executive Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken.

### Recommendation

**That Council receives the record of the Councillor Briefings held on the 22 November 2024, 10 December 2024, 17 December 2024 and 14 January 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 November 2024 [5.2.1 - 1 page]

2. Councillor Briefing Record 10 December 2024 [**5.2.2** - 1 page]
3. Councillor Briefing Record 17 December 2024 [**5.2.3** - 1 page]
4. Councillor Briefing Record 14 January 2025 [**5.2.4** - 2 pages]

**6. DECLARATIONS OF CONFLICT OF INTEREST**

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

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

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

**7. COUNCILLOR ACTIVITY REPORTS****7.1. COUNCILLOR ACTIVITY REPORTS 11 NOVEMBER TO 31 DECEMBER****Recommendation**

**That Council notes the Councillor Activity Reports for 11 November to 31 December 2024.**

**Cr STEPHENS, MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
11.11.2024	Portland RSL Remembrance Day Ceremony	Portland	Laying of wreath in recognition World War II Veterans
11.11.2024	Councillor Induction – Day 1	Portland	Getting to know each other
12.11.2024	Councillor Induction – Day 2	Portland	Building a cohesive and successful team
19.11.2024	Councillor Induction – Day 3 Regional Collaboration and Awareness	Warrnambool	Regional gathering of the six South West Councils with presentations provided by key stakeholder groups such as Wannon Water, GORT and GHCA.
20.11.2024	MAV Freight Policy Reference Group	Online	Ongoing review of state and national freight policy.
20.11.2024	Statutory Meeting of Council	Portland	Statutory Meeting for the Election of Mayor and Deputy Mayor
21.11.2024	Casterton Memorial Hospital AGM	Casterton	Annual General Meeting of the Casterton Memorial Hospital Board.
21.11.2024	Rotary Club of Casterton dinner.	Casterton	Annual Change Over dinner for the club and an opportunity to reflect on the achievements for the past year.
22.11.2024	Councillor Induction – Day 5	Portland	Financial Overview and Indigenous Engagement
26.11.2024	Councillor Induction – Day 6	Portland	Getting to work
26.11.2024	Council Meeting	Portland	Monthly Council Meeting, being the first for this new Council Group.
03.12.2024	Glenelg Shire International Day of People with Disability	Portland	A wonderful event held at Alexandra Park with participants from across the shire invited to come

			together to enjoy a range of fun activities and share a BBQ lunch. It's a good opportunity to catch up with many individuals both participants and Carer's.
03.12.2024	Councillor Briefing	Portland	Monthly Briefing Session for Council.
05.12.2024	Australian Breastfeeding Association – Portland Branch	Portland at the Botanical Gardens	Honoured to present Pixie Endacott with a presentation for 50 years of service to the Australian Breastfeeding Association.
05.12.2024	Audit & Risk Committee Meeting	Portland	Quarterly Audit & Risk Committee Meeting.
05.12.2024	All Abilities Exhibition	Portland Arts Centre	Artwork and performances presented by local artists, performers, and school children – and great to meet all the participants on the night.
05.12.2024	Portland Secondary College 33 <sup>rd</sup> Annual Presentation Evening	Portland	Annual Student Presentation Ceremony for 2024.
06.12.2024	SouthWest Alliance Board Meeting	Warrnambool	Bi-monthly meeting of SW Alliance Councils.
08.12.2024	Christmas Community Carols	Portland	Located at Bayview College Sports Oval a fabulous evening which was well attended by families and students and community members.
09.12.2024	Portland VIC Australia – Days for Girls Team	Narrawong	Shared Christmas Lunch with the wonderful volunteers.
10.12.2024	Councillor Induction – Day 7	Portland	Continuing the learning and development.
10.12.2024	Council Briefing Session	Portland	Briefing Session of Council.
12.12.2024	Councillor Induction – Day 8 Mayor. Deputy Mayor Training	Port Fairy	Combined Mayor, Deputy Mayor training with Moyne Shire & Southern Grampians Shire Councils.
17.12.2024	Council Meeting	Portland	Monthly Council meeting.



**Cr MCDONALD, DEPUTY MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
13.11.2024	Technology Induction	Portland	
13.11.2024	PSC Yr. 7 Hub Launch	Portland	A very proactive response to the consequences of learning challenges post Covid. Mentored by Baimbridge College now in their 3rd successful year of the initiative.
17.11.2024	Heywood Men's Shed Volunteer Expo-Launch speech	Heywood	Great to see volunteer groups sharing their respective contributions to the community.
19.11.2024	South West Alliance Convention	Warrnambool	A fabulous networking day focussing discussing regional issues and opportunities to jointly advocate to state and federal government.
20.11.2024	Official Photos	Portland	
20.11.2024	Statutory Council Meeting	Portland	
22.11.2024	Aboriginal Healing Centre	Portland	Introduction to the partnership. A very positive experience meeting CEOs and elders of Glenelg's aboriginal community. A strong sense that, although stalled in recent years, all partnership participants are ready to continue to move forward.
22.11.2024	Council Financial Overview	Portland	
24.11.2024	Anglican Church 190 <sup>th</sup> Celebration	Portland	
26.11.2024	Briefing/Council Meeting	Portland	
29.11.2024	Walk against domestic violence- launch speech	Heywood	A positive event, including presentations by local and regional support networks and literature written by victim survivors.
3.12.2024	International Day of Disability	Portland	A sector driven event offering participants a broad range of activities and opportunities to perform leadership roles and engage with emergency services and volunteer groups.

03.12.2024	Council Briefing	Portland	
05.12.2024	Audit and Risk Meeting	Portland	
05.12.2024	All Abilities Exhibition/Performance	Portland	Always an inspirational show. Fabulous to see the Performing Arts included.
05.12.2024	Promoting Portland Event	Portland	
06.12.2024	Christmas Carols at Bayview College	Portland	A huge turn-out with some very contemporary school performances.
06.12.2024	Lighting the Tree	Portland	An incredible effort by Josh from the Events Team, including the children in the count down. Brand new lights have added to the spectacular result thanks to Menzel Electrical and Keppel Prince.
10.12.2024	Council Briefing	Portland	
11.12.2024	Meeting with Monitor	Portland	
12.12.2024	Deputy Mayor Training	Portland	
13.12.2024	PAC Events Launch	Portland	
17.12.2024	Council Briefing/Meeting	Portland	
18.12.2024	DWECH 30 <sup>th</sup> Anniversary	Portland	An inspirational journey of progress in creating facilities and programs for community needs.
18.12.2024	MEALSHARE Christmas dinner	Portland	It was a pleasure to assist with this event which brings so much joy to those attending.
19.12.2024	MAV meeting	Via teams	

**Cr ANGELINO**

Date	Meeting/Event	Location	Comments (Optional)
11.11.2024	Councillor Oath	Portland	
17.11.2024	Heywood volunteer expo	Heywood	Great day, lions club and other groups attended.
20.11.2024	Council Stat Meeting	Portland	
22.11.2024	Councillor Induction	Portland	
22.11.2024	Councillor briefing	Portland	
26.11.2024	Councillor briefing	Portland	
26.11.2024	Council meeting	Portland	
29.11.2024	Walk against family violence	Heywood	Great speakers and the walk with the school kids went well
03.12.2024	Glenelg international day people with disability	Portland	Met with many people and great day for the community

03.12.2024	Councillor briefing	Portland	
05.12.2024	Portland secondary college presentation night	Portland	Met lots of new people and students
08.12.2024	Christmas carols Portland	Portland	Great event with many school choirs singing Christmas carols
09.12.2024	Portland PAC 'Its Christmas' event	Portland	Great event
10.12.2024	Councillor briefing	Portland	
17.12.2024	Councillor briefing	Portland	
17.12.2024	Council meeting	Portland	

**Cr CARR**

Date	Meeting/Event	Location	Comments (Optional)
11.11.2024	Councillor Oath	Portland	
12.11.2024	Councillor Induction	Portland	
13.11.2024	Councillor IT Induction	Portland	
20.11.2024	Councillor Briefing	Portland	
20.11.2024	Council Stat Meeting	Portland	
22.11.2024	Councillor Induction	Portland	
22.11.2024	Councillor Briefing	Portland	
26.11.2024	Councillor Briefing	Portland	
26.11.2024	Council meeting	Portland	
03.12.2024	Councillor Briefing	Portland	
05.12.2024	All Abilities Exhibition	Portland	
10.12.2024	Councillor Briefing	Portland	
17.12.2024	Council meeting	Portland	
17.12.2024	Councillor Briefing	Portland	
18.12.2024	Portland Community Meal Share	Portland	

**Cr JOWETT**

Date	Meeting/Event	Location	Comments (Optional)
11.11.2024	Councillor Oath	Portland	
12.11.2024	Councillor Induction	Portland	
13.11.2024	Councillor IT Induction	Portland	
17.11.2024	Heywood Men's Shed Expo	Heywood	An Excellent gathering of local Heywood volunteers. I spoke to many people who shared their experiences.
19.11.2024	Southwest Alliance gathering	Warrnambool	Regional gathering of the six S.W.A. council members. The information and experiences that were shared were, I feel, vital in understanding our role as Councillors and the problems that we all share

20.11.2024	Statutory Meeting of council	Portland	Voted for the new Mayor and Deputy Mayor. Also decided where the council meetings will be for the next 12 months
22.11.2024	Councillor Induction	Portland	Indigenous Engagement and Financial Overview session
24.11.2024	St. Stephens 190 <sup>th</sup> Celebrations	Portland	Great to see so many people attend this historic milestone event.
26.11.2024	Council Meeting	Portland	November Meeting. The first open council meeting of this councillor group. A number of vital committee appointments were made.
03.12.2024	Glenelg Shire International Day of People with Disability	Portland	A wonderful event held at Alexandra Park. There were fun activities, static displays and a BBQ lunch. I spoke to many individuals and gained a greater understanding of their challenges and perspectives.
03.12.2024	Councillor Briefing	Portland	
05.12.2024	Audit & Risk Committee Meeting	Portland	A highly informative meeting where a variety of topics were discussed
05.12.2024	All Abilities Exhibition	Portland Arts Centre	I enjoyed seeing the displayed artwork and the performances presented by local artists, performers and school children
05.12.2024	Promoting Portland Committee Christmas Party	Portland	I spoke to many local business owners and gained a greater insight into the challenges they face operating in the current economic climate
07.12.2024	Glenelg Emergency Services Expo	Portland Foreshore	A large gathering of local Portland volunteers. I spoke to many people who shared their experiences
10.12.2024	Councillor Induction and Briefing	Portland	A continuation of being provided with the knowledge and information that we councillors need to function as representatives of the community

17.12.2024	December Council Meeting	Portland	Our final open council meeting for 2024. Among the items that were discussed and voted on was the Portland Multi-Purpose Foreshore Project
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**Cr NOSKE**

Date	Meeting/Event	Location	Comments (Optional)
11.11.2024	Councillor Oath	Portland	
20.11.2024	Council Stat Meeting	Portland	
22.11.2024	Councillor Induction	Portland	
22.11.2024	Councillor briefing	Portland	
26.11.2024	Councillor briefing	Portland	
26.11.2024	Council meeting	Portland	
29.11.2024	Walk Against Family Violence	Heywood	
03.12.2024	International Day of People with Disabilities Celebration	Portland	
03.12.2024	Councillor briefing	Portland	
05.12.2024	Opening – All Abilities Art Exhibition	Portland	
10.12.2024	Councillor briefing	Portland	
17.12.2024	Councillor briefing	Portland	
17.12.2024	Council meeting	Portland	

**Cr PEPPER**

Date	Meeting/Event	Location	Comments (Optional)
11.11.2024	Councillor Oath	Portland	
20.11.2024	Council Stat Meeting	Portland	
22.11.2024	Councillor Induction	Portland	
22.11.2024	Councillor briefing	Portland	
26.11.2024	Councillor briefing	Portland	
26.11.2024	Council meeting	Portland	
03.12.2024	Councillor briefing	Portland	
06.12.2024	Walk against family violence	Casterton	
10.12.2024	Councillor briefing	Portland	
17.12.2024	Councillor briefing	Portland	
17.12.2024	Council meeting	Portland	

**8. NOTICES OF MOTION****8.1. NOTICE OF MOTION 4 2024-2025 - TOWN ENTRANCE PORTLAND -  
HENTY HIGHWAY MOWING AND VEGETATION MAINTENANCE**

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 28th January 2025.

**That Council requests a report that relates to options that would see the grass and vegetation on the dual lane Henty Highway, between New Street and Crowes Road as you enter Portland, maintained to a higher standard all year round.**

Signed: Cr Michael Carr  
Date: 15 January 2025

**Attachments**

1. Notice of Motion - Town Entrance Portland - Henty Highway Mowing and vegetation Maintenance [8.1.1 - 1 page]

**8.2. NOTICE OF MOTION 5 2024-2025 - FOOD ORGANICS WASTE  
COLLECTION SERVICE**

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 28 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 March 2025.**

Signed: Cr Matt Jowett

Date: 15 January 2025

**Attachments**

1. 8.2.1 Notice of Motion - Food and Organics Waste Collection Service [8.2.1 - 1 page]

## **9. MANAGEMENT REPORTS**

### **9.1. S5 COUNCIL TO CEO INSTRUMENT OF DELEGATION**

Director: David Hol, Director Corporate Services

#### **Executive Summary**

In accordance with the principles of good governance, continuous improvement and statutory compliance, and in exercise of the power conferred by S11(1) of the *Local Government Act (2020)*, Council may delegate to the member of Council staff holding, acting in, or performing the position of Chief Executive Officer, the powers, duties, and functions set out in the Schedule of the S5 Instrument of Delegation.

#### **Recommendation**

**That Council approves the Instrument of Delegation from Council to the Chief Executive Officer (S5), which will come into force immediately upon this resolution being made and is signed by the Mayor and Chief Executive Officer, and notes that the previous Instrument is therefore revoked.**

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

Most Council decisions are not made at Council meetings. Effective functioning of local government would not be possible if they were. Instead, most decision-making power is, or should be, allocated by formal delegations.

Section 11(1) of the *Local Government Act 2020* enables Councils to delegate to Council Committees and Staff a diverse range of powers, duties or functions to facilitate the effective and efficient management and operation of municipalities.

The S5 Instrument of Delegation from Council to the Chief Executive Officer (CEO) delegates all of Council's powers, duties and functions which are capable of delegation, subject to some exceptions and limitations, to the CEO.

The Chief Executive Officer may then by instrument of delegation under S47 of the *Local Government Act 2020*, sub-delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to a member of Council staff.

Whilst the S5 Delegation already covers a person in the role of the CEO, including the appointment of the current CEO, since the last S5 was approved by Council in February 2023, it is considered best practice to regularly update the instrument as it can only delegate those powers that were in existence at the time the S5 was made.

In addition, in accordance with S11(7) of the *Local Government Act 2020*, a Council must review, within the period of 12 months after a general election, all delegations which have been made and are still in force.



Apart from minor administrative wording changes and updating to the current CEO, there are no changes to the existing delegation or powers delegated.

The updated S5 Instrument of Delegation is now provided for Council approval and signing by the Mayor and CEO.

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 11 of the [Local Government Act 2020](#) provides that a Council may by instrument of delegation delegate to the Chief Executive Officer any power, duty or function of a Council under the Act.

c. Consultation and/or communication processes implemented or proposed

Documents are available for staff and Councillors to view prior to being adopted at the Council Meeting.

d. Financial Implications and Collaboration

Resources for preparation and coordination of regular delegation reviews are allowed for within the Corporate Services department.

e. Governance Principles

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

**Attachment List**

1. S5 - Staff Package\_ Instrument of Delegation - Council to CEO [9.1.1 - 5 pages]

## 9.2. COUNCILLORS QUARTERLY EXPENDITURE REPORT

Director: 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 October 2024 to 31 December 2024.

### Recommendation

**That Council receives the Councillors quarterly expenditure report for the period 1 October 2024 to 31 December 2024.**

### 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 October 2024 to 31 December 2024.

*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	Grand Total	YTD
Angelino				\$635	\$837	\$1,472	\$1,472
Carr	\$69	\$45		\$868	\$822	\$1,804	\$4,689
Jowett				\$635	\$837	\$1,472	\$1,472
McDonald, R				\$868	\$837	\$1,705	\$4,427
Noske				\$644	\$837	\$1,481	\$1,481
Pepper				\$635	\$837	\$1,472	\$1,472
Stephens	\$4,527			\$933	\$822	\$6,282	\$19,341
Martin				\$224		\$224	\$969
McDonald, A				\$233		\$233	\$2,954
Northcott				\$233		\$233	\$582
Wilson	\$97	\$180		\$283		\$560	\$1,758
Grand Total	\$4,693	\$225		\$6,192	\$5,827	\$16,937	\$40,616

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

Following is a table of Councillor allowances paid for the period 1 October 2024 to 31 December 2024.

Councillor	Amount	YTD
Angelino	\$7,562	\$7,562
Carr	\$7,562	\$14,313
Jowett	\$7,562	\$7,562
McDonald, R	\$11,784	\$19,839
Noske	\$7,562	\$7,562
Pepper	\$7,562	\$7,562
Stephens	\$22,718	\$48,544
Martin		\$8,054
McDonald, A		\$8,054
Northcott		\$8,054
Wilson		\$8,054
Grand Total	\$72,311	\$145,159

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

- *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. COUNCIL POLICY - PUBLIC TRANSPARENCY

Director: David Hol, Director Corporate Services

#### Executive Summary

The purpose of this report is to seek Council adoption of the revised Council Policy Public Transparency.

#### Recommendation

**That Council adopt the revised Council Policy - Public Transparency.**

#### Background/Key Information:

Section 57 of the *Local Government Act 2020* requires Council to adopt and maintain a Public Transparency Policy. The first Public Transparency Policy was adopted by Council on 25 August 2020.

This policy supports Council in its ongoing drive for good governance and the importance of open and accountable conduct and how Council information is made publicly available.

The Policy has been reviewed. Several amendments have been made resulting in an enhanced document which is more streamlined and readable. Some of these amendments include:

- Scope has been extended to Member of a Council Committee, volunteer and contractor.
- New Section 7. 'Understandable and Accessible' – outlines how Council has addressed accessibility requirements in accordance with the *Disability Discrimination Act 1992* [Cth] and cultural requirements in accordance with the *Charter of Human Rights and Responsibilities Act 2006* and the *Gender Equality Act 2020*.
- New Section 8. 'Transparency Considerations and Limitations' - outlines how some Council information may be prohibited from release, leading into Section 9. 'Information not available to the public'.
- New Section 9. 'Information not available to the public' – 'Councillor in Confidence' outlines the limitations applicable to the access and disclosure of information provided to Councillors.
- New Section 12. 'Disputes' – outlines the right to question the decision through Council's complaint handling process if access to Council information is denied.
- New Section 14. 'Human Rights and Responsibilities Charter Compatibility Statement' – outlines that the policy has taken into consideration the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

- New Section 15. 'Gender Impact Assessment' - outlines that the policy has taken into consideration the requirements of the *Gender Equality Act 2020*. A gender impact assessment was undertaken as part of this policy review and identified barriers have been addressed in new Section 7. 'Understandable and Accessible'.
- The Glenelg Shire Council is now required to undertake Gender Impact Assessments on policies, programs and services that have direct and significant impact on the public under the *Gender Equality Act 2020*. The Gender Impact Assessment undertaken on the Public Transparency Policy was the first Assessment undertaken on a corporate policy within the organisation.
- New Section 16. 'Roles and Responsibilities' – outlines roles and responsibilities relating to the functions of the policy.
- New Section 17. 'Breaches of the Policy' – Outlines consequences if the Policy is not adhered to.

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 57 of the *Local Government Act 2020* requires Council to adopt and maintain a Public Transparency Policy.

c. Consultation and/or communication processes implemented or proposed

The revised Council Policy was presented to the Executive Team and to the Audit and Risk Committee as a key policy on 5 December 2024.

d. Financial Implications and Collaboration

Nil.

e. Governance Principles

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

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

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

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

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

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

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

Innovation and continuous improvement is to be pursued.

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

### **Attachment List**

1. COUNCIL POLICY Public Transparency CPO- CORPS-GE-014 - FINAL [9.3.1 - 10 pages]

**9.4. AUDIT AND RISK COMMITTEE MINUTES 5 DECEMBER 2024**

Director: David Hol, Director Corporate Services

**Executive Summary**

The purpose of this report is to enable Council to receive the minutes of Audit and Risk Committee Meeting held on 5 December 2024.

**Recommendation**

**That Council receives the minutes of the Audit and Risk Committee Meeting held on 5 December 2024.**

**Background/Key Information:**

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

Section 6 (Functions and Responsibilities - Minutes) of the Audit and Risk Committee Charter requires that the Committee's minutes be presented to the next available Council Meeting. This ensures an effective communication mechanism between the Committee and Council to ensure that the Council is fully informed on the Committee's activities.

The minutes of the Audit and Risk Committee meeting from the 5 December 2024 are now presented for Council's consideration.

The Audit and Risk Committee Meeting held on 5 December 2024 considered the following items:

Item No.	Management Reports (Title)
1.	Election of Audit and Risk Committee Chairperson
2.	Strategic Internal Audit Program Status Update
3.	Industry Update
4.	Annual update on defined benefits superannuation vested benefit position
5.	Roads to Recovery 2023/24
6.	Glenelg Shire Council 2023-2024 Annual Report
7.	Key Policy Review – Organisational Policy Credit Card Policy
8.	Key Policy Review – Council Policy Public Transparency
9.	Audit and Risk Committee Meeting Schedule for 2025
10.	Information Asset Register update
11.	Security and Penetration Test Status Update
12.	ERP Program Update
13.	Protective Data Security Plan (PDSP) Submission to OVIC 2024



Item No.	Regular Reports (Title)
1.	Cyber Security Incident Report
2.	Internal Audit Action List
3.	Risk, Workcover and OHS Quarterly Report
4.	Glenelg Shire Council Financial Report September 2024
5.	Councillors Quarterly Expenditure Report
6.	CEO & EA Expenditure – Credit Card and Reimbursements
7.	Audit and Risk Committee Annual Workplan 2024/2025
Item No.	Confidential Reports (Title)
1.	Litigation Matters
2.	Attestation of Compliance with Laws
Item No.	Other Business
1.	Communications
2.	Municipal Monitor
3.	Enterprise Agreement
4.	Committee Member Acknowledgement
5.	Recruitment for new Independent Member

a. Council Plan and Policy Linkage

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

Audit and Risk Committee Charter 2023 - 2025.

b. Legislative, Legal and Risk Management Considerations

Under section 53 of the *Local Government Act 2020*, Council is required to establish an Audit and Risk Committee and operate this committee under specific guidelines.

c. Consultation and/or communication processes implemented or proposed

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

d. Financial Implications and Collaboration

The 2024-2025 Council budget contains a provision to support the Audit and Risk Committee and to undertake an internal audit program during the financial year. Management and staff time to support the Committee and internal audit projects is an indirect cost.

e. Governance Principles

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

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

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

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

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

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

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

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

### **Attachment List**

1. Public Minutes Audit and Risk Committee Meeting - 5 December 2024 [**9.4.1** - 56 pages]
2. *Circulated separately as Confidential attachment – Audit and Risk Committee Minutes 5 December 2024* [**9.4.2** - 62 pages]

## 9.5. AUDIT AND RISK COMMITTEE INDEPENDENT MEMBER REMUNERATION

Director: David Hol, Director Corporate Services

### Executive Summary

The purpose of this report is for Council to consider the Audit and Risk Committee Independent Member meeting allowances for the Council Term 2024 - 2028.

### Recommendation

#### **That Council**

- 1. Maintains the current meeting allowance for the Independent Members as \$633 for the Chairperson and \$570 for the remaining independent Members.**
- 2. Approves increases when applicable in accordance with any revised Victorian Government Board Appointment and Remuneration Guidelines.**
- 3. That these allowance provisions remain in effect for the current Council term 2024 to 2028.**

### Background/Key Information:

The Glenelg Shire Council Audit and Risk Committee is a Committee of Council established under section 53 of the *Local Government Act 2020* (the Act).

The committee plays an important role in providing oversight of Glenelg Shire Council's governance, risk management and internal control practices.

The Audit and Risk Committee also exists to assist the Council in discharging its responsibilities for monitoring financial management and reporting, maintaining a reliable system of internal controls, compliance with the Act and fostering the organisation's ethical environment.

An Audit and Risk Committee must include members who are Councillors of the Council and consist of a majority of members who are not Councillors of the Council, who collectively possess a range of skills and expertise in financial management, risk management and experience in public sector management.

Remuneration is paid to independent members on the basis of a fee per meeting attendance, with an additional amount paid to the Chairperson.

It is recommended that amounts now be payable in accordance with the Victorian Government Board Appointment and Remuneration Guidelines - Group C organisations.

The applicable amount payable will be the maximum amount in accordance with Band One. Annual increases shall be in accordance with revised amounts published annually in July. Where current fees are higher than the Victorian Government Board Appointment and Remuneration Guidelines, the remuneration will remain fixed until such time an increase is required.

The use of the maximum rate is recommended based on the ability for Glenelg Shire Council to attract quality independent candidates for the committee.

As Council has provided remuneration above the rates outlined in the Victorian Government Board Appointment and Remuneration Guidelines (\$633 for Chair and \$570 for members), this rate will continue until the annual increases exceed this amount.

### Schedule C: Group C organisations

Effective 1 July 2024

Note: Remuneration levels are exclusive of any superannuation obligations.

#### Advisory Committees, Registration boards and Management boards of small organisations

Band	Classification criteria	Chair (Fee per day)	Member (Fee per day)
<b>C1</b>	<p>(a) Scientific, technical and legal advisory bodies requiring members to be "experts in their field" and provide the highest level of advice available. Such bodies would be commissioned by and report directly to Government in response to proposals/issues considered important to the general community.</p> <p>(b) Disciplinary boards or boards of appeal for individuals (professional or non-professional) where the members of the board(s) are not required to be legally qualified or do not require the assistance of legal counsel.</p> <p>(c) Management boards of small size organisations undertaking a specific function or providing a discrete service. Members would have substantial management/business/professional expertise relevant to the field of operations. The operations of the organisation would normally warrant a General Manager in the low to middle levels of the SES-1 band.</p>	\$338 to \$622	\$262 to \$475

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 area realised.

b. Legislative, Legal and Risk Management Considerations

S53(6) of the *Local Government Act 2020*:

- (6) A Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council.

c. Consultation and/or communication processes implemented or proposed

- Great South Coast Councils (rate comparison):
  - Warrnambool City Council
  - Moyne Shire Council
  - Corangamite Shire Council
  - Southern Grampians Shire Council

- Executive Team

d. Financial Implications and Collaboration

Remuneration for Independent Members of the Audit and Risk Committee has been accounted for in the 2024/2025 Council Budget.

e. Governance Principles

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

## 9.6. RELEASE OF COMMUNITY ENGAGEMENT PROCESS - COUNCIL BUDGET 2025-2026

Director: David Hol, Director Corporate Services

### Executive Summary

The purpose of this report is to provide Councillors with information on the Community Engagement approach in preparation of the Council Budget 2025/26 and seeks Council resolution to approve the public release of the community engagement process.

### Recommendation

**That Council approves the public release of the Budget 2025/2026 Community Engagement Process.**

### Background/Key Information:

Council staff have commenced preparations for the 2025/2026 Council budget. As part of this process, a deliberative community engagement process will be undertaken in accordance with legislative provisions.

As this is the first budget of the new Council term, the community engagement will also coincide with the development of the Council Plan for 2025-2029.

The 2025/2026 Budget process will occur prior to the Council Plan 2025-2029 being finalised and the engagement planned for the Council Plan development will be substantial and interactive. Through this comprehensive engagement approach, key priority areas for Council and services that Council delivers will be identified. Council is mindful of the engagement that will be undertaken for the Council Plan and the potential to overwhelm community with engagement and the confusion that consultation on multiple but related topics could create.

The 2025/2026 budget will have limited capacity for new projects as it will focus on the existing strategies and actions to close out the current 2020-2024 Council Plan. Community feedback and ideas, however, will still be welcomed and may be incorporated into the next Council Plan preparations and potentially funded in future years where applicable. The Community will be advised on how they can channel their ideas into the Council Plan engagement process and information on how to do this will be shared during the Budget engagement.

This year the budget engagement will again incorporate a number of community information sessions across the Shire as well as online, radio and print opportunities.

Council would like to attract a wider and more diverse group of attendees to the Budget Community Engagement Sessions and are proposing to change the format of these sessions.

Based on the feedback from last year, a less formal approach is being proposed. The formal slideshow presentation by Council officers will be replaced by an informal discussion opportunity where members of the community can get an understanding of Council's current financial position, the opportunities and limitations of the 2025/2026

budget, and encourage community members to raise their budget suggestions directly with the Chief Executive Officer and Senior Executive Team members.

These suggestions will then be collated for Councillor consideration for budget preparation. Councillors will be invited to attend the sessions and may be present for community members to discuss their ideas face to face.

Appropriate refreshments/BBQ may be provided as deemed appropriate for the time of day. The sessions will be conducted at various times and at more casual venues to enable a greater diversity than traditional sessions held in Council Halls in the evenings.

The planned in-person community budget feedback sessions are as follows:

Casterton - Tuesday 4 February @ 12 noon  
Heywood - Tuesday 4 February @ 6.00pm  
Portland – Wednesday 5 February @ 5:30pm  
Nelson - Wednesday 12 February @ 12:00 noon  
Dartmoor - Wednesday 12 February @ 3.00pm

A combination of media releases including social media, flyer distribution and radio communications will be undertaken to advertise and promote these community feedback sessions.

For those not able to attend the sessions, Council will also have participation opportunities through the Your Say Glenelg site. A feature this year will be the opportunity to provide feedback on what Council services are the most important as well as those that are not considered to be high priority. This information will assist Council to plan and prioritise service delivery in the future. Hard copies of this information will also be available from Council's Customer Service Centres and at the Community Information Sessions.

The 2025/2026 Budget is Council's chance to complete the Council Plan 2020-2024, carried forward works and reset ready to move forward into the new Council Plan 2025-2029 and an improved, financially sustainable, future.

The budget feedback consultation process will be open from the 3 February 2025 until the 21 February 2025. The feedback on the services that the community values and priorities will be used to shape future service delivery for Council. A snapshot summarising what was heard from the engagement will be provided as Council develops the draft 2025/2026 budget, which is anticipated to be released at the April 2025 Council meeting.

Council approval is now requested for the public release of the 2025/2026 budget community engagement process.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Under the *Local Government Act 2020*, Part 4 Division 2 - Budget Process and specifically section 94, Council is required to prepare and adopt an annual budget and subsequent 3 financial years.

Supporting this Act, the *Local Government (Planning and Reporting) Regulations 2020* detailed the new requirements of Councils in relation to both Financial and performance planning, goal setting/budgets and reporting. Compliance has been ensured by adopting many of the Victorian Model budget templates and suggested reporting practices.

Financial sustainability is a key consideration for the budget process.

c. Consultation and/or communication processes implemented or proposed

The report outlines the public consultation process that is being proposed in accordance with Council's Community Engagement Policy to ensure due consideration and feedback is received from relevant stakeholders.

d. Financial Implications and Collaboration

All known current and future budget implications will be outlined in the 2025/2026 Budget and are based on assumptions in the document.

The compilation and delivery of the annual budget process is provided for within Council recurrent budgets.

An additional budget amount estimated at \$1,500 will be required due to the change in engagement approach for the 2025/2026 Budget Community information sessions.

This additional cost will be an investment in terms of the value gained from interacting with more community members.

e. Governance Principles

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

**Attachment List**

Nil



### 9.7. DARTMOOR & NELSON FLOOD STUDY

Director: Jayne Miller, Director Community Services

#### Executive Summary

The purpose of this report is for a Council resolution to seek consent from the Minister for Planning to proceed with the public exhibition of the Dartmoor and Nelson Flood Study and draft planning scheme amendment (C115gelg) documents. Draft planning scheme maps have been prepared to demonstrate to the community the modelled extent of flood controls recommended by the flood study to be inserted into the Glenelg Planning Scheme.

#### Recommendation

**That Council:**

- 1. Seeks written consent from the Minister for Planning to prepare and give notice of the draft planning scheme amendment C115gelg to the Glenelg Planning Scheme to introduce flood controls in accordance with the recommendations of the draft Dartmoor and Nelson Flood Study;**
- 2. Once consent is granted, exhibit the draft Dartmoor and Nelson Flood Study and draft planning scheme amendment documents (C115gelg) for one calendar month.**

#### Background/Key Information:

On 22 April 2022, Council was successful in obtaining funding to prepare the Dartmoor and Nelson Flood Study (the 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 and land north of Dartmoor and South of the river mouth at Nelson and includes the following draft documents (attached):

- Summary Report
- Data Review Report
- Flood Modelling Report
- Flood Damages Assessment Report
- Flood Warning Feasibility Assessment Report

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. This covers a full suite of riverine and storm tide events.

This flood study was initially undertaken at 0.8M (Climate Change Scenario 1), which was the stated position of State Government, but was updated partway through the study to 1.2M as reflected by Climate Change Scenario 2 which is now the accepted science.

Climate change scenario 1 represented a 32% increase in rainfall intensity and a 0.8M sea level rise. About a third of the increase has taken place in the last 25 years.

Climate change scenario 2 has been used for all planning scheme maps, and represents a 41% increase in rainfall intensity and a 1.2M sea level rise.

This modelling increases the likelihood of a flood event occurring from 35% (currently) to a 55% chance of occurring.

The Marine and Coastal Policy plans for a sea level rise of at least 0.8M by 2100. An action of the Marine and Coastal Strategy is a review of the 0.8M sea level rise and in anticipation of an outcome, the 1.2M has been modelled. This position of State Government has been demonstrated in changes required to recent amendments in other Council areas.

Council, in consultation with the Glenelg Hopkins Catchment Management Authority (GHCMA) and Department of Transport and Planning (DTP), has prepared draft planning scheme amendment documents (draft C115gelg) to exhibit concurrently with the completed flood study. Refer to the attached draft amendment documents, including:

- Explanatory Report
- Instruction Sheet
- Map Sheets
- Planning Scheme Ordinance
- Local Floodplain Development Plan (Incorporated Document)

The draft planning scheme amendment maps provide the benefit of demonstrating to affected landowners/occupiers the recommended flood controls, including the recommended extent of the Floodway Overlay (FO1) and Land Subject to Inundation Overlay (LSIO1).

DTP have advised Councils of a streamlined process for flood related amendments, established by the Minister for Planning (the Minister), as an alternate process to the standard pathway for a planning scheme amendment (refer to the Process Guide attached). This process was established with a view to have flood studies implemented into planning schemes sooner. This streamlined process requires Council to:

1. Seek written consent from the Minister to prepare and exhibit the draft planning scheme amendment;
2. Exhibit the amendment documentation in draft form for at least one calendar month; and
3. If submissions are received that cannot be resolved, Council should request that the Minister refer those submissions to the Flood-related Amendments Standing Advisory Committee. The Minister then considers the recommendations of that committee before adoption and approval of the amendment.

Or

4. If no submissions are received, or the submissions can be resolved, Council may submit the draft amendment to the Minister to prepare, adopt, and approve the amendment.

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 the *Planning and Environment Act 1987*.

- In principle support from the Department of Transport and Planning (DTP) and Glenelg Hopkins Catchment Management Authority (GHCMA) has been received.
- DTP have recommended that Council undertake a further review of:
  - The Local Floodplain Development Plan (Incorporated Document),
  - The schedule to the Floodway Overlay; and
  - The Schedule to the Land Subject to Inundation Overlay.

This work is currently in process in collaboration with GHCMA and DTP.

Future actions for Council:

- Where all submissions are resolved, or where Council does not receive submissions to the draft planning scheme amendment, Council should resolve at a future Council meeting to adopt the Dartmoor and Nelson Flood Study and request that the Minister for Planning prepare, adopt, and approve the amendment using the powers of intervention under Section 20(4) of the *Planning and Environment Act 1987* (the Act).

Or

- Where submissions remain unresolved, Council should resolve at a future Council meeting to request that the Minister for Planning refer the draft planning scheme amendment (C115gelg) and all submissions received to the Flood-related Amendments Standing Advisory Committee.

After the Minister has received and considered the recommendations of the Flood-related Amendments Standing Advisory Committee:

- Request that the Minister for Planning prepare Amendment C115gelg to the Glenelg Planning Scheme under Section 8 of the Act, use their powers of intervention under Section 20(4) to exempt themselves from the notice requirements of Sections 17, 18 and 19 of the Act, and adopt and approve the amendment under Sections 29 and 35 of the Act to introduce flood controls in accordance with the recommendations of the Dartmoor and Nelson Flood Study.

c. Consultation and/or communication processes implemented or proposed

Letters and an FAQ Sheet were sent to Dartmoor and Nelson properties during January 2025 to provide advanced notice of the draft planning scheme amendment.

Exhibition of the Dartmoor and Nelson Flood Study and the draft planning scheme amendment is required for a minimum of one calendar month and is proposed to include, but is not limited to:

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

If submissions are received that cannot be resolved, Council should request that the Minister refer those submissions to the Flood-related Amendments Standing Advisory Committee to be heard at a public hearing. That committee will provide a recommendation on the submissions to the Minister before a decision is made to adopt and approve the amendment.

d. Financial Implications and Collaboration

Funding has been received from the Australian Government's Preparing Australian Communities – Local Stream program. The flood study and planning scheme amendment have been prepared in accordance with the funding agreement and Council's policies. The funding stream for the project ends on the 31 March 2025. Any project costs that are incurred beyond that date will be funded from the Planning Unit's operational budget.

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 [**9.7.1** - 92 pages]
2. Dartmoor and Nelson - Data Review Report [**9.7.2** - 38 pages]
3. Dartmoor and Nelson - Flood Modelling Report [**9.7.3** - 225 pages]
4. Dartmoor and Nelson - Flood Damages Assessment Report [**9.7.4** - 23 pages]
5. Dartmoor and Nelson - Flood Warning Feasibility Assessment Report [**9.7.5** - 31 pages]
6. Draft Explanatory Report - C115gelg [**9.7.6** - 11 pages]
7. Draft Instruction Sheet - C115gelg [**9.7.7** - 1 page]
8. Draft Maps Sheets - C115gelg [**9.7.8** - 6 pages]
9. Draft Planning Scheme Ordinance - C115gelg [**9.7.9** - 13 pages]
10. Draft Local Floodplain Development Plan Incorporated Document 2024 - C115gelg [**9.7.10** - 9 pages]
11. Process guide [**9.7.11** - 4 pages]

9.8. COUNCIL PLAN 2025-2029 - CONSULTATION AND ENGAGEMENT PLAN

Director: Jayne Miller, Acting Chief Executive Officer

Executive Summary

The purpose of this report is to present the Consultation and Engagement Plan for the 2025 – 2029 Council Plan with integrated Health and Wellbeing Plan project.

Recommendation

**That Council endorses the Consultation and Engagement Plan for the 2025-2029 Council Plan and approves implementation of the plan.**

Background/Key Information:

A Council must prepare and adopt a Council Plan for at least the next 4 financial years after a general election in accordance with its deliberative engagement practices. Planning for Communities were awarded the contract for the development of the 2025-2029 Council Plan with the integrated Health and Wellbeing Plan project.

The scope of the project is to undertake deliberative engagement processes in accordance with the *Local Government Act 2020* and provide an engagement summary and recommendations report to inform the development of the following key documents to streamline and strengthen the connection between them:

- 2025-2029 Council Plan with integrated Health and Wellbeing Plan and Community Vision
- 10-year Asset Plan
- 10-year Financial Plan
- Rating and Revenue Plan

The Consultation and Engagement Plan was developed in consultation with staff from across the organisation. An Impact Assessment was undertaken on the draft plan to ensure it was developed considering the intersectionality of our community to ensure equity and inclusion.

a. Council Plan and Policy Linkage

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

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

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

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

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

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

b. Legislative, Legal and Risk Management Considerations

Nil.

c. Consultation and/or communication processes implemented or proposed

The Consultation and Engagement Plan has been prepared in alignment with the *Local Government Act 2020*, Community Engagement principals, and Council's Community Engagement Policy

d. Financial Implications and Collaboration

The development and implementation of the Consultation and Engagement Plan is within the 2024-2025 budget allocation for the Council Plan 2025-2029 project.

e. Governance Principles

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

**Attachment List**

1. Consultation and Engagement Plan V 3 [9.8.1 - 14 pages]

### 9.9. LRCI PHASE 4 FUNDING VARIATIONS AND AMENDMENTS

Director: Aaron Moyne, Director Infrastructure Services

#### Executive Summary

The report is presented to gain Council approval for project scope and funding variations associated with Phase 4 of the Local Roads and Community Infrastructure (LRCI) funding program.

A review of the project delivery program has been undertaken with funding and scope changes proposed to the Cape Bridgewater Amenities Upgrade and the Casterton Little Athletics and Cricket Pavilion Project. A new project is also proposed for inclusion associated with the Ceremonial Dance Space – Stage 2.

Council approval of project scope and funding changes within the LRCI funding agreement will enable a variation request to be submitted with the LRCI delegate and project delivery to be undertaken.

#### Recommendation

**That Council:**

- 1. Endorses a project funding and scope variation of the Cape Bridgewater Amenities Upgrade to provide for a facility refurbishment.**
- 2. Endorses a project funding and scope variation of the Casterton Little Athletics and Cricket Project.**
- 3. Endorses the inclusion of the Ceremonial Dance Space – Stage 2 within Phase 4 of the funding program.**
- 4. Authorises the Director Infrastructure Services to negotiate and approve the required funding agreement variations with the LRCI delegate.**

#### Background/Key Information:

LRCI is a Commonwealth funding program introduced in 2021 in response to COVID-19, aimed at supporting the delivery of priority local roads and community infrastructure projects. The program has been delivered in four (4) phases, with total funding provided to Council as below:

- Phase One – Release Date: 2020 - \$2,273,611 – Completion Date: 30 June 2024 (Complete)
- Phase Two – Release Date: 2021 - \$2,032,908 – Completion Date: 30 June 2024 (Complete)
- Phase Three – Release Date: 2021 - \$4,547,222 – Completion Date: 31 March 2025 (current)
- Phase Four – Release Date: 2023 - \$3,585,081 – Completion Date: 30 June 2025 (current)



Council was successful in securing funding from the Federal Government through the LRCI Fund since 2021 across the four (4) individual phases, with a total funding allocation of \$12,438,822.

So far 28 projects have been successfully delivered through the fund, with Phase 1 and Phase 2 completed projects outlined below.

<b>Phase One</b>	
Merino Stock Route	Kelpie Trail Gym Equipment
Camp Kitchen – Casterton Caravan Park	Heywood Footpath Upgrade
Half-Court Basketball Court – Island Park	Dartmoor Rail Trail
Casterton Footpath Connection	Hanlon Park Scoreboard
Pump Tracks Heywood, Portland, Casterton	South Portland Hall Upgrade
Dutton Bluff & Wattle Crescent Playground	Heywood Wagon Shed
Fawthrop Centre Heating & Cooling Upgrade	Merino Pool Shade Sail
Hanlon Park Netball Seating & Courts	Merino Soft fall for Exercise
<b>Phase Two</b>	
Alexandra Park Lighting Upgrade	Alexandra Park Scoreboard
CR Gill Pavillion Refurbishment	Casterton Saleyards Upgrade
Island Park Lighting Upgrade	Dartmoor Dump Point Installation
Portland Foreshore Ancillary Works	

**Table 1. LRCI Phase 1 and 2 Completed Projects**

Phases 3 and 4 of the program remain open for completion. Only two (2) projects remain in progress for Phase 3, which is due for final completion by 31 March 2025.

Phase 4 of the LRCI program is scheduled for completion by 30 June 2025, however, a six (6) month extension of time is available for projects that are not completed or fully expended by this point.

<b>Phase Three</b>	
Thermal Loop Upgrade	CBD Amenities Upgrade – Stage One
Portland North Trail – Stage One	Heywood Rec Lighting Upgrade
Alexandra Park Ancillary Works	Bridgewater Landscaping & Pathways
Ceremonial Dance Space – Stage One	
<b>Phase Four</b>	
Bridgewater Amenities Upgrade	Casterton Little Athletics and Cricket Club Project
Portland North Trail – Stage Two	CBD Amenities Upgrade – Stage Two
Heywood Transfer Station Upgrade	Casterton Railway Precinct Activation
Merino Community BBQ Shelter	Bentinck Street Rehabilitation
Casterton Water Tower Pathway	

**Table 2. LRCI Phase 3 and 4 Projects**

Of the Phase 3 and 4 projects, the following projects remain in progress:

Phase 3 in-progress

- Thermal Loop Upgrade
- CBD Amenities Upgrade – Stage 1

Phase 4 in-progress

- Bridgewater Amenities Upgrade
- Heywood Transfer Station Upgrade
- Casterton Little Athletics and Cricket Pavilion Upgrade
- CBD Amenities Upgrade – Stage 2
- Casterton Railway Precinct Pathway
- Bentinck Street Rehabilitation

Council officers have undertaken a review of project scope, feasibility and delivery, with changes proposed to enable the achievable and effective delivery of existing projects within funding agreement timeframes and conditions. No further funding phases or extensions to the program will be provided and it is critical that viable project delivery options be achieved, otherwise Council will be at risk of a funding claw-back.

The purpose of these variations is to ensure that Council retains all allocated LRCI funding, allowing for full utilisation and maximising community benefit.

Existing Phase 3 projects remain in-progress and on-track for delivery by 31 March 2025.

Remaining Phase 4 projects have been reviewed with the following funding variation proposed, as outlined within the table below.

	<b>Current Phase 4</b>	<b>Proposed Phase 4</b>
<b>Bridgewater Amenities Upgrade</b>	\$600,000	\$200,000
<b>Casterton Little Athletics and Cricket Club Project</b>	\$225,000	\$395,000
<b>Ceremonial Dance Space Stage 2 additional works (lighting, artistic and cultural elements)</b>		\$230,000
<b>Totals</b>	<b>\$2,461,470</b>	<b>\$2,461.470</b>

**Table 3. Current and Proposed LRCI Funding Variations**

In addition to the proposed funding variations, a summary of the project scope variations is provided.

Bridgewater Amenities Upgrade

In accordance with the Cape Bridgewater Master Plan (November 2014) the original scope for this project was for the design and construction of a new amenities building. However, through issues identified and Council officer experience with gaining landowner (public land manager) consent under the *Marine and Coastal Act 2018*

(MACA), it has become apparent that the project cannot be delivered within the current funding timeframes

In lieu of the design and delivery of a new amenities building, it is proposed to amend the scope of this project to incorporate a facility upgrade and refurbishment with a reduction in funding from \$600,000 to \$200,000.

The final scope of these works would be subject to building inspection and community consultation, but may include:

- Replacement of roof bracing
- Installation of shower cubicles and provision of hot water to showers
- Painting throughout and improved presentation
- New fixtures and fittings
- Addition of changing cubicles
- Improved access through replacement of temporary retaining fence.

Works unlikely to be included are:

- Roof replacement – this occurred previously in 2013 based on architectural design
- Wastewater system upgrade - this was completed previously in 2016, with the system operating functionally, subject to ongoing maintenance
- Alterations to the design and layout of disabled male and female amenities, as these are already provided.

In accordance with MACA requirements, refurbishment work will be limited to the existing building only, with no change to the external footprint. To complete the refurbishment, Council officers will finalise a building condition inspection and works scope, and complete community consultation, before proceeding with the procurement and delivery of these works.

#### Casterton Little Athletics and Cricket Club Project

The current scope of the Casterton Little Athletics and Cricket Club Project involves the planning, design and delivery of a new, mixed-use pavilion at Island Park.

A current funding amount of \$225,000 exists for this project, which is insufficient for the planning, detailed design and delivery of a new mixed-use pavilion. Project scoping and cost estimates greatly exceed existing funding amount and Council budget, whilst the project also involves complex planning, design and approval, including that Island Park is located within a designated floodplain, leading to an outcome that cannot be delivered within the LRCI program and Phase 4 timelines.

Through ongoing stakeholder engagement with key user groups in late-2024 and early-2025, a deliverable option has arisen to undertake refurbishment of the existing mixed-use pavilion, construction of a new storage shed, a cricket net upgrade and other associated works (e.g. long jump pit relocation). This option continues to be worked through with the key user groups being the Little Athletics Club and Cricket Club, who support this outcome and wish to see the funding utilised in the best way to meet their ongoing needs.

The additional advantage of this option is that it will support the early implementation of the Island Park Master Plan (draft) and provide the clubs with improved facilities and assets that meet their ongoing needs, supporting positive recreation and participation outcomes.

It is also proposed that the balance \$170,000 of remaining LRCI Phase 4 funding, which had previously been held for contingency, be directed into this project to ensure the project has sufficient funds for delivery and recognising the much-needed investment into both clubs. This had previously been identified to be held over for the upcoming Bentinck Street Rehabilitation Project, however, is not required as a result of tender process and contract award which has been undertaken.

To proceed with this project a final project scope and design outcome will be finalised, with Council officers to lead project management, planning and delivery, working in partnership with both clubs.

### Ceremonial Dance Space – Stage 2

The Ceremonial Dance Space involves two separable stages/portions. Stage 1 being for the delivery of the Dance Space and surrounding infrastructure; with Stage 2 to include additional lighting, cultural features and artistic elements.

This is an important project for Council which has involved a close working partnership and design process with Traditional Owners.

Stage 1 of the project (Dance Space) has almost been delivered under Phase 3 of the LRCI program, with Stage 2 (Lighting and Artistic Elements) recommended to be completed within Phase 4 (\$230,000), to ensure a complete and finished delivery of the project.

The result of the proposed funding variations achieves full funding retention for Stage 4.

#### 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 LRCI funding program has funding agreement milestones and deliverables required to retain funding, which officers are seeking to ensure will be met through the project variations.

Project management will be undertaken in accordance with Council's Project Management Framework, including procurement in accordance with Council's Procurement Policy.

c. Consultation and/or communication processes implemented or proposed

Engagement undertaken for both Phase 3 and 4 projects will continue in accordance with Council's Community Engagement Policy and applicable engagements plans which have been developed.

d. Financial Implications and Collaboration

Projects are fully funded and currently within the Council budget subject to funding milestones being achieved. Failure to achieve completion will result in a potential loss or claw-back of funding.

The primary financial implication to Council on the project variations and amendments is reduction in funding for the Bridgewater Amenities to constitute a refurbishment instead of a new facility. Should a new facility be deemed necessary in the future, based on asset condition and utilisation needs, Council will need to consider budget allocation of external funding opportunities.

e. Governance Principles

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.

**Attachment List**

Nil

## 9.10. PORTLAND FORESHORE BUILDING - ESTABLISHMENT OF PROJECT REFERENCE GROUP

Director: Aaron Moyne, Director Infrastructure Services

### Executive Summary

At its 17 December 2024 Council Meeting, Council resolved to proceed with refurbishment of the buildings currently in use by the Portland Yacht Club and Portland Sports and Game Fishing Club, as part of the Portland Foreshore Multi-purpose Facility Project (the project).

This report presents Council with an outline of the project governance framework for the project and recommends the establishment of a Project Reference Group (PRG).

### Recommendation

**That Council resolves to establish a Project Reference Group for the Portland Foreshore Multi-purpose Facility Project involving two (2) Councillors, with Councillor \_\_\_\_\_ nominated as Chair and Councillor \_\_\_\_\_ as a participating member.**

### Background/Key Information:

The Foreshore Project is a longstanding priority for Council, with funding provided by the Victorian Government through the *Regional Infrastructure Fund*.

At the 17 December 2024 Council Meeting, Council resolved to proceed with a refurbishment of existing buildings option for the project and authorise the Chief Executive Officer (CEO) to negotiate a funding agreement variation and extension with Regional Development Victoria (RDV).

This Council resolution followed an extensive options analysis process and ongoing engagement between Council officers, RDV and Department of Energy, Climate and Climate Action (DEECA), along with stakeholders and user groups, with the building refurbishment arising as the single delivery option to utilise the existing funding.

Council officers have initiated the building refurbishment assessment process and continue to engage with government representatives and stakeholders. Once a refurbishment scope and cost estimate has been finalised, a funding agreement variation and extension process with RDV will be initiated by the CEO, before further public consultation and engagement is undertaken.

The following high-level steps (with indicative timeframes) provide an outline of completed and upcoming work:

1. Council resolution to proceed with the refurbishment option, or alternatively terminate the project (December 2024 - completed)
2. Building Refurbishment Assessment undertaken (January/February 2025 - underway)

3. CEO and officers negotiate and proceed with funding agreement variation and extension with RDV to enable the refurbishment option to be delivered (January-March 2025)
4. Further public consultation and engagement with community (early-mid 2025)
5. Final detailed design, tender process (including any further Council contract decision) and project delivery (mid-late 2025/ early-2026).

A detailed work program and schedule will be developed, working with RDV and stakeholders, as the project advances.

### Project Governance

Project governance is a core component of Council's project management framework for the project. An existing governance framework is in place for the project which has been reviewed following Council's decision to proceed with the building refurbishment.

To support the ongoing effective planning and delivery of the project, it is recommended that a Project Reference Group (PRG) be established. A Terms of Reference will be prepared with proposed membership to include:

- 2 x Councillors (one as PRG Chair and the other as a supporting member)
- 3 x Council officers
- 2 x Yacht Club representative
- 2 x Sport Fishing Club representative
- 3 x community members

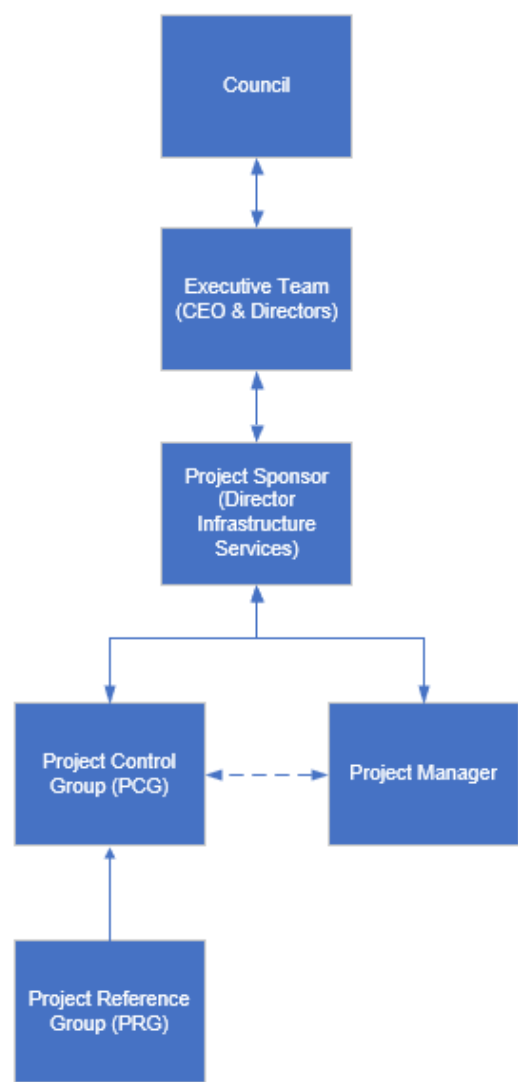
The role and purpose of the PRG will be to assist with project planning, community and business engagement, provide advice on project consultation and delivery, act as a community conduit and to attend meetings as required.

The PRG will operate in an advisory capacity during the life of the project (planning and delivery) and is not authorised to make decisions on behalf of Council.

In addition to the proposed PRG, an internal Project Control Group (PCG) has been reconvened involving Council project officers, RDV and DEECA representatives, to provide routine project management, scheduling and oversight of the project in accordance with funding agreement requirements and milestones.

To support the proposed funding agreement variation and extension, an updated Project Management Plan will be prepared to guide and outline project planning, delivery and monitoring, with the revised work program and risk assessment.

An overview of the proposed project governance structure is outlined in Figure 1.



**Figure 1. Proposed Governance Structure**

An outline of the role and responsibilities of stakeholders in the governance structure will be provided within the updated Project Management Plan, with a summary provided in Table 1.



Who	Role
Council	Approval of: <ul style="list-style-type: none"> <li>• Project</li> <li>• Budget allocation</li> <li>• Contracts (above officer delegation)</li> </ul>
Executive Team (CEO and Directors)	<ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Evaluation and Review</li> </ul>
Project Sponsor (Director Infrastructure Services)	<ul style="list-style-type: none"> <li>• Principal Project Owner</li> <li>• Authorises the Project Management Plan</li> <li>• Provision of resources</li> <li>• Approve Scope</li> <li>• Oversee Delivery</li> <li>• Escalation point for issues unable to be resolved at the project level</li> </ul>
Project Manager	<ul style="list-style-type: none"> <li>• Day-to-day project management</li> <li>• Identified resources requirements</li> <li>• Development, implementation of Project Plans including Project Management Plan, Risk Register and Program</li> <li>• Risk Identification and Management</li> <li>• Chair the Project Control Group</li> <li>• Provision of documentation and reporting</li> </ul>
Project Control Group	<ul style="list-style-type: none"> <li>• Provide advice and support to the Project Manager and Project Sponsor</li> <li>• Review of scheduling, risks and issues as escalated</li> <li>• Advice on Regulation and Compliance</li> <li>• Monitor risk assessment and mitigation measures</li> </ul>
Project Reference Group (Councillor Chair)	<ul style="list-style-type: none"> <li>• Assist with community and business engagement</li> <li>• Advice on project implementation, timing and consultation</li> <li>• Assist with feedback and directions</li> <li>• Attend required meetings on the project as appropriate</li> </ul>

**Table 1. Project Role and Responsibilities**

As the project moves into a new phase with Council's commitment to the refurbishment option, it is timely to review the governance framework, ensuring its effective steering and delivery.

The establishment of the proposed PRG within the updated project governance framework will help improve communication, stakeholder engagement and project understanding, ensuring key stakeholders remain informed and opportunities are provided to proactively monitor, enquire and support the project.

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

Review and update of the project governance framework for the project will enhance overall project planning, risk management and delivery outcomes for Council.

The PRG will operate in accordance with a Terms of Reference which outlines member roles

c. Consultation and/or communication processes implemented or proposed

The establishment of the PRG will support improved stakeholder, community and business engagement and act as a community conduit to attend meetings and share information on project development and key milestones.

To engage community members on the PRG, an expression of interest (EOI) process will be undertaken with representatives appointed by Council officers.

d. Financial Implications and Collaboration

Update of the project governance framework to include a PRG does not present any direct financial or resource constraints on Council for the project.

e. Governance Principles

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

The updated governance framework will form a key component of the revised Project Management Plan.

**Attachment List**

Nil

**10. URGENT BUSINESS**

**11. QUESTION TIME**

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

Nil

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

**12. CONFIDENTIAL REPORTS**

**Recommendation**

That the Council Meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider the following reports:

12.1 Contract NPN1.17-2 Bulk Fuel, Fuel Card Services, Oils and Lubricants

**13. CLOSURE OF COUNCIL MEETING**