



Glenelg Shire Council

Notice of Meeting and Agenda

Council Meeting Tuesday 29 April 2025

Notice is hereby given that a Council Meeting will be held in the Council Chambers, Casterton Glenelg Shire Council Customer Service Centre, 67 Henty Street, Casterton 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, 24 April 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 Guditjmarra, 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 25 March 2025, 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 since last reported at a Council meeting.

Recommendation

That Council receives the record of the Councillor briefing held on 18 March 2025, 25 March 2025, 31 March 2025, 8 April 2025 and 15 April 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. 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

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

d. Consultation and/or communication processes implemented or proposed

Not applicable

e. Financial Implications and Collaboration

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

f. Governance Principles

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

Attachment List

1. Councillor Briefing Record 18 March [**5.2.1** - 1 page]
2. Councillor Briefing Record 25 March [**5.2.2** - 1 page]
3. Councillor Briefing Record 31 March 2025 [**5.2.3** - 1 page]
4. Councillor Briefing Record 8 April 2025 [**5.2.4** - 1 page]
5. Councillor Briefing Record 15 April 2025 [**5.2.5** - 1 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 MARCH TO 31 MARCH 2025****Recommendation**

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

Cr STEPHENS, MAYOR

Date	Meeting/Event	Location	Comments (Optional)
02.03.2025	Brian & Betty Meyer 50 th Wedding Anniversary	Casterton	Chance to join family and friends to celebrate this amazing milestone achievement.
04.03.2025	CEO/Councillor Monthly Meeting	Portland	Monthly meeting with CEO and Councillors
05.03.2025	Regional Development Australia (RDA) Dinner	Warrnambool	Dinner with councils across the South West with RDA representatives
06.03.2025	RDA Barwon South West Local Government Induction Session	Deakin University	South West information session for councils
06.03.2025	GSC Audit & Risk Committee Meeting	Portland	Bi-monthly Audit & Risk Committee meeting
07.03.2025	Women in Wood Fibre – International Women’s Day Celebration	Dunkeld	International Women’s Day event
08.03.2025	Sandford Music Festival	Sandford	Officially open annual event
11.03.2025	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance
12.03.2025	GSC & District Council of Grant meeting	Portland	Cross border collaboration with SA council
13.03.2025	Green Triangle Freight Action Plan committee meeting	Portland	Quarterly meeting of GFTAP committee to discuss road and freight matters
13.03.2025	Winda Mara Corporation official opening of new Medical Centre	Heywood	Official opening of the new medical centre in Heywood
17.03.2025	Victorian Local Government Grants Commission session	Online	Online information forum on 2025-26 grants scheme
17.03.2025	Funeral Service for William ‘Bill’ Collet former Mayor & Councillor	Cape Bridgewater	Representing council at the funeral of former Mayor and Councillor Bill Collett and to extend our condolences to his wife and family.
18.03.2025	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance

19.03.2025	Forestry Transition Implementation Reference Group meeting	Online	Meeting in relation to the implementation of the transition program
21.03.2025	Insurance Council of Australia meeting	Casterton	Meeting with the CEO Insurance Council of Australia & community members on the issues being experienced with insurance companies since the Hailstorm in October 2024
22.03.2025	Casterton Community Expo	Casterton	Organised by the Courthouse Community Centre the expo brought together all voluntary groups in Casterton & district giving the opportunity to promote themselves
24.03.2025	Grand Opening of Vinnies new Portland Store	Portland	Official opening of the new Vinnies Store in Portland
25.03.2025	Great South Coast Skilled Migration Roadshow	Portland	Information session on the DAMA scheme in relation to Skilled Migration
25.03.2025	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance
25.03.2025	March Council Meeting	Portland	Monthly Council Meeting
26.03.2025	Country University Meeting with Commonwealth Government	Online	Meeting to gain feedback on the unsuccessful funding application to the Commonwealth Government
28.03.2025	Merino Community BBQ Shelter official opening	Merino	Official opening of the new Community BBQ shelter attended by members of the community and the Merino Digby Lions Club who advocated strongly to council for this project.
31.03.2025	CEO/Councillor monthly meeting	Portland	Monthly meeting with CEO and Councillors

Cr MCDONALD, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments (Optional)
01.03.2025	Relay 4 Life	Portland	A positive day with lots of fun activities to support the walkers and their teams.
05.03.2025	GSC Audit and Risk Committee Meeting	Portland	
11.03.2025	Councillor Briefing	Online	
18.03.2025	Councillor Briefing	Portland	
21.03.2025	Cup of Tea with RAV	Portland	An inclusive networking opportunity for local creatives to meet and chat with our regional RAV partner representative coinciding with the release of the South West Victoria Creative Industries Strategy which will inform and support Glenelg's Arts and Culture Strategy moving forward.
24.03.2025	Vinnies Op Shop Launch	Portland	The official launch of a Vinnies Op Shop in Portland whose new model is supported by a large range of heavily discounted new products donated by the likes of Amazon and Aldi. A very enthusiastic team of volunteers was on hand for the opening to the public the following day having completed their induction training.
25.03.2025	March Council Meeting	Heywood	

Cr ANGELINO

Date	Meeting/Event	Location	Comments (Optional)
01.03.2025	Relay for life	Portland	Great day and met the teams and raised another amazing amount of money for cancer.
04.03.2025	CEO and Councillor meeting	Portland	
09.03.2025	Portland BMX club state series round 5	Portland	Met with members of the committee and a great day with many racers and families from all over Victoria.
18.03.2025	Councillor briefing	Portland	
25.03.2025	March Council Meeting	Heywood	First Council meeting in Heywood as councillor.
28.03.2025	Merino BBQ shed opening	Merino	Successful project to have a community BBQ in Merino

			for Events. Met with community
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Cr CARR

Date	Meeting/Event	Location	Comments (Optional)
04.03.2025	CEO & Councillor Monthly Meeting	Portland	
11.03.2025	Councillor Briefing	Portland	
18.03.2025	Councillor Briefing	Portland	
25.03.2025	Councillor Briefing	Heywood	
25.03.2025	March Council Meeting	Heywood	
26.03.2025	Country University Centre – Feedback meeting	Portland	
28.03.2025	Trails Sculpture Launch	Portland	
31.03.2025	CEO & Councillor Monthly Meeting	Portland	

Cr JOWETT

Date	Meeting/Event	Location	Comments (Optional)
04.03.2025	CEO & Councillor Monthly Meeting (March)	Portland	A wide range of topics were discussed
06.03.2025	GSC Audit and Risk Committee Meeting	Portland	
11.03.2025	Councillor Briefing	Portland	Councillor Briefings are vital to help myself and my fellow councillors understand the complexities of council operations
18.03.2025	Councillor Briefing	Portland	
25.03.2025	Councillor Briefing	Heywood	
25.03.2025	March Council Meeting	Heywood	Another great step forward as my fellow councillors and I work to build the Glenelg Shire that we all deserve
28.03.2025	Merino Community BBQ Shelter Official Opening	Merino	It was great to see so many members of the community attend the opening of this latest piece of community infrastructure
31.03.2025	CEO & Councillor Monthly Meeting (April)	Portland	

Cr NOSKE

Date	Meeting/Event	Location	Comments (Optional)
05.03.2025	Local Inspection	Narrawong	General assessment of issues in and around

			Narrawong with Director Infrastructure.
07.03.2025	Grants Commission	Online	Outline of the coming general assistance grant calculation process.
09.03.2025	BMX State Titles Meet	Portland	Significant event for the City.
11.03.2025	Councillor Briefing	Portland	
12.03.2025	Local Community Group	Narrawong	Standing weekly consultation with my local community
18.03.2025	Councillor Briefing	Online	Video participation from Hobart
25.03.2025	March Council Meeting	Online	Video participation from Hobart

Cr PEPPER

No report provided.

8. NOTICES OF MOTION

Nil.

9. MANAGEMENT REPORTS

9.1. 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 January 2025 to 31 March 2025.

Recommendation

That Council receives the Councillors quarterly expenditure report for the period 1 January 2025 to 31 March 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 January 2025 to 31 March 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	\$48	\$203		\$285	\$269	\$805	\$2,277
Carr	\$376	\$168		\$285	\$19	\$849	\$5,538
Jowett				\$285	\$183	\$468	\$1,940
McDonald, R				\$285	\$106	\$391	\$4,817
Noske				\$285	\$106	\$391	\$1,871
Pepper				\$285	\$183	\$468	\$1,940
Stephens	\$4,545			\$389	\$191	\$5,125	\$24,466
Martin							\$969
McDonald, A							\$2,954
Northcott							\$582
Wilson							\$1,758
Totals	\$4,969	\$371		\$2,099	\$1,056	\$8,496	\$49,112

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 January 2025 to 31 March 2025.

Councillor	Qtrly Total	Year to Date
Angelino	\$8,507	\$16,069
Carr	\$8,507	\$22,820
Jowett	\$8,507	\$16,069
McDonald, R	\$13,999	\$33,837
Noske	\$8,507	\$16,069
Pepper	\$8,507	\$16,069
Stephens	\$27,997	\$76,541
Martin		\$8,054
McDonald, A		\$8,054
Northcott		\$8,054
Wilson		\$8,054
Totals	\$84,530	\$229,690

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

9.2. AUDIT AND RISK COMMITTEE BIENNIAL REPORT AND MINUTES 6 MARCH 2025

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to receive the minutes of the Audit and Risk Committee Meeting held on 6 March 2025 together with the Biannual Report for the period 1 July 2024 to 31 December 2024.

Recommendation

That Council:

- 1. Receives the minutes of the Audit and Risk Committee Meeting held on 6 March 2025.**
- 2. Receives the Audit and Risk Committee Biannual Report for the period 1 July 2024 to 31 December 2024 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.**

Background/Key Information:

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

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 Audit and Risk Committee Meeting held on 6 March 2025 considered the following items:

Item No	Management Reports (Title)
Management Reports	
1	Draft External Audit Strategy
2	Industry Update
3	Strategic Internal Audit Program Status Update
4	Internal Audit Report – Long Term Financial Plan
5	Project Update – Portland Foreshore Multipurpose Facility
6	Audit and Risk Committee Biannual Report for the period 1 July 2024 to 31 December 2024
7	Budget Process and Timelines
8	Summary of Asset Valuations
9	Business Continuity Plan Update

10	Monitors Report
11	PEN Test Action Plan
12	Protective Data Security Plan (PDSP) Action Plan
13	ERP Program Update
Regular Reports	
1	Cyber Security Incident Report
2	Internal Audit Action List
3	Risk, Workcover and OHS Quarterly Reports
4	Glenelg Shire Council Financial Report December 2024
5	Councillors Quarterly Expenditure Report
6	CEO & EA Expenditure – Credit Card Reimbursements
7	Audit and Risk Committee Work Plan Year Ending 2025
Confidential Reports	
1.	Council Litigation Matters
2.	Attestation of Compliance with Laws
Any other Business	
1	Policy and Procedures Dashboard (Presentation)
2	Parliamentary Inquiry into Fraud and Corruption Follow Up
3	Emergency Services and Volunteers Fund
4	Personal Interest Returns
5	Catering
6	Independent Audit and Risk Committee Member Update

The minutes of the Audit and Risk Committee meeting from the 6 March 2025 are now presented for Council's consideration.

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

The Biannual Report for the period 1 July 2024 to 31 December 2024 is provided for Councillor consideration.

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

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.

d. 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.

e. 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.

f. Governance Principles

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

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

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

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

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

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

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

Innovation and continuous improvement is to be pursued.

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

Attachment List

1. Public Minutes Audit and Risk Committee Meeting 6 March 2025 [**9.2.1** - 62 pages]
2. Audit and Risk Committee Biannual Report for the period 1 July 2024 to 31 December 2024 [**9.2.2** - 9 pages]
3. *Confidential Minutes Audit and Risk Committee Meeting 6 March 2025 separately circulated as Confidential attachment.*

9.3. GLENELG SHIRE FOGO WASTE TRANSITION PLAN

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

The report provides updated information on Council's Waste Transition Plan regarding the implementation of a Food Organics and Garden Organics (FOGO) Kerbside Waste Collection Service, including options, costs and the process of implementing this service within Glenelg Shire in the 2025-26 financial year.

A range of options are presented for consideration in the rollout of a kerbside FOGO service by Council, which will result in an increase in the Waste Service Charge (WSC) to eligible properties. Following comprehensive review of service options and Council's resource and financial position, it is recommended that Council endorse Option 5, as presented within this report, which will see FOGO implementation commencing Quarter 4 of the 2025-26 financial year with a full cost-recovery outcome.

The decision and endorsement by Council of the kerbside FOGO waste transition plan will be incorporated within the draft 2025-26 Council Budget, including the increased WSC.

Recommendation

That Council:

- 1. Endorses Option 5, as presented within this report, for the introduction of Kerbside Food Organics and Garden Organics Service in the 2025-26 Financial Year.**
- 2. Increases the Waste Service Charge to \$498.55 for eligible properties, to be incorporated within the Draft 2025-26 Council Budget and the Glenelg Shire Council's Fees and Charges schedule for the 2025-26 financial year.**

Background/Key Information:

A Councillor briefing and a Council report were delivered in March 2025 in response to a Notice of Motion, which provided background information and an update on the implementation of a kerbside FOGO service within the Shire.

This outlined the context and provided background information on the legislative and service standard framework for a four-stream household waste and recycling system in accordance with the *Circular Economy Act (Waste Reduction and Recycling) 2021*, the previous Waste Transition Plan approach adopted by Council in 2020-21, subsequent postponement of the FOGO service and the operation of existing waste contracts.

This report focuses on the available options and recommended option for Council to implement the kerbside FOGO service, including use of the Waste Service Charge, rollout and implementation timing, service frequency and collection timing, and overall benefits.

Waste Contracts

Waste collection and haulage contracts are currently in place for seven (7) years with the option of three (3) one-year extensions.

With learnings from councils across the State, the decision was made to include both FOGO and Glass Collection and Haulage in the tender process to secure pricing on these additions. Previous Victorian councils that had implemented these services whilst contracts were active have proven to have severely elevated variation costs that have in turn been passed onto the ratepayer and therefore the opportunity was taken to secure pricing at the lowest rate possible to benefit Council and residents.

This was the largest waste contract review undertaken and included all four (4) streams of waste with pricing embedded in the contract. The key benefits of this are the provision of financial security via locked in contract rates for the term of the contract at the best rate available.

Further to this, officers undertook a full feasibility study on best cost outcomes per bin size and collection frequency to ensure modelling is correct and gained the ability to better plan for the four-stream kerbside collection system. The result of this study indicated the best operating model of a Weekly 120lt General Waste Collection, Fortnightly, 240lt Comingled Recycling Collection, Fortnightly 240lt FOGO Collection and Monthly 80lt Glass Collection.

From this, officers have been able to secure pricing under the contracts for supply and delivery of bins, caddies and liners as part of the rollout of FOGO and operational costs for the full service once it commences.

Further investigation

Council officers have continued to investigate options and solutions to further reduce the costs of implementing the FOGO service. Due to the geographical location of the Glenelg Shire to the nearest organics processor in Camperdown, the costs borne operationally are through haulage of the material to this site.

Preliminary investigations have been undertaken around the ability to provide in-vessel FOGO composting at the Portland Waste Transfer Station site, to not only remove the requirement to have the haulage and processing cost significantly reduced, but also provide a value-added product that could be potentially sold or provided back to the community as a compost.

Whilst there are benefits to this, studies demonstrated a CAPEX cost of \$3.5 million for full implementation, including equipment, operational cost, permitting and approvals. There is also limited available funding for this. Ongoing investigations will continue.

Waste Service Charge and Guidelines

An annual Waste Service Charge is applied to properties receiving a Kerbside Waste Collection service. This charge per tenement is for the recovery of cost of the Collection, Haulage and Processing of Kerbside waste streams only.

State Government Guidelines on the application of the Waste Service Charge were released in December 2023 outlining the costs that can be attributed and included in the charge, including:

- Kerbside Collection of Waste and/or Recycling bins that are provided for the exclusive use of the occupancy
- Subsequent management of this waste, including transport, storage, processing and disposal.
- Associated infrastructure.

The Waste Service Charge cannot include:

- Provision of and collection services of Public Place Waste Collection
- Street, Footpath and Drain Cleaning
- Graffiti Removal
- Municipal Tree Planting and Maintenance
- General environmental activities such as Park Maintenance, Public Education and Advocacy.

On reviewing options for the rollout of FOGO, it was established that Council currently captures the costs associated with the contract for Collection, Haulage and Processing of Kerbside Waste, but does not capture the internal cost of receipt and storage (gate fee) into the Portland Transfer Station, as it is owned and operated by Council.

For example, if the Portland Transfer Station site was privately owned, Council would pay a gate fee within the waste contract for the receipt and processing of waste at that facility. This is an internal cost which has never been captured or covered by Council within the Waste Service Charge, which means the service is not provided at full cost recovery, with an estimated \$879,966 shortfall.

Table 1 below highlights the existing (2024-25) and proposed ongoing Waste Service Charge for collection, haulage and processing, including FOGO, and the proposed Waste Service Charge including FOGO, and Internal Cost Allocation (full cost recovery) post year one.

Waste Service Charge	Total	Per eligible property
Current 2024-25		
General Waste	\$ 1,768,395	\$ 196.10
Co-Mingled Recycling	\$ 985,000	\$ 119.90
Total		\$ 316.00
2025-26 (inc FOGO)		
General Waste	\$ 1,768,395	\$ 201.83
Co-Mingled Recycling	\$ 985,000	\$ 112.42
FOGO (bin cost and Q4 charge)	\$ 734,870	\$ 83.87
Total	\$ 3,488,265	\$ 398.12
2025-26 (inc FOGO & Internal Cost Allocation)		
General Waste	\$ 1,768,395	\$ 201.83
Co-Mingled Recycling	\$ 985,000	\$ 112.42
FOGO (bin cost and Q4 charge)	\$ 734,870	\$ 83.87
Internal Cost Allocation (Portland Transfer Station)	\$ 879,966	\$ 100.43
Total	\$ 4,368,231	\$ 498.55

Table 1. Existing and Proposed Waste Service Charge

Rollout and Implementation Timing

Transition to a FOGO kerbside collection service will formally commence following budget allocation at the beginning of the 2025-26 Financial Year with the service planned to be implemented and fully operational in Quarter 4 (Q4) (between 1 April and 30 June 2026). This includes all communication, public information and education to effectively operate this additional service.

The reason for the Q4 planned service commencement is to allow for the estimated 4-month lead times on bin orders and manufacturing, receipt of bins, delivery to all households, education with the community and to ensure collection contractors and processors have their requirements in place for additional waste.

Considering bin and service establishment lead time, and to ensure sufficient time is provided, officers cannot practically rollout and implement the service until Quarter 4, therefore the Waste Service Charge will only reflect charges attributed to three (3) months of the service in 2025-26. This will result in a lower FOGO operational cost reflected in the Waste Service Charge.

This cost is forecast at \$180,870 for Q4 only and will be reflected in the WSC with an increase of \$20.64 (excluding capital costs).

An indicative FOGO transition rollout and implementation schedule is provided below, to be revised and confirmed further upon budget allocation, bin order placement and delivery, and contractor service engagement:

- *July 2025* – Order 240lt bins, Kitchen Caddies and Caddy liners
- *July 2025* – Notify Contractors of upcoming service change
- *August 2025* – Present Waste Education Strategy for Council adoption
- *September/October 2025* – Commence Community Engagement and Waste Education initiatives

- *November 2025* – Receipt of Bins, Caddies and Liners
- *December 2025* – Commence rollout of Bins, Caddies and Liners
- *February 2026* – Complete rollout to households
- *March 2026* – Confirm and finalise contract arrangements
- *April 2026* – Service Commencement

FOGO Costs and Options

The information provided and the tables below display the options and costs that will be attributed to the Waste Service Charge annually, and the capital cost of purchase of 240lt Green Lid bins, Kitchen Caddies and Caddy liners for eligible properties.

Table 2 provides an outline and breakdown of the forecast annual Waste Service Charge paid via the rates notice for the Collection, Haulage, Reveal and Processing of Kerbside FOGO to recover costs. This is based on a fortnightly service collection with tonnages set by audit information.

Eligible Properties	Frequency	Cost	Annual Rate Charge
8,762	Fortnightly	\$457,902	\$52.25
Tonnes	Rate	Cost	Annual Rate Charge
1600	\$84.37	\$135,000	\$16.16
Internal Cost Allocation	Rate	Cost	Annual Rate Charge
1600	\$123.60	\$49,440	\$5.64
Waste Education	Rate	Cost	Annual Rate Charge
		\$60,000	\$6.85
	Total	Cost	Annual Rate Charge
		\$702,342	\$80.15

Table 2. FOGO Service Collection and Processing (ongoing)

Five (5) options are presented for Council to consider as part of the FOGO waste transition with financial position provided. All options are modelled on the basis of:

- Weekly 120lt General Waste Collection,
- Fortnightly 240lt Comingled Recycling Collection
- Fortnightly 240lt FOGO Collection
- Glass to be reviewed and confirmed at a later date.

OPTION 1: FOGO Collection and One-off Capital Payment

A one-off Bin Purchase Charge paid via the Waste Service Charge in the first year of rollout. This is to recover the cost of 240lt bin, Kitchen Caddy and Caddy liner upfront and operational charge for Q4 in the 2025/26 Financial Year.

The full capital cost recovery of the bin is offset by a reduced service cost to be charged for a single quarter, with financial benefit to Council in reducing the carrying cost of the outlay for bins. This option is also recommended as it is likely Council will need to provide a separated glass service by 1 July 2027 (i.e. the following financial year), which will further increase the Waste Service Charge in 2026-27, compounding service payments for property owners.

The forecast Waste Service Charge for a tenement (individual property) in 2025-26 under this option will be \$398.12, representing a 26% increase on 2024-25.

Eligible Properties	Capital Bin Cost	One-off Rate Charge
8,762	\$494,000	\$56.38
Eligible Properties	Q4 2025/26 Operational Cost	Year One Service
8,762	\$180,870	\$20.64
Eligible Properties	Education Cost	Year One Service
8,762	60,000	\$6.85
Total	\$734,870	\$83.87
WSC 25-26	\$398.12	

Table 3. Q4 FOGO Collection and Processing with Bin Purchase (one off)

OPTION 2: FOGO Collection and 3-Year Capital Payment

This option represents a scheduled payoff of bin purchase paid via the Waste Service Charge, amortised over a three (3) year period, and operational charge for Q4 in the 2025-26 Financial Year.

This option would see Council recover the capital cost of bins over a three (3) year period, which would reduce the Waste Service Charge up front, but require Council to cover the carry cost, placing financial pressure on Council. The benefit of this option is a lower annual charge for property owners.

The forecast Waste Service Charge for a tenement (individual property in 2025-26 under this option will be \$360.53, representing a 14.1% increase on 2024-25.

Eligible Properties	Capital Bin Cost	3 Year Rate Charge
8,762	\$164,666	\$18.79
Eligible Properties	Q4 Operational Cost	Year One Service
8,762	\$180,870	\$20.64
Eligible Properties	Education Cost	Year One Service
8,762	\$60,000	\$6.85
Total	\$405,536	\$46.28
WSC 25-26	\$360.54	

Table 4. Q4 FOGO Collection and Processing with Bin Purchase (annual charge over 3-years)

OPTION 3: FOGO Collection and 5-Year Capital Payment

This option represents a scheduled payoff of bin purchase paid via the Waste Service Charge, amortised over a five (5) year period, and operational charge for Q4 in the 2025-26 Financial Year.

This option would see Council recover the capital cost of bins over a five (5) year period, which would reduce the Waste Service Charge up front, but require Council to cover the carry cost, placing increased financial pressure on Council. The benefit of this option is again a lower annual charge for property owners.

The forecast Waste Service Charge for a tenement (individual property) in 2025-26 under this option will be \$353.01, representing a 11.7% increase on 2024-25.

Eligible Properties	Capital Bin Cost	5 Year Rate Charge
8,762	\$98,800	\$11.27
Eligible Properties	Q4 Operational Cost	Year One Service

8,762	\$180,870	\$20.64
Eligible Properties	Education Cost	Year One Service
8,762	\$60,000	\$6.85
Total	\$339,970	\$38.76
WSC 25-26	\$353.02	

Table 5. FOGO Collection and Processing with Bin Purchase (annual charge over 5-years)

OPTION 4: FOGO Collection with No Capital Payment

This option demonstrates only the service and operational costs associated with Q4 operations of collection and processing of FOGO, with Council absorbing the capital cost of the purchase of bins, caddies and liners.

Whilst this option will reduce the Waste Service Charge for a property with the removed capital cost, this will place significant short-medium term financial pressure on Council and does not align with a cost recovery principle and State Government Guidelines for service fees and charges.

The forecast Waste Service Charge for a tenement (individual property) in 2025-26 under this option will be \$341.74, representing an 8.15% increase on 2024-25.

Eligible Properties	Capital Bin Cost (Council)	Rate Charge
8,762	\$494,000	\$0.00
Eligible Properties	Q4 Operational Cost	Year One Service
8,762	\$180,870	\$20.64
Eligible Properties	Education Cost	Year One Service
8,762	\$60,000	\$6.85
Total	\$734,870	\$27.49
WSC 25-26	\$341.74	

Table 6: Q4 FOGO Collection and Processing only with No Bin Purchase Cost

OPTION 5: FOGO Collection (Waste Service Charge Cost Recovery)

Council has historically operated and provided a kerbside waste collection service at a subsidised cost to properties which receive the service, by virtue of costs associated with the receipt and storage of waste at the Portland Transfer Station (PTS) not being attributed to the WSC. Based on waste volumes received and associated costs, this comes at a direct expense of \$879,966 to Council.

State Government Guidelines outline that this is a cost which is reasonable and should be recovered by the WSC, as a direct expense associated with the provision of this service. Furthermore, covering these costs within the WSC would align with a preferred service full cost-recovery outcome as a budget principle, and will assist with long-term financial sustainability for Council.

Whilst this option will increase the WSC per eligible property for kerbside collection, it will remove the service subsidy which has been provided by Council in waiving fees and charges associated with the use of the Portland Transfer Station, and improve Council's budget and long-term financial position. It is the standard practice across the State that all costs associated with this service are included within the waste service charge for properties which receive a kerbside collection.

The forecast Waste Service Charge for each eligible property in 2025-26 under this option will be \$498.55, representing a 57.77% increase on 2024-25.

Eligible Properties	Capital Bin Cost	One-off Rate Charge
8,762	\$494,000	\$56.38
Eligible Properties	Q4 Operational Cost	Year One Service
8,762	\$180,870	\$20.64
Eligible Properties	Education Cost	Year One Service
8,762	\$60,000	\$6.85
Eligible Properties	Internal Cost Allocation	Year One Service
8,762	\$879,966	\$100.43
Total	\$1,614,836	\$184.30
WSC 25-26	\$498.55	

Table 7: Q4 FOGO Collection and Processing, Bin Purchase (One-off) and Full Cost Recovery

Based on the options provided, officers' recommendation is for Council to proceed with Option 5, being a Weekly 120lt General Waste Collection, Fortnightly, 240lt Comingled Recycling Collection and Fortnightly 240lt FOGO Collection, to commence in Q4 and with bin costs recovered in the first year.

This option will see the waste charge set at \$498.55 for 2025-26, which achieves a full cost-recovery outcome for the provision of the kerbside service.

Service Frequency and Collection Modelling

There is opportunity in the future to review and alter the waste collection frequency with shifting behaviours through the removal of organics from the general waste stream. This may provide some financial benefit, however, this relies on effective waste education and behavioral change practices before any collection adjustment, as contamination is proven to increase in FOGO and Recycling streams as a result of service change, with penalties of up to \$170 per tonne by processors.

In accordance with the future Waste Education Strategy and as part of ongoing monitoring of effective waste management, officers will undertake a service frequency review to investigate alternative options which may present Council and community with financial benefit and enhance environmental outcomes. Following audit within the first 18 (18) months of the FOGO service, a review will be conducted and options presented for consideration.

Waste Reduction Benefits

Following the introduction of FOGO and with the support of waste education for the community, the Council should see a reduction in general waste volumes entering landfill, as organics are removed and processed via the FOGO collection which has lower costs.

It is anticipated that this will happen over time as the community transition into the new service and builds a greater understanding of best-practice waste management practices.

The table below indicates the potential financial benefits for Council in reduction to Haulage and Disposal of General Waste amounts currently processed after FOGO introduction, including other indirect environmental and social benefits.

Volume	Current	-10%	-20%	-30%
Cost	\$ 785,700	\$ 707,130	\$ 628,560	\$ 549,990
Eligible Properties	8,762	8,762	8,762	8,762
Rate Charge	\$ 89.67	\$ 80.70	\$ 71.73	\$ 62.76

Table 8. General Waste Rate Charge Forecast Reductions

Separated Glass Collection (Purple Bin)

The provision of a separated glass collection service is required by the Act and service standard, with a likely introduction date to be set for 1 July 2027 (or as reasonably practicable).

Council officers continue in discussions with DEECA regarding the viability, provision and requirement for Glass Kerbside Collection within the Shire. Council's geographical location, introduction of *Victoria's Container Deposit Scheme* and general volumes of glass received by Council, may make the full provision of a kerbside service unnecessary, costly and inefficient.

Given the scale of work and focus on implementation of the FOGO service, it is proposed to defer the rollout of any glass collection service until at least the 2026-27 financial year, pending any legislation change or upcoming revised service standard.

Additionally, this will provide capacity for officers to do further planning regarding separated glass collection, manage the upfront financial cost on Council and align with waste contracts, establish waste education actions and review service and collection options (including bin collection frequency).

Next Steps

Council's resolution is required to inform the draft 2025-26 Council Budget to endorse an option and financial approach for the introduction of a FOGO kerbside collection service within the Shire.

Considering all relevant factors, the recommended option is for the implementation of the FOGO collection and processing with full capital and service cost recovery in Year 1 via Council's Waste Service Charge, with the service commencing in Q4 2025-26.

Following this decision and the subsequent Council Budget adoption for 2025-26, including FOGO budget allocation, officers will prepare and submit the updated Waste Transition Plan to Recycling Victoria, and a further report will be presented to Council to consider adoption and implementation of the updated Waste Education Strategy in August 2025.

a. Council Plan and Policy Linkage

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

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

Local Government Act 2020

Circular Economy Act (Waste Reduction and Recycling) 2021

Statewide Waste and Resource Recovery Plan (SWRRIP)

d. Consultation and/or communication processes implemented or proposed

Ongoing consultation has been undertaken by both Council and State Government, including development of the Waste Education Strategy and Council Plan.

In July 2024, Recycling Victoria undertook further consultation on proposed regulations and household service standards, of which Council made a submission.

Further consultation, information provision and education will be undertaken by Council through the transition and implementation of the FOGO service, in accordance with Council's Community Engagement Policy and the Waste Education Strategy.

e. Financial Implications and Collaboration

The rollout and implementation of the FOGO kerbside collection service will have a direct capital cost to Council of \$494,000, which can either be recovered by Council via the Waste Service Charge in Year 1, or amortised over a period such as five (5) years, as outlined, which reduces the direct up-front cost to the landowner.

The implementation of Option 5 will increase the WSC for property owners, however, it will also bring the kerbside waste service to a full cost-recovery position, delivering a financial benefit of \$879,966 and improving long-term financial sustainability for Council.

In addition, the implementation of this service requires communication and education to be undertaken by Council, with an estimated direct cost to Council of \$60,000 per annum over three (3), to implement the Waste Education Strategy

which will be presented to Council for adoption at a later date. Waste education costs are included in the WSC.

Council is likely to have a further financial commitment in the 2026-27 financial year to deliver a separated glass collection service, based on an accepted service standard, to comply with requirements of the Act.

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.

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

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

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

Attachment List

Nil

9.4. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND PORTLAND AERO CLUB INC.

Director: David Hol, Director Corporate Services

Executive Summary

This report is to seek Council's approval to enter into a new lease with the Portland Aero Club Inc. for the land where the Clubroom, Hanger and AVGAS Tank are located at Portland Airport, 1260 Bridgewater Lakes Road, Cashmore.

Recommendation

That Council:

- 1. Approves a new three (3) year lease with two (2) x three (3) year extension options with Portland Aero Club Inc. for the land where the Clubroom, Hanger and AVGAS Tank are located at Portland Airport, 1260 Bridgewater Lakes Road, Cashmore.**
- 2. Sets the rental figure at \$1,750.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.**
- 3. 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 Portland Aero Club have been occupying these sites since 1982 with the Clubroom being built at the same time as the airport.

The Portland Aero Club Inc. owns the clubroom, hangar, and the AVGAS Facility, providing a fuel service to multiple users. This lease relates to the land where these buildings are located, consisting of 720sqm and is situated at Portland Airport, 1260 Bridgewater Lakes Road, Cashmore.

The current land lease is for a term of three (3) years with two (2) x three (3) extensions, commenced on 1 July 2016 and expires on 30 June 2025. As the lease has no further options a new lease is required.

The tenant currently pays \$1,666.44 (incl GST) per annum.

The tenant is seeking to continue leasing the land with the proposed rent figure being set at \$1,750.00 per annum (incl GST) with annual CPI adjustments in accordance with the March quarter All Groups CPI figure for Melbourne.

It is recommended that Council approves a new three (3) year lease with two (2) x three (3) year extension options with Portland Aero Club Inc. for the land.



Aerial Photograph 1: Site Identification

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

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

9.5. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND SCOTT CHAPMAN

Director: David Hol, Director Corporate Services

Executive Summary

This report is to seek Council's approval to enter a new land lease with Scott Chapman for the land known as Portland Airport Area F, 1260 Bridgewater Lakes Road, Cashmore.

Recommendation

That Council:

- 1. Approves a new three (3) year land lease with two (2) x three (3) year extension options with Scott Chapman for Portland Airport Area F, 1260 Bridgewater Lakes Road, Cashmore**
- 2. Sets the rental figure at \$3,950.50 (inc GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne.**
- 3. 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:

Scott Chapman has been leasing the land at the Portland Airport Area F since 29 April 2024 for the purposes of grazing.

The parcel of land known as Portland Airport Area F is situated at 1260 Bridgewater Lakes Road, Cashmore (see map below) consisting of 18.07 hectares.

The current lease commenced on 1 July 2016. The was transferred from the previous tenant to Scott Chapman on 29 April 2024 and expires on 30 June 2025. As the lease has no further options a new lease is required.

The tenant currently pays \$ 3,845.62 (incl. GST) per annum.

The tenant is seeking to continue leasing the land with the proposed rent figure being set at \$3,950.00 per annum (incl GST) with annual CPI adjustments in accordance with the March quarter All Groups CPI figure for Melbourne.

It is recommended that Council enter into a new three (3) year land lease with two (2) x three (3) year extension options with Scott Chapman for Portland Airport Area F, 1260 Bridgewater Lakes Road, Cashmore.



Aerial Photograph 1: Site Identification

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.

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

9.6. QUARTERLY FINANCE REPORT

Director: David Hol, Director Corporate Services

Executive Summary

The financial report is a key document in assuring responsible and responsive governance and decision making. This high-level financial report is provided to give Council an update on Glenelg Shire's progress against the 2024/25 Budget.

Recommendation

That Council:

- 1. Receives the quarterly financial report for the period ending 31 March 2025.**
- 2. Notes the additional budget variations that have been incurred for the 2024/25 Financial year.**

Background/Key Information:

The 2024/25 Annual Budget was adopted by Council at the Council Meeting held on 25 June 2024.

The Forecast Budget is an updated Budget forecast that reflects transactions that were not known at 25 June 2024 when the Budget was adopted. The Forecast Budget was processed into the finance system after noting at the February Council Meeting.

This report provides information on the current status of Council's financial position and performance and includes:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works

Comprehensive Income Statement

The year to date financial performance for 2024/25 is favourable when compared to YTD Budget due mainly to Carried Forward Capital Grant income, unexpended salary costs and \$500k of unbudgeted Insurance proceeds.

A couple of further changes have been made to the Forecast Budget since February 2025 and don't require a revised Budget to be prepared. The key changes for noting are:

- Adjustment to forecast budget for capital income to reflect that \$3.9M of Capital Grant income that will not be recognised as income in 2024/25 due to the delay in project completion. These grant funds are for the Foreshore Multipurpose and Portland Gymnastics projects.
- Adjustment to the forecast budget to recognise the cost of the ERP priority project as an operational expense. The budget was initially included in the Statement of

Capital Works however, after reviewing Accounting Standards and external advice, it will be recognised as an expense. This adjustment does not impact the cash flow as it will be the same amount of funds being expended for the project.

- Favourable adjustment to forecast budget of \$152k for Rates income to recognise supplementary rates income to be received in 2024/25.

Balance Sheet

The Forecast Budget for Balance Sheet items have been updated to reflect expected Balance Sheet balances as at 30 June 2025. The biggest variation from Adopted Budget is the value of Property, Infrastructure, Plant and Equipment due to the uplift in value recognised at 30 June 2024.

Statement of Cash Flow

The Forecast Budget for Statement of Cash Flow has also been updated to reflect expected Cash Balances as at 30 June 2025. The biggest variations to cash flow include:

- Capital Grant income – we now expect to receive \$2.6M of LRCI funding in 2025/26 instead of 2024/25 due to timing of completion of projects.
- Borrowings – due to timing of our Capital projects, we now expect to only require \$4M of borrowings in 2024/25 with the remaining \$3M to be borrowed in 2025/26.

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

This report is prepared in accordance with the requirements set out in the *Local Government Act 2020* Division 2, Section 97 where Council is required to prepare a quarterly budget report to be submitted to Council.

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

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

- Financial risks must be monitored and managed prudently having regard to economic circumstances.

d. Consultation and/or communication processes implemented or proposed

The finance report is prepared quarterly and presented to Council and the Audit and Risk Committee for review at their quarterly meetings.

e. Financial Implications and Collaboration

The resourcing of the preparation of the financial report and year-end audit of the financial statements is provided for in the adopted budget.

The financial report is a key document that is required to monitor Council's budget and financial result.

The financial report provides commentary on all material variances (Greater than 10% or \$500K) to the adopted 2024/25 budget.

The information in this report contributes to various strategic planning documents under Council's strategic planning framework, including the Annual Budget, Financial Plan and Revenue and Rating Plan.

f. Governance Principles

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

Attachment List

1. Financial Statements 2024 2025 - March 2025 [9.6.1 - 9 pages]

9.7. STRATHDOWNIE DRAINAGE SCHEME - REQUEST TO RAISE A SPECIAL CHARGE FOR 2025-2026

Director: David Hol, Director Corporate Services

Executive Summary

This report recommends Council commence a public submission process on the proposal to declare a Special Charge for the Strathdownie Drainage Area for the 2025/2026 financial year.

Recommendation

That Council:

- 1. Proposes a special charge be declared for the properties located in the constituted Strathdownie Drainage Scheme Area for the 2025/2026 financial year.**
- 2. Proposes that a special charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Scheme Area which Council considers is of special benefit to those persons required to pay the Special Charge.**
- 3. Proposes that the total estimated revenue in 2025/2026 financial year from the Special Charge be \$16,000.**
- 4. Proposes that the Special Charge be due and payable by the 30 September 2025.**
- 5. Commences the community engagement process in accordance with Council's Community Engagement Policy commencing Thursday 1 May to Thursday 29 May 2025.**
- 6. Hears any submissions as required under Section 223 of the *Local Government Act 1989* on the proposed special charge.**
- 7. Fixes the meeting to hear any submissions on Tuesday 10 June 2025 at the Glenelg Shire Council Chambers, Portland, or if required at another day and time to be determined by the Chief Executive Officer.**
- 8. Receives a report as described in part 7 of this resolution on its proceedings at the Council meeting on the 24 June 2025.**

Background/Key Information:

The Strathdownie Drainage Scheme Committee is responsible for the operation, maintenance and development of the Strathdownie drainage area scheme.

The drainage area contains 170 assessments and covers an area of approximately 51,620 hectares.

Council provides a financial management service to the Strathdownie Drainage Scheme Committee and coordinates the collection of funds through rate notices via a Special Charge when recommended by the Committee. The accumulated funds of the Scheme were \$172,367.59 as at 31 March 2025.

Council has been advised that a meeting of the Strathdownie Drainage Scheme Committee was held on 7 February 2025 to consider a recommendation to Council to raise a special charge for the 2025/2026 financial year and to discuss drainage maintenance requirements.

The Strathdownie Drainage Scheme Committee has recommended to Council that a special charge be set for the 2025/2026 financial year to cover maintenance, works and operational costs, as requested. The proposed special charge will raise \$16,000.00 if approved by resolution.

The Committee has advised that the additional funds are required for ongoing maintenance works whilst maintaining a minimum financial balance as a contingency.

The special charge will be calculated by averaging the special charge over the combined Capital Improved Values (CIV) of properties in the Strathdownie Drainage Area. The CIV of an individual assessment is adjusted to reflect the percentage ownership of the area that falls within the Strathdownie Drainage Area.

Where the invoice amount is less than \$5, an invoice requesting payment will not be issued to debtors. For debtors whose current invoice amount is less than \$5, a manual invoice will be created showing \$0 balance payable and the statement advising that payment won't be required until the balance owing is greater than \$5.

In accordance with the requirements of S163 of the *Local Government Act 1989*, which remains the Act in force for Special Charges, Council must provide public notice and undertake a public submission process on the proposed Special Charge prior to any declaration.

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. Not applicable.

c. Legislative, Legal and Risk Management Considerations

Under Sections 163(1A) of the *Local Government Act 1989* (the Act), Council is required to give notice of its intention to declare a special charge. This enables the ratepayers within the designated drainage area to make a submission in relation to the proposed charge.

d. Consultation and/or communication processes implemented or proposed

The following public consultation process will be followed in accordance with Council's Community Engagement Policy to ensure due consideration and feedback is received from relevant stakeholders:

- Proposed special charge recommended to Council by the representative group
- Community engagement through direct contact with affected property owners, including Your Say for a period of 28 days
- Proposed special charge (with any revisions) be presented to the June Council meeting for adoption.

e. Financial Implications and Collaboration

The proposed special charge would raise \$16,000.00 for the 2025/26 financial year to cover maintenance works and operational costs, as requested.

e. Governance Principles

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

Attachment List

1. Strathdownie Drainage Trust Minutes 2025 [9.7.1 - 2 pages]
2. Memorandum 2025 Strathdownie Advisory Committee [9.7.2 - 4 pages]

9.8. GLENELG SHIRE COUNCIL DRAFT BUDGET AND DRAFT FEES AND CHARGES 2025-2026

Director: David Hol, Director Corporate Services

Executive Summary

This report presents the 2025/2026 draft Budget, together with the 2025/2026 draft Fees and Charges, for Council consideration in accordance with Section 94 of the *Local Government Act 2020* (the Act).

The report recommends that the 2025/2026 draft Budget and 2025/2026 draft Fees and Charges be released for community feedback.

Council will meet on Tuesday 24 June 2025 to consider any feedback and adopt the 2025/2026 Budget including the 2025/2026 Fees and Charges with or without amendment.

Recommendation

That Council:

- 1. Approves the Draft Budget 2025/2026, inclusive of the Draft 2025/2026 Fees and Charges, prepared in accordance with Section 94 of the *Local Government Act 2020* for the purposes of further public consultation.**
- 2. Gives public notice of the preparation of the Draft Budget 2025/2026 and Draft Fees and Charges 2025/2026 in accordance with Council's Community Engagement Policy and that they be available for community feedback from Thursday 1 May 2025 to Friday 23 May 2025.**
- 3. Considers any feedback on the Draft Budget or Draft Fees and Charges at a Council Meeting to be held on Tuesday 24 June 2025 at 5.30pm in the Council Chambers, Portland.**

Background/Key Information:

The Draft Budget has been developed through a rigorous review process by Council and Council staff. Council budget principles included maintaining existing levels of service delivery together with a responsive approach to new community needs whilst navigating a sustainable financial viability for the Shire.

The process for formulating the Draft Budget 2025/2026 has included an extensive series of officer workshops, briefings and Council discussions which commenced during the induction of the new Council team.

The deliberative community consultation process included a series of Community Information Sessions held across the Shire during February and March 2025 to enable public input into the budget process with over 150 surveys completed and in excess of 100 attendees at the sessions.

The Draft Budget 2025/2026 documentation includes:

- Budgeted Statements, including the Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works, for the year ended 30 June 2026
- Rates & Charges for the year ended 30 June 2026
- Summary of Planned Human Resources Expenditure
- Capital Works Program for the year ended 30 June 2026
- Estimated financial projections for the subsequent 3 financial years

The budget document also outlines the specific details of the financial position and the proposed inclusions for the 2025/2026 Draft Budget.

Glenelg Shire Council provides a wide range of services to the community, often for a fee or charge.

User fees and charges are a significant source of income for Glenelg Shire Council and in accordance with Section 94 of the *Local Government Act 2020*, Glenelg Shire Council is required to prepare and adopt a budget for each financial year by the 30 June. Included in this process is the setting of the fees and charges for the coming financial year 2025/2026.

The Draft Fees and Charges 2025/2026 schedule has been prepared following significant review, analysis and benchmarking. The approach to most fees are on a cost recovery basis only. Statutory Fees set by Government have not been included in the Schedule as Council has no control over these charges.

Cost increases have been proposed only where Council costs have also increased or where appropriate in relation to benchmarking. 379 fees have remained at or lower than the rate cap of 3%.

It is recommended that the Draft Fees and Charges 2025/2026 document is released for community feedback in conjunction with the Draft Budget 2025/2026.

The Draft Budget 2025/2026 and Draft Fees and Charges 2025/2026 are now presented to Council for consideration and release to the public in accordance with the Community Engagement Policy.

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

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.

Financial sustainability is a key consideration for the budget process.

d. Consultation and/or communication processes implemented or proposed

The following public consultation process outlines the Council actions undertaken to ensure due consideration and feedback is received from relevant stakeholders.

- Draft Budget 2025/2026 prepared by officers.
- Community Budget Information sessions conducted throughout the Shire during February and March 2025.
- Ongoing regular discussions and briefings with Council to outline the budget principles and the financial direction of the budget.
- Draft Budget and Fees and Charges 2025/2026 to be released for community feedback at the April Council Meeting.
- Community feedback to be presented at the June Council meeting.

Unit managers and budget responsible officers have been engaged to review each fee and charge and where practical, to compare with neighbouring councils. A range of “Best Value” principles including service cost, quality standards, value for money, community expectations and values, as well as balancing the affordability and accessibility of the service, have been applied. The Draft Fees and Charges document will be available for public inspection alongside the Draft Budget after the April Council Meeting.

e. Financial Implications and Collaboration

All known current and future budget implications are outlined in the Draft Budget 2025/2026 together with assumptions based on unknown aspects. Key factors such as future Rate Cap limits are not known at this time.

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

The Draft Budget 2025/2026 is a key component of Council’s strategic planning framework, and links closely with the Council Plan, Financial Plan and Revenue and Rating Plan.

Projections in the Draft Budget 2025/2026 for the subsequent 3 financial years provides a high level, medium term view on how Council intends to utilise its resources to achieve the strategic objectives and strategies adopted in the Council Plan. These assumptions are subject to change as circumstances affecting the finances of the organisation arise and as the new Council Plan is developed.

f. Governance Principles

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

Attachment List

1. 2025-26 Fees and Charges Schedule [**9.8.1** - 53 pages]
2. Draft Budget 2025-26 [**9.8.2** - 50 pages]

9.9. DRAFT 30-YEAR INFRASTRUCTURE STRATEGY - COUNCIL SUBMISSION

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

Infrastructure Victoria have released a Draft 30-Year Infrastructure Strategy 2025-2055 (Strategy) for public exhibition.

A review of the Strategy has been undertaken and a submission prepared on behalf of Council, which raises specific comments on infrastructure needs important to future growth, prosperity and well-being in Glenelg Shire.

It is recommended that Council adopt the submission and authorise it to be submitted by the Chief Executive Officer for consideration.

Recommendation

That Council:

- 1. Adopts the Glenelg Shire Council Submission 'Draft 30-Year Infrastructure Strategy 2025-2055'.**
- 2. Authorises the Chief Executive Officer to release the submission on behalf of Council.**

Background/Key Information:

Infrastructure Victoria (IV) operate as an independent State authority and an advisory body to the Victorian State Government on infrastructure issues and opportunities. This includes responsibilities to:

- Publish research on infrastructure related issues
- Prepare a 30-year Infrastructure Strategy for Victoria, which is reviewed every 3-5 years
- Advise the Victorian Government on specific infrastructure matter.

IV last released a Victorian Infrastructure Strategy in 2021 and have now undertaken a review to prepare an updated 2025-2055 Strategy for public exhibition. Information from IV suggests that since 2021, 80% of the relevant recommendations have either been implemented or progressed.

It is critical that Council remains informed and engaged in relation to the Strategy and the work of IV, to ensure that interests of both Council and community, and more broadly of rural and regional Victoria, are expressed and fairly represented.

A Strategy review has been undertaken and a draft Council submission prepared for consideration. The submission principally seeks to address and respond to the themes, recommendations and future options outlined within the Strategy, with specific focus on the interests and needs of Council and its community.

Fundamentally, the draft submission highlights a significant shortfall in the Strategy in that it glaringly overlooks and lacks focus on the infrastructure interests and requirements of rural and regional Victoria into the future. The majority of the Strategy focuses recommendations on Melbourne, its growth areas and major regional centres, which place rural and regional areas at a disadvantage in considering future infrastructure requirements and in advocating for or facilitating funding.

As a Strategy which will provide a basis and critical roadmap for future State, Commonwealth and private sector investment, it is concerning that rural and regional areas have largely been overlooked.

The draft submission is provided for Council's consideration. The content of the submission is extensive, in response to the recommendations and options, but presented in a way which is relevant and meaningful to Glenelg Shire.

Overall, the submission highlights that whilst there are significant challenges ahead which Council and its community will face, in which investment in targeted development, community and social infrastructure will play a critical role in advancing communities and realising future growth, investment and development outcomes.

The submission is relevant to Council as a whole and has been drafted through contribution by relevant internal departments.

It is recommended that Council adopt the submission and authorise the CEO to release it to IV, which provides Council with an opportunity to have its say and advocate for priorities and interests of behalf of the wider community and region.

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?

Not applicable.

c. Legislative, Legal and Risk Management Considerations

Not applicable.

d. Consultation and/or communication processes implemented or proposed

IV have released the Strategy for public exhibition and are currently undertaking consultation with the public and stakeholders.

Officers have reviewed the Strategy with the intent of preparing a submission for Council.

A link to the Strategy and relevant information on Engage Victoria has also been circulated by Council to community members through social media, to help generate interest and feedback.

e. Financial Implications and Collaboration

Preparation and release of the submission on the Strategy has no direct financial impact to Council, instead it provides a platform for Council to continue to advocate for investment in the Shire based on local needs and priorities.

f. Governance Principles

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

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.

Attachment List

3. Glenelg Shire Council Submission Draft 30 Year Infrastructure Strategy 2025 2055 [9.9.1 - 11 pages]
4. Victoria's Draft 30-year Infrastructure Strategy 2025-2055 [9.9.2 - 213 pages]

10. URGENT BUSINESS

11. QUESTION TIME

11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

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 2024-25-05 Essential Safety Measures Inspections and Works for Council Buildings
- 12.2 Contract 2024-25-47 Glenelg Shire Council Data Migration Stage 2
- 12.3 Contract 2023-24-25 Local Freight Roads - Portland, Fitzgerald St Construction

13. RESUMPTION OF PUBLIC MEETING

Following the consideration of confidential items, the Council Meeting will be re-opened to members of the public.

14. CLOSURE OF COUNCIL MEETING