



Glenelg Shire Council

Notice of Meeting and Agenda

Council Meeting Tuesday 28 July 2026

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 July 2026

Invited: Mayor, Councillor Karen Stephens
Deputy Mayor, Councillor Matt Jowett
Councillor Duane Angelino
Councillor Michael Carr
Councillor Robyn McDonald
Councillor John Pepper
Councillor Dr Mary Picard

1. Present	3
2. Acknowledgement of Country	3
3. Recording of Meetings	3
4. Receipt of Apologies	3
5. Confirmation of Minutes	3
5.1. Confirmation of Minutes	3
5.2. Record of Councillor Briefings	4
6. Declarations of Conflict of Interest	5
6.1. Declarations of Conflict of Interest	5
7. Councillor Activity Reports	6
8. Notices of Motion	11
9. Management Reports	12
9.1. Councillor and Chief Executive Officer Leave of Absence Register	12
9.2. Councillors Quarterly Expenditure Report	14
9.3. Summer Season Tourism Report	17
9.4. Future Portland Cumulative Impact Dashboard	19
9.5. Response to Petition on Food Organics Green Organics	23
9.6. Portland Gymnastics Upgrade - Contract Variation and Project Budget	27
9.7. Building Surveyor Services Procurement Exemption	31
9.8. Lease agreement between Glenelg Shire Council and Phillip King and Justin Emerson	33
9.9. Adoption of Strathdownie Drainage Scheme Special Charge	36
9.10. Contracts Approved Under CEO Delegation 1 April - 30 June 2026	39
9.11. Audit and Risk Committee Meeting Minutes 4 June 2026	41
10. Urgent Business	44
11. Question Time	44
11.1. Questions Taken on Notice at Previous meeting	44
11.2. Questions from Members of the Community	44
12. Confidential Reports	44
13. Resumption of Public Meeting	44
14. Closure of Council Meeting	44

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 23 June 2026, as circulated, be confirmed.

5.2. RECORD OF COUNCILLOR BRIEFINGS

David Hol, Director Corporate Services

Summary

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

Background

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.

Council Plan and Policy Linkage

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Recommendation

That Council receives the record of the Councillor briefing held on 23 June 2026, 7 July 2026, 14 July 2026, and 21 July 2026.

Attachment List

1. Councillor Briefing Record 23 June 2026 [**5.2.1** - 1 page]
2. Councillor Briefing Record 07 July 2026 [**5.2.2** - 1 page]
3. Councillor Briefing Record 14 July 2026 [**5.2.3** - 1 page]
4. Councillor Briefing Record 21 July 2026 [**5.2.4** - 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**Cr STEPHENS, MAYOR**

Date	Meeting/Event	Location	Comments (Optional)
01.06.2026	VEC Glenelg Shire Council Countback	Portland	Declaration of the result of countback saw Mary Picard elected to council.
02.06.2026	Mary Picard takes Oath	Portland	Cr Dr Mary Picard officially takes the Oath of Office
02.06.2026	Councillor Briefing	Portland	Regular Council Briefing session to discuss matters of strategic importance.
03.06.2026	National Reconciliation Week Sunrise Ceremony	Portland	A special community event providing the opportunity to come together and reflect on the meaning of Reconciliation.
04.06.2026	Regional Development Australia Barwon South West meeting	Portland	Opportunity to provide a presentation on Glenelg and advocate for projects and services of importance to our community and council.
04.06.2026	Audit and Risk Committee meeting	On-line	Quarterly Audit and Risk committee meeting.
06-07.06.2026	Australian Kelpie Muster weekend	Casterton	Glenelg Shire iconic event celebrating Casterton as the Birthplace of the Kelpie.
09.06.2026	Shirley Menz District Governor Lions region	Portland	Met to discuss Lions International Conference to be held in Portland.
09.06.2026	Portland Foreshore Community Infrastructure Project Reference Group	Portland	Regular meeting of Project Reference Group
09.06.2026	Councillor Briefing	Portland	Regular Council Briefing session to discuss matters of strategic importance.
16.06.2025	Councillor briefing	Portland	Regular Council Briefing session to discuss matters of strategic importance.
18.06.2026	Timber Towns Victoria	Online	Bi-monthly board meeting.
18.06.2026	Casterton Lions Club Changeover Dinner	Casterton	Annual General Meeting of the local Lions Club.
19.06.2026	HAMR Energy meeting	Portland	Project update meeting.
19.06.2026	South West Victoria Alliance Board meeting	Warrnambool	SWVA Board meeting of 5 councils across SW to discuss strategic matters of importance to all councils.

21.06.2026	Casterton Sporting Motorbike Club Victorian Off-Road Championships	Casterton	Attended this amazing event with nearly 500 riders registered it was the largest event for the season. Congratulations to the club on a highly successful event.
23.06.2026	Work Experience Student	Portland	I had the pleasure of having a work experience student join me for the afternoon on 'Budget Day' to understand the role of Mayor and that of Council including the provision of the services councils to our community.
23.06.2026	Council Meeting	Portland	Regular Council Briefing session to discuss matters of strategic importance.
24.06.2026	CEO & Mayor meeting	Casterton	Regular meeting with CEO
26.06.2026	Digby Hall 100 th Birthday celebration	Digby	Community celebration recognising 100 years of coming together in the local hall – memorabilia display and a shared meal provided by the Digby Hall Committee.
28.06.2026	Casterton Rotary District Change Over luncheon	Casterton	Luncheon to celebrate the new incoming Regional District Governor Tonie Thiele and the new Casterton Rotary Club President elect Belinda Henkel
29.06.2026	3RPC session with Lez	Online	Regular session with Lez highlighting current items of interest at council for the community.

Cr JOWETT, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments (Optional)
01.06.2026	Glenelg Shire Council Countback 2026 – Declaration of Results	Portland	A rare and exciting time with a countback to elect a new councillor
02.06.2026	Councillor Briefing	Portland	One of many briefings that we had as councillors in the lead up to the budget meeting at the end of the month

04.06.2026	Glenelg Shire Audit and Risk Committee Meeting	Heywood	
09.06.2026	Councillor Briefing	Portland	These briefings are vital to get us prepared and informed so that we can vote on items contained in the monthly council meeting
16.06.2025	Councillor Briefing	Portland	Our final full briefing before the budget meeting.
23.06.2026	Councillor Briefing	Portland	Received updates on the position of the Glenelg Shire Budget prior to the meeting
23.06.2026	June Council Meeting	Portland	The Monthly Council Meeting Is always a fantastic opportunity for councillors to openly discuss and vote on topics of importance to our community, in front of a gathering of our residents

Cr MCDONALD

Date	Meeting/Event	Location	Comments (Optional)
02.06.2026	Councillor briefing	Portland	
03.06.2026	National Reconciliation Week Sunrise Ceremony	Portland	A dawn event, held in the Civic Hall due to the very challenging weather conditions, drew a huge gathering for a beautiful Welcome to Country by Auntie Hilary, incredible dance performances by local Koondoom Yarkeen Karweeyn dance group, reconciliation understanding and language sharing by primary school students, and artworks by various groups. Lighting, suggestive of a rising sun, enhanced the alternative location, with some of us joining on the dance floor.
09.06.2026	Portland Foreshore Community Infrastructure Refurbishment Project Reference Group	Portland	

09.06.2026	Councillor briefing	Portland	
16.06.2025	Councillor briefing	Portland	
23.06.2026	Council Meeting	Portland	

Cr PEPPER

Date	Meeting/Event	Location	Comments (Optional)
02.06.2026	CEO/Councillor meeting	Portland	
04.06.2026	Australian Kelpie Muster Official Opening	Casterton	
06.06.2026	Kelpie Parade & Activities	Casterton	
09.06.2026	Councillor briefing	Portland	
16.06.2026	Councillor briefing	Portland	
23.06.2026	Councillor briefing	Portland	
23.06.2026	Council Meeting	Portland	
26.06.2026	The Digby Hall's 100 th Birthday Party	Digby	

Cr CARR

Date	Meeting/Event	Location	Comments (Optional)
02.06.2026	Councillor briefing	Portland	
09.06.2026	Councillor briefing	Portland	
16.06.2025	Councillor briefing	Portland	

Cr ANGELINO

Date	Meeting/Event	Location	Comments (Optional)
01.06.2026	National Reconciliation Week event - organised by Wannon Water the service and barbecue was held in the town's angling clubrooms adjoining the Heywood Indigenous War Memorial Water Tower.	Heywood Angling club	A great day to celebrate the anniversary of the paining of the water tower and the involvement with first nations and Wannon Water in Heywood
02.06.2026	Councillor briefing	Portland	
06-07.06.2026	Rotary art show Casterton and Kelpie Muster parade	Casterton	A great event and a local Heywood artist won people's choice, and the parade and Saturday were the start to a great event. The 30 th and such an iconic event for the shore and

			thanks to all the volunteers and sponsors.
09.06.2026	Councillor briefing	Portland	
16.06.2025	Councillor briefing	Portland	
16.06.2026	Practical wellbeing with Wayne Schwass	Heywood Community Hall	A great event for volunteer groups through the shire and Wayne was such a great speaker and spoke about his struggle and his experience with his life and how to reach out and get help.
23.06.2026	Council Meeting	Portland	Passed the 2026-27 Council Budget a great plan for the year ahead.

Cr Dr Picard

Date	Meeting/Event	Location	Comments (Optional)
02.06.2026	Councillor briefing	Portland	Oath taken ahead of Councillor briefing
03.06.2026	National Reconciliation Week Sunrise Ceremony	Portland	An inspiring morning!
04.06.2026	Australian Kelpie Muster & Rotary Art Exhibition	Casterton	Enjoyed meeting Casterton folk, their hospitality and some great paintings
09.06.2026	Councillor briefing	Portland	
16.06.2025	Councillor briefing	Portland	
23.06.2026	Council Meeting	Portland	

Recommendation

That Council notes the Councillor Activity Reports for 1 June 2026 to 30 June 2026.

8. NOTICES OF MOTION

Nil.

9. MANAGEMENT REPORTS

9.1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

CEO: Helen Havercroft, Chief Executive Officer

Summary

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

Background

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

Key Information

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

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

35 Councillor ceasing to hold office

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

Risk

Section 35 of the *Local Government Act 2020*.

Finance

Nil.

Consultation

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

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

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

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Recommendation

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

Attachment List

Separately circulated as Confidential attachment.

9.2. COUNCILLORS QUARTERLY EXPENDITURE REPORT

Director: Helen Havercroft, Chief Executive Officer

Summary

The 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 2026 to 31 March 2026.

Background

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:

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

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*.

Key Information

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.

Expenditure for Q4 and YTD						
	CM	CT	IC	TR	Q4 Total	YTD Total
Cr Stephens	\$ -	\$ 931	\$ 244	\$ 4,432	\$ 5,607	\$ 22,962
Cr Jowett	\$ -	\$ 931	\$ 140	\$ -	\$ 1,071	\$ 5,665
Cr McDonald	\$ -	\$ 931	\$ 140	\$ -	\$ 1,071	\$ 3,444
Cr Angelino	\$ -	\$ 931	\$ 140	\$ -	\$ 1,071	\$ 3,688
Cr Pepper	\$ -	\$ 931	\$ 140	\$ -	\$ 1,071	\$ 3,444
Cr Carr	\$ -	\$ 974	\$ 140	\$ 145	\$ 1,259	\$ 3,958
Cr Noske	\$ -	\$ -	\$ 140	\$ -	\$ 140	\$ 2,530
Cr Picard	\$ -	\$ 679	\$ -	\$ -	\$ 679	\$ 679
TOTAL	\$ -	\$ 6,308	\$1,086	\$ 4,577	\$ 11,972	\$ 46,371

Table 1: Quarterly and Financial Year to Date Councillor expenditure totals

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.

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 Victorian Independent Remuneration Tribunal is responsible for setting the value of allowances payable to Mayors, Deputy Mayors and Councillors. Council also provides the Mayor with full usage of a Council vehicle.

Following is a table of Councillor allowances paid for the period.

Allowances for Q4 and YTD		
	Q4 Allowances Total	YTD Total
Cr Stephens	\$ 29,576	\$ 126,795
Cr Jowett	\$ 14,788	\$ 54,715
Cr McDonald	\$ 8,762	\$ 46,642
Cr Angelino	\$ 8,762	\$ 37,970
Cr Pepper	\$ 8,762	\$ 37,970
Cr Carr	\$ 7,302	\$ 36,509
Cr Noske	\$ - 195	\$ 29,013
Cr Picard	\$ 2,542	\$ 2,542
TOTAL	\$ 80,299	\$ 372,155

Table 2: Quarterly and Financial Year to Date Councillor allowance totals

Risk

- *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*.

Finance

Councillor Allowances and Councillor Expenditure are accounted for in the 2025-2026 Annual Council Budget.

Consultation

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.

Council and Wellbeing Plan 2025-2029 Linkage

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Recommendation

That Council receives the Councillors quarterly expenditure report for the period 1 April 2026 to 30 June 2026.

Attachment List

Nil

9.3. SUMMER SEASON TOURISM REPORT

Director: Brett Jackson, Director Community Services

Summary

The purpose of this report is to provide an update on the summer tourism season visitation and spending data within Glenelg Shire.

Glenelg saw strong visitation growth through the summer season when comparing numbers year on year and visitor spend exceeded inflationary growth. The data indicates that Glenelg Shire has destination appeal and real economic growth.

Background

Glenelg Shire Council left the Great Ocean Road Regional Tourism (GORRT) body from 1 July 2025. The 2025-26 summer season marks the first summer season without GORRT involvement and serves as an important benchmark for our visitor economy.

Key Information

Specialist economic analysis programs Localis and SpendMapp have informed a large portion of the data within this report. Internally collected data has been specifically omitted to mitigate the perception of bias.

Attached to this report is the Summer Season Tourism Report which illustrates a range of figures and data on visitor numbers, accommodation occupancy, and spending. In summary, key findings from this are:

- *Total Domestic Visitors (estimated)*: 190,000 representing a 17% increase compared to the same period last year.
- *Total International Visitors (estimated)*: 42,062 representing a 6.72% increase to the same period last year.
- *Visitor Spend (estimated)*: \$19.35 million. Total spend increased 6% compared to the previous year, exceeding CPI (3.8%) and indicating real economic growth.
- *Average Length of Stay*: 3.81 nights. A decrease of 7.23% compared to last year, but still outperforming comparable regions.

In addition, Council has recently adopted its Tourism Strategy and this seasonal data will provide useful measurement data for which actions provide good value for money in terms of visitor economy growth.

Risk

Data is increasingly important when seeking external grant funding. Reports that have repeatable and measurable statistics provide evidence that can be used for funding applications for various functions of Council.

This report provides a benchmark for Council to work from. Without such data it may be difficult to measure what success looks like into the future.

The report and baseline data also will assist and guide Council in how it continues to encourage tourism promotion and development into the future.

Finance

The preparation of this report utilises the programs Localis and SpendMapp, both of which are funded through existing operational budgets. Together these programs incur annual subscription fees of \$34,000 (GST exc).

Consultation

There has been no consultation undertaken in the preparation of this report.

Council and Wellbeing Plan 2025-2029 Alignment

Growing Economy - Striving to be a vibrant place to live, work, and invest, with a strong economy and diverse opportunities.

Conclusion

The season report provides a backwards look at how the visitor economy fared during the summer of 2025/26. This shows encouraging signs of Glenelg being a strong location for visitors even during a time of cost of living uncertainty.

Recommendation

That Council receives the 2025–2026 Summer Season Tourism Report.

Attachment List

1. 2025-2026 Summer Season Tourism Report [9.3.1 - 7 pages]

9.4. FUTURE PORTLAND CUMULATIVE IMPACT DASHBOARD

Director: Brett Jackson, Director Community Services

Summary

The *Future Portland Project* responds to a Notice of Motion at the July 2024 Council meeting to progress further work in partnership with key stakeholders in the region on a tool that pulls together various large investment projects and shows the cumulative impact of those investments, allowing agencies to plan for any gaps/blockers to service delivery, for example, child care provision.

Council resolved to proceed in the procurement and development of an Interactive Tool and Current State (of Readiness) Report.

Background

Council sought to better understand the cumulative impact of the project pipeline, both positive and negative in the Portland area, and to support the planning of successful integrated growth that effectively manages risks and optimises opportunities. This comprised development of an Interactive Tool, drawing on project timing, workforce and infrastructure inputs to the period to 2030 and beyond.

Since July 2024 a Project Control Group (PCG) was formed to guide the development and implementation of the project with key partners and funders Regional Development Victoria and Wannon Water. The project was delivered by SGS Economics & Planning who were awarded a contract in September 2025 to develop the tool and report.

Key Information

The primary objectives of the Tool's capabilities were envisaged to identify challenges, constraints and the cumulative impacts associated with developing major projects in a local context, such as labour force readiness, childcare availability and infrastructure. The project was given the title *Future Portland Project* and is now ready to prepare for launch and implementation.

This project deliverables include:

Part 1: A Current State Report mapping the impacts, benefits, gaps and challenges for the pipeline of economic growth opportunities identified for the Portland Region.

Part 2: An online Dashboard, cumulative impact analysis Tool and User Guide.

Combined, these deliverables provide a live source of data relating to current employment, housing and population trends, and a snapshot into the municipality's current opportunities, vulnerabilities, and competitive advantages. This will primarily assist Council to inform advocacy papers, government submissions, funding proposals, explore new strategies as well as a useful aid for attracting major projects and liaising with business groups.

Part 1 – Current State Report

The report is a complementary component to the Dashboard, which provides some context to the shire's current state of readiness for hosting major developments and highlights the relevant impacts, benefits, gaps and challenges for the pipeline of economic growth opportunities identified for Portland and the Glenelg Shire.

Part 2 – Dashboard & Tool

The interactive Dashboard is a visual platform hosted by Power Bi. It uses data from both proponents, and embedded formulas built into the backend to produce a range of graphs, tables and pie charts.

The Tool is a separate component, which holds all the relevant data, both manually fed data, and data developed by SGS which drives the Power Bi Dashboard. Manually fed data is provided by proponents via an online or downloadable form.

When combined, the Dashboard displays the range of cumulative impacts from the listed pipeline of projects earmarked for Portland and the Glenelg Shire at their relevant project phase (construction and operational), allowing Council and key stakeholders to establish and maintain a shared view of the potential impact and allow for early scenario planning on key categories including:

- Population
- Housing & Jobs
- Transport & Infrastructure
- Early Years Services.

Project Governance

As required by the funding agreement, a PCG was set up to guide and direct the project. The PCG contained representatives from RDV, an economist from Department of Transport and Planning, Wannon Water and Council officers.

Custodianship

Council will control the outputs, maintenance, and access to information. A test/external version is being considered for our external partners but this remains subject to funding.

Inputs

A threshold for major projects consideration was determined as:

- a. \$5 million (costs); or
- b. The combined gross floor area of all buildings associated with the proposed use or development must be at least 5,000 square metres & will result in the creation of 20 FTE.

Projects under this will likely have negligible effects on the dashboard.

Outputs

Pathway 1: Proponent data will be accessed via an online or downloadable form, provided by Council's Economic Development unit.

Pathway 2: Cross agency collaboration between Council, RDV & WW will also be provided at request. Ongoing collaboration between the three agencies will also be necessary for keeping track of up-to-date pipeline projects and construction & operational status.

Pathway 3: Internal use is anticipated by units throughout the organisation for a range of deliverables which might include submissions to state government, strategy and policy development and major development advice

Risk

The Dashboard and Tool rely on the input of reliable information provided by proponents and staff. Proponent buy-in is important, as is their comfort with the deidentified cumulative impact of their project being shared. These elements are vital if the Tool is to continue to be useful into the medium term.

Finance

Ongoing cost of hosting the Dashboard is negligible as it's included in Council's current Microsoft license. For relevant external stakeholders without PowerBi access, a license can be arranged for a minimal fee upon request. Ongoing officer time will be managed within the Economic Development team. The tool requires manual annual updates, with broader data updates following each Census. Costs for backend data upgrades will be negotiated with SGS as required.

Consultation

A targeted form of external/internal engagement was undertaken between November 2025 - February 2026. This was conducted jointly by SGS & Council with members of the Technical Reference Group, who consisted of members from the business community, utility agencies, and service agencies.

A Gender/Equity Impact Assessment was not required given:

- a. The proposed service has restricted public (thresholds based on economic and scale factors) and is gender neutral;
- b. Will be operated by Council employees predominantly for the benefit of Council; and
- c. Two collaborating external agencies.

Product launch will be determined in partnership with the State Government as part of the funding agreement.

Council and Wellbeing Plan 2025-2029 Alignment

Growing Economy - Striving to be a vibrant place to live, work, and invest, with a strong economy and diverse opportunities.

Essential Services – Quality, fit for purpose facilities, infrastructure and services that support the community.

Conclusion

Overall, a low (ongoing) cost economic modelling tool and situational report has been delivered. These combined, identifies key workforce, population and housing challenges faced locally and provides Council the ability to factor in actual major projects and model their effects.

Benefits of the Dashboard and situational report include having access to both a live data source of major projects, current employment, housing and population trends whilst providing a snapshot into the municipality's current opportunities, vulnerabilities and competitive advantages. These combined can inform advocacy papers, government submissions, funding proposals and new strategies (e.g. Housing/Growth Strategies, Up Skilling programs and Business and Resident Attraction campaigns) as well as providing the developers additional insights linked to their proposals.

Following endorsement, Council will establish internal guidelines, develop an advocacy prospectus, and deliver media activities to promote the dashboard and its key findings to external stakeholders.

This fulfils the project's major objective envisaged at project conception, *'to better understand the cumulative impact of the project pipeline, both positive and negative in the shire'*.

Recommendation

That Council endorses the attached Future Portland Current State Report.

Attachment List

1. Future Portland - Current State Report [9.4.1 - 75 pages]

9.5. RESPONSE TO PETITION ON FOOD ORGANICS GREEN ORGANICS

Director: Aaron Moyne, Director Infrastructure Services

Summary

This report responds to a petition received and tabled with Council at the 23 June 2026 Council Meeting.

The petition relates to the kerbside Food Organics Green Organics (FOGO) service, which Council commenced operation in April 2026, and specifically seeks information on why an opportunity to opt-out of this service has not been provided.

Background

The *Circular Economy Act 2021* underpins the State's transition to a circular economy. The Act provides a legal framework for the implementation of a statewide, four-stream household waste and recycling system.

As it currently stands, all Victorian councils are required to implement the four-bin system and deliver a FOGO service by 2030.

Public consultation was undertaken by Recycling Victoria in mid/late-2024 on amendments to Regulations and updated service standards. These changes have not been finalised and are still in draft.

Regulations under the Act create a legal requirement and service standard for Council to comply with.

Key Information

After extensive planning over many years and direct interest and feedback from community, Council resolved at the April 2025 Council Meeting to introduce the kerbside FOGO service in the 2025/26 financial year.

The establishment of the service was included within Council 2025/26 Budget, with planned commencement in April 2026, due to lead times involved in bin procurement, contract administration and service planning.

Between April-June 2026, Council received 272.72 tonnes of FOGO through the new kerbside service. During the same period, municipal general kerbside waste disposed to landfill reduced from 922.28 tonnes in 2025 to 709.22 tonnes in 2026, representing a reduction of 213.06 tonnes (23.1%).

These results demonstrate strong early community participation in the FOGO service and indicate a significant diversion of organic material from landfill following the introduction of the new kerbside collection service. This helps improve waste and resource recovery outcomes and supports compliance with the State Government's kerbside waste and circular economy policy, whilst delivering positive environmental and financial outcomes for Council and the community.

Council's FOGO Rollout

In planning for FOGO, Council's adopted position was to provide the service to all residential properties within the designated kerbside collection areas, without an opt-out provision. This approach was taken considering legal, policy and service standard requirements, along with the viability of the rollout and the unique Glenelg Shire context.

This approach has been adopted for various reasons.

Kerbside collection service standards, in place at the time Council decided to implement the FOGO service, required this to be provided to all properties. For Council, this saw all residential properties within designated collection areas provided with a mandatory FOGO bin and required to be part of the service. A Waste Transition Plan was prepared and submitted to the State Government on this basis.

This decision was made after extensive planning and consultation with other councils. Whilst some Victorian councils have established a FOGO service and provide an opt-out option, this has commonly been implemented following service rollout and review, to drive effective waste and resource management change, increase community uptake and support efficient and feasible implementation. Council therefore chose to introduce the service, monitor participation and operation, and make future decisions around service changes with real data available and considering community factors.

In Glenelg Shire, the practicality of introducing an opt-out arrangement during the initial rollout was not viable given the scale and dispersed township pattern, and relatively small population base across the Shire. This was discussed with Council's waste contractor in service planning. Providing an opt-out arrangement at this stage would have added substantial uncertainty, complexity and cost to Council, reducing the effective rollout and implementation of the service.

An initial universal rollout, excluding opt-out, has supported Council and the community's transition towards achieving State legislative and policy targets regarding a circular economy and led to environmental and sustainability outcomes for the Shire. This is underpinned by waste volumes achieved in the first three-months of the rollout (April-June 2026), including a large amount of waste which has been diverted from landfill.

Council's adopted approach has provided greater certainty and confidence around service planning, contract management with waste contractors, collection route planning and financial security. Introducing an opt-out mechanism would have created complicated service management and administrative factors whilst reducing certainty around participation levels, legal and policy compliance and service demand.

Consistent kerbside participation across the Shire in the FOGO service supports broader community waste management change by encouraging improved separation of food and garden organics from general waste. Increased diversion of organics from general waste reduces landfill disposal, saves Council and the community money, supports the circular economy and contributes to Council's waste objectives.

While some residents have indicated they produce limited quantities of organic material or already compost at home, the FOGO service provides an additional

disposal pathway for food and garden organic waste that is typically unable to be managed through household composting alone, including meat, dairy, cooked food and other organic materials accepted through the service.

In summary, Council implemented its current approach for the FOGO service for the reasons outlined below:

- Compliance with current State Government kerbside service standards
- Feedback and information provided by other Victorian councils on the FOGO rollout
- The practicality and feasibility limitations of providing an opt-out option based on scale and dispersed townships across the Shire, and within an existing waste contract
- Greater Council and community uptake of waste management objectives
- Certainty and confidence around service planning, implementation, contract management and administration
- Broader community waste management change, increased waste diversion and environmental outcomes.

Moving Ahead

Council acknowledges through the FOGO engagement and rollout process, that confusion and uncertainty was caused by previous engagement from the State Government in mid/late-2024 on updated kerbside service standards. This resulted in many questions being received by Council regarding the provision of an opt-out FOGO service.

These service standards, which remain available online to review, refer to a potential future requirement for councils to provide an opt-out option for FOGO. It must be noted, however, that these service standards are still draft, and no final decision has been made by the State Government.

Council officers remain engaged with State Government and other councils and continue to seek updates on service standard changes and kerbside planning, both in respect of FOGO and in consideration of any future glass (purple) bin requirement.

In this case, Council remains committed to delivering a kerbside waste service, including FOGO, which meets community needs and achieves positive waste and resource management outcomes, without imposing any unnecessary burden on owners and residents. Pending further direction and release of updated service standards by the State Government, this may include the provision of an opt-out FOGO option in Glenelg Shire, provided other circular economy requirements are met.

For units, townhouse, apartment developments or owner's corporation arrangements, with smaller properties and shared ownership, a further review of the need for the FOGO service to all dwellings is underway, which may include an opportunity to reduce bin numbers through the preparation of a waste management plan, ensuring waste policy requirements are still met.

Council will ensure that further information and options are shared with the community and work with landowner on these changes at the appropriate time.

Risk

This report is provided in response to the petition received on FOGO, in accordance with Council's Governance Rules, and does not present any risk to Council.

Finance

This report presents no financial impact. Any future changes to kerbside service requirements or updates to service standards by the State Government will be reviewed to consider financial impact for Council and the community.

Consultation

No consultation has been undertaken in preparing this report.

Council and Wellbeing Plan 2025-2029 Alignment

Sustainable Environment - Achieving a balance between protecting the environment and supporting sustainable growth and development.

Essential Services and Facilities - Quality, fit for purpose facilities, infrastructure and services that support our community.

Conclusion

This report has been prepared in response to a petition received by Council on the FOGO kerbside service.

The report addresses the matters raised in the petition regarding the kerbside FOGO service.

Recommendation**That Council:**

- 1. Receives this report in response to the petition received by Council at its 23 June 2026 Council Meeting regarding the provision of an opt-out Food Organics and Garden Organics (FOGO) kerbside collection service.**
- 2. Authorises the Director Infrastructure Services to provide a formal response to the petitioner.**

Attachment List

Nil

9.6. PORTLAND GYMNASTICS UPGRADE - CONTRACT VARIATION AND PROJECT BUDGET

Director: Aaron Moyne, Director Infrastructure Services

Summary

The report is to provide an update on the status of the Portland Gymnastics Upgrade Project and to seek approval for a contract variation and increased project budget allocation to enable a funding agreement variation and project delivery.

Background

Council received a grant of \$1,250,000 from the Department of Jobs, Skills, Industry and Regions in April 2024 to upgrade the Council building utilised by the Portland Gymnastics Club (club).

In August 2024, Contract 2023-24-36 for the Portland Gymnastics Facility Upgrade was awarded for the amount of \$960,365.27 (ex GST).

As part of satisfying the Building Regulation requirements during the design phase for the upgrades, the required fire services solution to meet Fire Rescue Victoria (FRV) requirements resulted in the project being approximately \$180,000 over the funding amount, which the funding body have confirmed they will not cover.

To proceed with the project, Council officers have completed an extensive process of design review and engagement to gain agreement with Sport and Recreation Victoria (SRV), as funding body, and the Club on the priorities for provision of the upgrades to reduce the scope so that a funding variation can be submitted and the funding utilised.

Key Information

As part of agreeing the way forward to submitting a funding variation, a design has been agreed with the Portland Gymnastics Club (Club).

Prior to providing their letter of support, the Club requested additional ventilation, by means of mechanical louvres, in response to design and operational concerns. This has necessitated the requirement for additional Council budget approval.

The contractor had calculated and designed the ventilation for the facility to meet the building regulation requirements. The calculation included all external openings, doors, and windows. With the removal of the doors from the calculation, extra ventilation was required and has been costed, as per the table in this report.

Risk

There is a risk that, should these items not be agreed, the funding variation application would not be approved and funding lost, as both Club and Gymnastics Victoria support for the project would not be obtained. This presents both a project and reputational risk for Council.

Finance

To cover the ventilation design changes, Council would need to allocate an additional \$121,730 to complete these works. The allocation of this budget will be reviewed within Council's 2026/27 capital budget.

Project budget and contract calculations are provided below, noting the original contract awarded by Council in August 2024 was inclusive of GST:

Item	Cost \$ (ex-GST)	Cost (incl- GST)
Contract value approved by Council August 2024	960,365.27	1,056,401.80
Current expected variation triggered by changes due to fire services issue	187,550.19	206,305.21
Estimated variation for additional louvres toward the ventilation calculation requested by Club	66,604.00	73,264.40
Estimated contract value with variations	1,214,519.46	1,335,971.41
Other non-contract costs		
Pre-project costs	5,469.31	6,016.24
Estimate of non-contract expenditure	90,000.00	99,000.00
Contingency	61,742.18	67,916.40
Estimated project total	1,371,730.95	1,508,904.05

The works for the upgrade are being done under a design and construct contract, in which, at conclusion of the design component it is expected the contract value will be up to \$1,214,519 (ex GST). The original contract value, based on concept plans, was \$960,365 (ex GST). This would constitute a contract variation of up to \$254,154 (ex GST). The additional fire services, which has been the main issue that triggered the re-scoping, is in the order of \$281,990 to deliver a compliant system for the upgrade.

The additional non-contract expenditure, to be delivered within the overall project budget, is outlined in the table below. This will continue to be assessed Council officers to explore any project savings opportunities.

Item	Estimate \$ ex-GST	Impact
Relocation of existing amenities	5,000	Amenities need to be removed so additional shed space can be built.
Disabled Parking Bay and Pathway	7,000	This is a funding agreement requirement.
Installation of new door to co-located shed due to fire services location.	5,000	Fire services are blocking a door to the nearby shed.
Building Permit	11,000	Required to commence construction.
Road	50,000	These works impinge on the existing access road into Yarraman Park requiring the road to be changed.

Signage (Milestone 3)	5,000	This is a funding agreement requirement.
Portable toilet hire	7,000	If necessary during construction.
TOTAL	90,000	

Consultation

Extensive consultation has been undertaken with the Club and the funding body on the provision of the final design. Gymnastics Victoria has also been consulted and provided input on design.

Design and Impact assessment for this project resulted in recommendations for the inclusion of DDA compliant, all-inclusive amenities, and the provision of male and female change rooms and toilets, baby change facilities, and a DDA compliant car park and pathway into the building.

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Thriving Towns and Communities - Fostering proud, safe, and inclusive communities that support and promote wellbeing and opportunities for all.

Essential Services and Facilities - Quality, fit for purpose facilities, infrastructure and services that support our community.

Conclusion

Council approval is required to enable both contract variation and project budget increase, before a funding agreement variation can be submitted to SRV. Extensive consultation has occurred with the Portland Gymnastics Club, SRV and Gymnastics Victoria, with the revised project scope supported by all groups. This is underpinned by letters of support which have been provided.

The additional ventilation requirements and associated project costs are necessary to satisfy building compliance, operational safety, and user requirements.

Approval of the contract variation and budget increase will allow the project to progress, protect the existing grant funding, and deliver an inclusive, fit-for-purpose community sporting facility aligned with Council's strategic objectives and Club needs.

Recommendation**That Council:**

- 1. Authorises a variation of up to \$254,154 (ex GST) to Contract 2023-24-35 to form a new contract amount of \$1,214,519 (ex GST).**
- 2. Approves an adjustment of \$121,730 from Council's 2026/27 Budget, to cover the additional funds required for these works, at a total project budget of \$1,371,730 (ex GST).**
- 3. Authorises the Director Infrastructure Services to complete all financial payments and endorse cumulative variations up to the Director's financial delegation.**

Attachment List

Nil

9.7. BUILDING SURVEYOR SERVICES PROCUREMENT EXEMPTION

Director: David Hol, Director of Corporate Services

Summary

This report seeks Council approval to engage temporary contract support for the provision of Building Surveyor services on behalf of the Glenelg Shire Council.

Background

Council at its meeting on the 22 July 2025, awarded contract 2024-25-71 to Government Shared Services for an amount of \$106K to provide Municipal Building Services for a one-year term, with two optional one-year extensions permissible.

The initial term was proposed to enable Council to undertake a recruitment process for a Municipal Building Surveyor (MBS) in the interim.

Key Information

Council has undertaken multiple recruitment processes and has been unable to successfully recruit an MBS. This reflects the industry and an ongoing dilemma for smaller rural councils to engage and retain qualified and registered building surveyors.

Subsequently, under the appointed delegation, Council staff have commenced the process to negotiate and execute the first-year extension for the MBS contract in accordance with the Council resolution from 22 July 2025.

Glenelg Shire is one of the few councils in the region that continues to offer a building permit and inspection service in addition to the statutory obligations of an MBS.

To this extent, Council additionally requires the services of a Building Surveyor to undertake the day-to-day delivery of the legal requirements associated with this function. This role complements the obligations of the MBS who are contracted for minimal hours only.

The Building Surveyor role that sits under the MBS had been undertaken by an employee until November 2025 when the employment arrangement ceased. To maintain the service, a contract was negotiated and operated until June 2026 with the same supplier for the MBS services, although not part of the original MBS contract, as no other options were identified. The cost of this service was \$133K. This process was undertaken concurrently with the unsuccessful recruitment processes.

It is apparent through market testing and industry information that there are no other viable contractor options for this service. Discussions with other regional councils have been undertaken, with many only providing the statutory MBS function and leaving the remainder of the building service to private industry. Subsequently, a procurement exemption is being sought from the public tender process for this service.

To enable a continuity of this service, a proposal has been provided to extend current arrangements for a further three months. During this time further analysis, discussion and recruitment options will be considered.

As the cost of this further extension for another three months is approximately \$70K, Council decision is required as the total expenditure will now exceed the necessary thresholds for a procurement exemption under the Procurement Policy (\$200K).

Interim arrangements have been negotiated to provide an option over the next month to enable continuity of service, including building permits and inspections (Classes 1 through 10). These total costs are within the procurement exemption threshold, but will exceed it following this term.

Subsequently, Council approval is sought to engage this contracted service as it triggers an exemption requirement under the Procurement Policy where only Council can approve procurement policy exemptions exceeding \$200K.

Risk

It is likely that Council will not be able to continue to provide a range of statutory building services until such time as a building surveyor can be engaged.

Finance

The cost of a building surveyor has been included in the operational budget for building services. The 2026/27 budget outlines an expected expenditure of \$653K for building services with income amounting to \$290K. The net cost to Council is \$363K.

Consultation

This is an operational matter and has not required external consultation.

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Conclusion

This report outlines the current issues associated with providing a building permit service to the community and seeks Council resolution for a procurement exemption to extend contract arrangements for building surveying services for a further three months, whilst further analysis and options are explored.

Recommendation

That Council approves a procurement exemption for Government Shared Services for a period of three months to provide building surveyor services, with anticipated expenditure of \$70K.

Attachment List

Nil

9.8. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND PHILLIP KING AND JUSTIN EMERSON

Director: David Hol, Director of Corporate Services

Summary

This report seeks Council's approval to enter into a new land lease agreement with Phillip King and Justin Emerson for the land known as part Lot 2 PS821546 250 sqm at 1260 Bridgewater Lakes Road Cashmore (Portland Airport).

Background

Phillip King and Justin Emerson took over occupation of the land site location of their aircraft hangar from the previous tenant on 28 November 2023. The land is owned by Council whilst the hangar structure is privately owned.

The parcel of land known as Part Lot 2 PS821546 is situated at 1260 Bridgewater Lakes Road, Cashmore (Portland Airport) (see image below) consisting of 250 sqm. The current lease commenced on 1 March 2017 and expired on 28 February 2026. As the lease has no further options, a new lease is required.

Key Information

The tenant paid \$1,437.37 excl GST for the year ending 28 February 2026.

After negotiations, including a revaluation by an independent valuer, the tenant is seeking to continue leasing the land with the proposed rental amount being recommended at \$1,625.00 per annum excl GST with annual CPI adjustments in accordance with the All Groups CPI figure for Melbourne.

An agreement in principle has been reached to enter a lease of four (4) years with no extension options.

The lease will commence on 1 March 2026 and expire on 28 February 2030.

Legal costs, estimated to be \$1,450.00 excl GST for preparation and full execution of the lease, are paid by Council



Aerial image 1. Phillip King and Justin Emerson Portland Airport Hangar

Risk

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.

Ensuring a formal lease is executed provides Council with a legally binding agreement relating to the tenant's occupancy.

Finance

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

Consultation

Consultation with the tenant relating to the new lease has occurred.

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Conclusion

It is recommended that Council approve entering a new lease agreement with Phillip King and Justin Emerson for the land known as Part Lot 2 PS821546 located at the Portland Airport.

Recommendation**That Council:**

- 1. Approves a new four (4) year land lease with Phillip King and Justin Emerson for the land known as Part Lot 2 PS821546.**
- 2. Sets the rental figure at \$1,625 .00 excl GST per annum, with the rent to be adjusted annually in accordance with the 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.**

Attachment List

Nil

9.9. ADOPTION OF STRATHDOWNIE DRAINAGE SCHEME SPECIAL CHARGE

Director: David Hol, Director of Corporate Services

Summary

The purpose of this report is to provide the outcome of the community engagement process including any submissions received for the proposed Strathdownie Drainage area Special Charge for 2026/2027 and to recommend that the Special Charge be declared.

Background

The Strathdownie Drainage Scheme Committee is responsible for the operation, maintenance and development of the Strathdownie drainage area scheme. The drainage area contains 165 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 \$180,971 as at the 31 May 2026.

Key Information

At the April 2026 Council meeting, Council resolved to undertake a community engagement process of a proposed special charge following receipt of a request from the Strathdownie Drainage Scheme Committee.

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 community consultation process was undertaken with submissions open until the 17 July 2026. Individual letters were sent to all assessments affected by the special charge and a Your Say Glenelg page was enacted to collate responses. At the close of the submission period, 9 visits to the page were recorded and two formal submissions were received. Neither response wished to be heard in person by Council.

One response was in support of the proposal and outlined that this is an important scheme for those farms that are included in the Strathdownie Drainage Scheme. The second response was not in support of the scheme and cited that they derived no benefit from the drainage system.

In response to the second matter, the Strathdownie Drainage Scheme Committee will be contacted to provide an assessment of this claim, and the subject property will be excluded should no benefit be confirmed.

After consideration of the consultation feedback and pending final assessment of the objecting property, it is recommended that Council proceed with the Special Charge for the Strathdownie Drainage Scheme for an amount of \$16,000 as requested by the Advisory Committee.

Risk

Under Section 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. There is a potential financial impact to Council to administer the scheme and for debt collection if contributors should not pay the special charge.

Finance

The proposed special charge would raise \$16,000.00 for the 2026/27 financial year to cover maintenance, emergency works and operational costs, as requested.

Consultation

The following public consultation process was undertaken in accordance with the legislative provisions to ensure due consideration and feedback is received from relevant stakeholders.

- Proposed special charge recommended to Council by the representative group;
- Letters were posted to the 165 affected assessments notifying the owners of the proposed Special Charge.
- Community engagement through local news outlets and social media, including Your Say for a period of at least 28 days; and
- There were nine visitors to the Your Say Glenelg during the submission period.
- Two formal submissions provided feedback on the proposal.

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Conclusion

This report outlines the outcome of the community engagement process for the proposed Strathdownie Drainage Area Special Charge for 2026/2027 and confirms that the statutory consultation requirements have been met.

After considering the two submissions received, it is recommended that Council proceed with the declaration of the special charge as proposed.

Recommendation**That Council:**

- 1. Declares a Special Charge for the properties located in the constituted Strathdownie Drainage Area for the 2026/2027 Financial Year.**
- 2. Resolves that the Special Charge be declared for defraying any expenses incurred in relation to the operation, maintenance, improvement, and administration of the Strathdownie Drainage Area which Council considers is of special benefit to those persons required to pay the Special Charge.**
- 3. Declares that total estimated revenue in 2026/2027 Financial Year from the Special Charge be \$16,000.00**
- 4. Advises the Special Charge be due and payable by the 30 September 2026.**

Attachment List

Nil

9.10. CONTRACTS APPROVED UNDER CEO DELEGATION 1 APRIL - 30 JUNE 2026

Director: David Hol, Director of Corporate Services

Summary

The purpose of this report is to provide Council with a summary of contracts awarded by the Chief Executive Officer (CEO) under delegated authority for the period 1 April to 30 June 2026, in accordance with Council's Procurement Policy and the CEO's Instrument of Delegation.

Background

Under the CEO Instrument of Delegation, the CEO is authorised to award contracts up to the value of \$400,000 (exclusive of GST) and to execute associated variations and extensions that are permitted under the Procurement Policy.

Regular reporting of CEO-awarded contracts ensures transparency and supports good governance practices by keeping Council informed of procurement activities undertaken under delegated authority.

Key Information

During the reporting period, the CEO awarded no contracts under delegation.

Contract No.	Contract Name	Tenderer	Contract Amount excludes GST	Procurement Method	Date Awarded
NIL	NIL	NIL	NIL	NIL	NIL

Table 1. Contracts Awarded Under CEO Delegation – 1 April to 30 June 2026

Risk

Reporting on CEO-awarded contracts aligns with principles of accountability and transparency as required under relevant legislation including the *Local Government Act 2020*.

Finance

No unbudgeted expenditure has resulted from this report.

Consultation

As this report is administrative in nature, no community engagement has been undertaken. Public transparency is achieved through reporting and publication of contract awards in accordance with statutory requirements.

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Conclusion

This report provides Council with information on all contracts awarded under CEO delegation for the period 1 April to 30 June 2026.

Recommendation

That Council receives the report detailing contracts awarded under CEO delegation for the period 1 April to 30 June 2026.

Attachment List

Nil

9.11. AUDIT AND RISK COMMITTEE MEETING MINUTES 4 JUNE 2026

Director: David Hol, Director of Corporate Services

Summary

The purpose of this report is to enable Council to receive the minutes of Audit and Risk Committee Meeting held on 4 June 2026 and consider the Draft Audit and Risk Committee Annual Work Plan for the year ending 30 June 2027.

Background

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.

Section 54(3) of the *Local Government Act 2020* and Section 2 (Functions and Responsibilities – Objectives and Responsibilities) of the Audit and Risk Committee Charter 2025 - 2027 requires the Audit and Risk Committee to adopt an annual work program. The annual Work Plan sets the Agenda for the Committee for the next 12 months and highlights any legislative requirements.

The Audit and Risk Committee Charter require that the Work Plan be reviewed annually and recommended to Council for approval.

Key Information*Minutes of the Audit and Risk Committee Meeting held 4 June 2026*

The minutes of the Audit and Risk Committee meeting from 4 June 2026 are now presented for Council's consideration.

The Audit and Risk Committee Meeting held on 4 June 2026 considered the following items:

Item No.	Management Reports (Title)
1.	Interim Management Letter from the Auditor General's External Agent KPMG
2.	Internal Audit Report - Governance
3.	Strategic Internal Audit Program Status Update
4.	Industry Update
5.	2026/27 Budget Process and Timelines
6.	Glenelg Shire Council Financial Report March 2026

7.	Internal and External Audit Action Lists
8.	Risk & OHS Quarterly Reports
9.	Business Continuity Plan Update
10.	Cyber Security Incident Report
11.	Security and Penetration Test Status Update
12.	ERP Program 'Go Live' update
13.	Information Asset Register update
14.	Fuel Crisis Update
15.	WEX Motorpass Annual Update
16.	Draft Audit and Risk Committee Work Plan 2026/2027
17.	Audit and Risk Committee Self Assessment Survey 2025/2026 Distribution
18.	Councillors Quarterly Expenditure Report
19.	CEO & EA Expenditure - Credit Card and Reimbursements
Item No.	Other Business
1.	Policy & Procedure update
2.	Internal Audit Services Contract Update

Adoption of draft Annual Work Plan year ending 30 June 2027

The draft Audit and Risk Committee Work Plan year ending 30 June 2027 was considered by the Audit and Risk Committee on 4 June 2026 and is presented for Council's consideration with the following proposed amendments:

- Financial & Performance Reporting:

8. Councillor Expenditure Report – Change timing from quarterly to half yearly (September/March).

Note: There is no legislative requirement to report quarterly.

9. CEO & EA Expenditure Report – Change timing from quarterly to half yearly (September/March).

- Other Matters

53. Glenelg Shire Council Project Update – Change timing from June/December reporting to March/September. December reporting will be reported to March Audit and Risk and the June reporting will be reported to September Audit and Risk.

Risk

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.

Finance

The 2026-2027 Council budget contains a provision to support the Audit and Risk Committee.

Consultation

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

Council and Wellbeing Plan 2025-2029 Alignment

Leading and Engaging – Being an active and transparent leader set up to deliver on our priorities.

Conclusion

A copy of the Audit and Risk Committee Meeting Minutes are presented to Council for consideration.

A copy of the Draft Audit and Risk Committee Work Plan for the period 1 July 2026 to 30 June 2027 is provided to Council for consideration.

Recommendation

That Council:

- 1. Receives the minutes of the Audit and Risk Committee Meeting held on 4 June 2026.**
- 2. Adopts the Audit and Risk Committee Annual Work Plan year ending 30 June 2027.**

Attachment List

1. Minutes Audit and Risk Committee Meeting - 4 June 2026 [**9.11.1** - 60 pages]
2. DRAFT Audit and Risk Committee Annual Work Plan 1 July 2026 to 30 June 2027 [**9.11.2** - 5 pages]
3. *Confidential Items Audit and Risk Committee Meeting Minutes separately circulated as a Confidential attachment.*

10. URGENT BUSINESS

Nil.

11. QUESTION TIME

11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

Nil.

11.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY

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 Aboriginal Education Scholarships

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