



**Glenelg Shire Council**  
**Minutes of the Council Meeting held on**  
**Tuesday 22 July 2025 at 5:30 pm at**  
**Glenelg Shire Offices**  
**71 Cliff Street, Portland**

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1. Present .....	3
2. Acknowledgement of Country .....	3
3. Recording of Meetings .....	3
4. Receipt of Apologies .....	3
5. Confirmation of Minutes .....	4
5.1. Confirmation of Minutes.....	4
5.2. Record of Councillor Briefings .....	5
6. Declarations of Conflict of Interest .....	7
6.1. Declarations of Conflict of Interest.....	7
7. Councillor Activity Reports .....	8
7.1. Councillor Activity Reports 1 June to 30 June 2025 .....	8
8. Notices of Motion.....	13
8.1. Notice of Motion 1 2025-2026 - Department of Transport and Planning School Bus Centre Review - Casterton .....	13
9. Management Reports .....	15
9.1. Draft Council and Wellbeing Plan 2025-2029.....	15
9.2. Delegations Update July 2025.....	18
9.3. TAC Local Area Traffic Management Plan Portland CBD .....	22
9.4. Master Lease Facility.....	27
9.5. Lease Agreement between Glenelg Shire Council and 3RPC Inc. ....	30
9.6. Audit and Risk Committee Minutes 5 June 2025.....	35
9.7. Councillors Quarterly Expenditure Report.....	40
9.8. Community Satisfaction Survey 2025.....	44
9.9. Councillor and Chief Executive Officer Leave of Absence Register .....	48
10. Urgent Business .....	50
11. Question Time .....	50
11.1. Questions Taken on Notice at Previous meeting .....	50
11.2. Questions from Members of the Community .....	50
12. Confidential Reports.....	50
13. Resumption of Public Meeting.....	51
14. Closure of Council Meeting .....	51

**1. PRESENT**

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

Also in attendance were the Chief Executive Officer (Ms Helen Havercroft), Director Corporate Services (Mr David Hol), Director Community Services (Mr Brett Jackson), Director Infrastructure Services (Mr Aaron Moyne), and Business Support Officer Corporate Services Department (Ms Louise Haluska).

**2. ACKNOWLEDGEMENT OF COUNTRY**

The Mayor read the Acknowledgement of Country.

**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**

Cr Noske

**5. CONFIRMATION OF MINUTES****5.1. CONFIRMATION OF MINUTES****Recommendation**

That the minutes of the Council Meeting held on 24 June 2025, as circulated, be confirmed.

**MOTION**

**MOVED Cr McDonald**

**That the minutes of the Council Meeting held on 24 June 2025, as circulated, be confirmed.**

**SECONDED Cr Angelino**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

## 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 23 June 2025, 24 June 2025, 8 July 2025, and 15 July 2025 (a) and (b).

## **MOTION**

### **MOVED Cr McDonald**

**That Council receives the record of the Councillor briefing held on 23 June 2025, 24 June 2025, 8 July 2025, and 15 July 2025 (a) and (b).**

### **SECONDED Cr Jowett**

### **CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

### Background/Key Information:

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

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

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

#### a. Council Plan and Policy Linkage

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

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

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

c. Consultation and/or communication processes implemented or proposed

Not applicable

d. Financial Implications and Collaboration

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

e. Governance Principles

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

**Attachment List**

1. Councillor Briefing Record 23 June 2025 [**5.2.1** - 1 page]
2. Councillor Briefing Record 24 June 2025 [**5.2.2** - 1 page]
3. Councillor Briefing Record 8 July 2025 [**5.2.3** - 1 page]
4. Councillor Briefing Record 15 July 2025 (a) [**5.2.4** - 1 page]
5. Councillor Briefing Record 15 July 2025 (b) [**5.2.5** - 1 page]

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

Cr Carr declared a General Conflict of Interest in item 9.3 TAC Local Area Traffic Management Plan Portland CBD and advised this prior to the meeting.

## **7. COUNCILLOR ACTIVITY REPORTS**

### **7.1. COUNCILLOR ACTIVITY REPORTS 1 JUNE TO 30 JUNE 2025**

#### **Recommendation**

That Council notes the Councillor Activity Reports for 1 June to 30 June 2025.

#### **MOTION**

#### **MOVED Cr Carr**

**That Council notes the Councillor Activity Reports for 1 June to 30 June 2025.**

#### **SECONDED Cr Jowett**

#### **CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

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

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
03.06.2025	CEO/Councillors Meeting	Portland	Strategic meeting with CEO.
05.06.2025	Glenelg Shire Audit & Risk Committee	Portland	Bi-monthly Audit & Risk Committee meeting.
06.06.2025	Clarice Beckett Art Exhibition Gala opening	Casterton	Opportunity to support the Gorman's Art Gallery annual Clarice Beckett Art Exhibition and Award Evening.
6-10.06.2025	Australian Kelpie Muster weekend	Casterton	Iconic Event.
10.06.2025	Australian Citizenship Ceremony	Portland	Australian Citizenship Ceremony conferring 11 new residents to the Glenelg Shire, and an opportunity to celebrate with their family & friends.
10.06.2025	Council Briefing & Budget Session	Portland	Regular briefing session to discuss strategic items of importance.
13.06.2025	Drought Function for Farmers	Casterton	Free community gathering for farmers to come together and have a BBQ & beer in a relaxed environment.
17.06.2025	Portland Bunnings Official opening	Portland	Official opening of the new Bunnings Store in Portland



			after about 9 years of advocacy.
17.06.2025	Portland Rotary Club – Mental Health meeting	Portland	Meeting to discuss mental health program being rolled out across the Glenelg Shire.
17.06.2025	Councillor Briefing & Budget Session	Portland	Regular briefing session to discuss strategic items of importance.
18.06.2025	Drought Function for Farmers	Casterton	Movie night for farmers viewing 'Just a Farmer' and night to come together in a relaxed environment.
19.06.2025	Green Triangle Freight Action Plan Committee meeting	Mt Gambier	Quarterly meeting of GFTAP committee to discuss road and freight matters of importance to the region.
19.06.2025	Timber Towns Victoria meeting	Online in Portland	Chair – bi-monthly meeting of statewide body.
19.06.2025	SW Victoria Alliance dinner	Warrnambool	Dinner with SW Alliance Board members.
19.06.2025	South West Victoria Alliance meeting & planning day	Warrnambool	Bi-monthly SW Alliance Board meeting including strategic planning session with all 6 councils from across the SW Region.
23.06.2025	GSC Budget Meeting	Online	Final Budget meeting prior to the monthly Council Meeting to adopt the budget.
24.06.2025	Kentbruck Green Power Hub Project presentation	Online in Portland	Update on the project as part of the company's 'community consultant' process.
24.06.2025	June Council Meeting	Portland	Monthly Council Meeting.
24.06.2025	CEO Employment & Remuneration Committee meeting	Portland	Procedural Meeting of committee.
25.06.2025	ALGA National General Assembly	Canberra	The Australian Local Government Association conference held annually in Canberra.
26.06.2025	ALGA National General Assembly	Canberra	See above.
27.06.2025	ALGA National General Assembly	Canberra	See above.
28.06.2025	Casterton Sporting Motorbike Club – Victorian Off-Road Championships	Corndale	Opportunity to witness this incredible event and support the organising committee.

28.06.2025	Portland Fire Brigade Annual Dinner and Awards presentation	Portland	Opportunity to attend and show council's support for the brigade volunteers and celebrate their award achievements.
30.06.2025	3RPC Radio interview	Portland	I attended the 3RPC studio for a live interview with Lez on the outcome of Council's Budget 2025-26 and our community consultation process / FOGO and waste management, road maintenance and other strategic items in the budget.

**Cr MCDONALD, DEPUTY MAYOR**

Date	Meeting/Event	Location	Comments (Optional)
03.06.2025	Individual with CEO	Portland	
05.06.2025	Audit and Risk Committee	Portland	
10.06.2025	Citizenship Ceremony	Portland	Another happy event for some of our community being inducted as Australian Citizens.
10.06.2025	Councillor Briefing	Portland	
17.06.2025	Councillor Briefing	Portland	
19.06.2025	C4P Winter Solstice Welcome new residents event	Portland	A fabulous annual event where new residents are welcomed into the local community and assisted with networking opportunities.
24.06.2025	Kentbruck Update	Portland	
24.06.2025	Councillor Briefing	Portland	
24.06.2025	Council Meeting	Portland	
27.06.2025	Rotary Changeover	Portland	A yearly change of leadership for both Portland Rotary Clubs. A strong focus on the need for community groups to work more closely together to maximise effectiveness and establishment a more common communication platform to promote all events and activities.

**Cr ANGELINO**

Date	Meeting/Event	Location	Comments (Optional)
03.06.2025	Council meeting with CEO	Portland	

05.06.2025	Casterton kelpie art festival	Casterton	Great event and many great artworks from all the area. Sue Hope from Heywood had some great paintings and it was well attended.
07.06.2025	Kelpie festival	Casterton	A great event and we got some rain, but it held off until after the parade.
10.06.2025	Citizenship ceremony	Portland	Another great day for new citizens to our community.
10.06.2025	Council briefing	Portland	
17.06.2025	Bunnings opening	Portland	A new business in Portland.
17.06.2025	Council briefing	Portland	
24.06.2025	Council briefing and Council meeting	Portland	My first Council budget after many meetings and deliberations with setting out the strategy for our Council for the coming year.

**Cr CARR**

Date	Meeting/Event	Location	Comments (Optional)
02.06.2025	CEO & Councillor Monthly Meeting	Portland	
6-8.06.2025	Australian Kelpie Muster	Casterton	
10.06.2025	Councillor Briefing	Portland	
23.06.2025	Budget meeting	Portland	
24.06.2025	Councillor Briefing	Portland	
24.06.2025	Open council meeting	Portland	
28.06.2025	Vic off roads Motorcross & Australian Enduro Championships	Corndale	

**Cr JOWETT**

Date	Meeting/Event	Location	Comments (Optional)
03.06.2025	CEO & Councillor Monthly Meeting	Portland	
10.06.2025	June Citizenship Ceremony	Portland	I attended the June Citizenship Ceremony to welcome another group of people join the citizens of the greatest country on earth.
10.06.2025	Councillor Briefing	Portland	

17.06.2025	Official Opening of Bunnings in Portland	Portland	It's great to see a big company investing in Portland's future.
17.06.2025	Councillor Briefing	Portland	
23.06.2025	Budget Meeting	Portland	Last minute discussions on the budget.
24.06.2025	Kentbruck Green Power Hub Project Briefing	Portland	An update on this project as part of the company's community consultation process.
24.06.2025	Councillor Briefing	Portland	
24.06.2025	June Council Meeting	Portland	Many items were decided upon including the 2025/26 Budget.
24.06.2025	Lions Club of Portland – Changeover of Executive Members	Portland	I was honoured to attend this event and learn of the great work that the Lions do in our community.

**Cr NOSKE**

No report provided.

**Cr PEPPER**

Date	Meeting/Event	Location	Comments (Optional)
03.06.2025	CEO and councillor meeting	Portland	
05.06.2025	Official opening Kelpie Muster	Casterton	
07.06.2025	Casterton Kelpie Festival	Casterton	
10.06.2025	Citizenship Ceremony	Portland	
17.06.2025	Councillor briefing	Portland	
24.06.2025	Councillor briefing June council meeting	Portland	
26.06.2025	Casterton Senior Citizens annual meeting	Casterton	

**8. NOTICES OF MOTION****8.1. NOTICE OF MOTION 1 2025-2026 - DEPARTMENT OF TRANSPORT AND PLANNING SCHOOL BUS CENTRE REVIEW - CASTERTON**

CEO: Helen Havercroft, Chief Executive Officer

Under Section 26.1 of the Glenelg Shire Council Governance Rules adopted 23 January 2024, I give notice to move the following motion at the Council Meeting on Tuesday 22 July 2025.

1. That council writes to Minister for Transport & Planning and the Minister for Education and express our gross disappointment in the above-mentioned report determining that 3 buses be withdrawn from across an extensive district that currently provide transport for students who are educated locally in Casterton, at both primary and secondary levels.
2. That we highlight the social impact that this will have on students to their ongoing educational and social needs where parents will have to make some hard choices on students ongoing education due to cost of petrol and time constraints.
3. That this council strongly advocates for equity of services across the board for our residents.
4. That copies of the letter be forwarded to all State & Commonwealth elected representatives for the Glenelg region.

Signed: Cr Karen Stephens

Date: 17 July 2025

**Attachments**

1. Notice of Motion - Casterton School Bus Review [8.1.1 - 1 page]

**MOTION****MOVED Cr Stephens**

1. **That council writes to Minister for Transport & Planning and the Minister for Education and express our gross disappointment in the above-mentioned report determining that 3 buses be withdrawn from across an extensive district that currently provide transport for students who are educated locally in Casterton, both at primary and secondary levels.**
2. **That we highlight the social impact that this will have on students to their ongoing educational and social needs where parents will have to make some hard choices on students ongoing education due to the cost of petrol and time constraints.**
3. **That the Council strongly advocates for equity of services across the board for our residents.**

- 4. That copies of the letter be forwarded to all State & Commonwealth elected representatives for the Glenelg region.**

**SECONDED Cr Pepper**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

## **9. MANAGEMENT REPORTS**

### **9.1. DRAFT COUNCIL AND WELLBEING PLAN 2025-2029**

Director: Brett Jackson, Director Community Services

#### **Executive Summary**

The purpose of this report is to seek Council support and endorsement to release the draft Council and Wellbeing Plan 2025-2029 with supporting Consultation Report and Health and Wellbeing background report for a period of public exhibition.

#### **Recommendation**

That Council endorses the draft Council and Wellbeing Plan 2025-2029 to be placed on public exhibition for a period of four weeks from 23 July to the 20 August 2025.

#### **MOTION**

##### **MOVED Cr McDonald**

**That Council endorses the draft Council and Wellbeing Plan 2025-29 to be placed on public exhibition for a period of four weeks from 23 July to the 20 August 2025.**

##### **SECONDED Cr Angelino**

##### **CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

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

Under the *Local Government Act 2020*, all councils are required to prepare a Council Plan in the year following a general election. This plan sets out the strategic direction and priorities for the next four years, ensuring that Council's work is aligned with the needs and aspirations of the community. It also provides a framework for decision-making, resource allocation, and performance monitoring.

In addition, the *Public Health and Wellbeing Act 2008* mandates the development of a Municipal Public Health and Wellbeing Plan to guide actions that promote and protect the health and wellbeing of the community.

For the 2025–2029 period, these two statutory plans have been integrated into a single, cohesive document, the Council and Wellbeing Plan 2025–2029 (the Plan). This integration enables stronger alignment between strategic and health objectives, improves coordination, and enhances transparency and accountability.

The Plan is built around six key themes and has been shaped through an extensive six-week community consultation and engagement process. This process was

designed to gather a wide range of perspectives on Glenelg's strengths, challenges, priorities, and future aspirations, with a strong focus on health and wellbeing, the environment, the economy, and governance.

Key consultation topics included:

- What the community values most and sees as Glenelg's strengths.
- Key health and wellbeing concerns and opportunities for improvement.
- The community's vision for Glenelg in 20 years.
- Big ideas for shaping Glenelg's future.
- Changes needed to achieve the vision and address challenges.
- Council priorities for the next four years.

Analysis of the feedback and priorities shared through the engagement process has been used to inform the four-year vision and strategic objectives of the Plan. By embedding what we heard from the community into the Plan, we are ensuring that the future direction of our Shire is shaped by local voices, supports the wellbeing of all residents, and reflects what matters most to our people and places.

Annual Action Plans will be developed each year to outline how Council will deliver on the objectives of the Plan. This will enable adaptation to new data, emerging community needs, or shifts in available resources. Annual action planning keeps the long-term plan grounded, measurable, and responsive.

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?

Yes. An impact Assessment was undertaken on the Community Engagement Plan for the development of the Plan. The outcomes of the assessment enabled the creation of an engagement strategy that promoted gender equality and benefited all members of the community.

c. Legislative, Legal and Risk Management Considerations

In accordance with section 88 of the *Local Government Act 2020*, a Council must have a Community Vision for a period of at least the next 10 financial years which describes the community's aspirations for the future of the municipality.

In accordance with section 90 of the *Local Government Act 2020*, a Council must prepare and adopt a Council Plan for a period of at least the next 4 financial years after a general election in accordance with its deliberative engagement practices.



Section 26 of the *Public Health and Wellbeing Act 2008* requires councils to produce a municipal public health and wellbeing plan.

Section 27 of the *Public Health and Wellbeing Act 2008* provides councils with the option to seek an exemption from producing a municipal public health and wellbeing plan by including the public health and wellbeing matters set out in section 26(2) of the Act into the Council Plan or a Strategic Plan.

d. Consultation and/or communication processes implemented or proposed

The consultation and communication process and outcomes are provided in the supporting documents for the Plan (attached).

The draft Council and Wellbeing Plan has been developed in alignment with the Community Engagement Principles outlined in Section 56 of the *Local Government Act 2020*, International Association of Public Participation principles and Public Participation Spectrum and Glenelg Shire Council Community Engagement Policy.

e. Financial Implications and Collaboration

The development of the Council and Wellbeing Plan 2025-2029 was budgeted in the 2024-2025 Annual Budget.

f. Governance Principles

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

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

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

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

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

Innovation and continuous improvement is to be pursued.

### **Attachment List**

1. Glenelg Council and Wellbeing Plan 2025-2029 V 8 [9.1.1 - 32 pages]
2. Consultation Report - Council and Wellbeing Plan 2025 - 2029 [9.1.2 - 17 pages]
3. Health and Wellbeing Plan Background Report [9.1.3 - 42 pages]
4. Council and Wellbeing Plan 2025-2029 Supporting Plans and Strategies [9.1.4 - 2 pages]

## 9.2. DELEGATIONS UPDATE JULY 2025

Director: David Hol, Director Corporate Services

### Executive Summary

In accordance with the principles of good governance, continuous improvement and statutory compliance, the review of the Delegations and Authorisations has been undertaken. In accordance with Section 11(7) of the *Local Government Act 2020*, Council review delegations twice a year or in accordance with changes to various Acts.

### Recommendation

That Council:

1. Approves the following instruments which come into force upon this resolution being made and signed by the Chief Executive Officer and the Mayor:
  - a. Instrument of Delegation from Council to Members of Staff (S6)
  - b. Instrument of Sub-Delegation under the *Environment Protection Act 2017* (S18)
  - c. Instrument of Delegation Waterway Manager for Local Port of Portland Bay
  - d. Instrument of Delegation Committee of Management under the *Crown Land (Reserves) Act 1978*
2. Notes the Instrument of Sub-Delegation from the Chief Executive Officer to Council Staff (S7), which will come into force when signed by the Chief Executive Officer.
3. Notes that upon coming into force of the above Instruments, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.

### MOTION

#### **MOVED Cr Carr**

1. **Approves the following instruments which come into force upon this resolution being made and signed by the Chief Executive Officer and the Mayor:**
  - a. **Instrument of Delegation from Council to Members of Staff (S6)**
  - b. **Instrument of Sub-Delegation under the *Environment Protection Act 2017* (S18)**
  - c. **Instrument of Delegation Waterway Manager for Local Port of Portland Bay**
  - d. **Instrument of Delegation Committee of Management under the *Crown Land (Reserves) Act 1978***
2. **Notes the Instrument of Sub-Delegation from the Chief Executive Officer to Council Staff (S7), which will come into force when signed by the Chief Executive Officer.**

3. **Notes that upon coming into force of the above Instruments, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.**

**SECONDED Cr Pepper**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

*Background/Key Information:*

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

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

Some common instruments of delegation are as follows:

- S5 - Instrument of Delegation from Council to CEO. This delegates all of Council's powers, duties and functions which are capable of delegation, subject to some exceptions and limitations, to the CEO.
- S6 - Instrument of Delegation from Council to members of Council staff relating to Council powers, duties and functions within various Acts and Regulations (or specific parts of those Acts or Regulations), which contain a specific power of delegation. This delegates certain powers directly from Council to Council staff due to the legislation referred to containing specific powers of delegation.
- S7 - Instrument of Sub-Delegation from CEO to Council staff. This sub-delegates Council powers, duties or functions contained in Acts or Regulations which do not include a specific power of delegation.
- S13 - Instrument of Delegation from CEO to staff. This instrument allows the CEO to delegate his or her powers, duties and functions existing under all Victorian legislation. This differs to the S7 Instrument in that it does not relate to Council powers, duties and functions, but those vested in the CEO personally.
- S14 - Instrument of Delegation from CEO to staff (VicSmart). This provides for the CEO to delegate his or her powers as a responsible authority under the *Planning and Environment Act 1987* in relation to VicSmart planning applications. The difference between the S6 and S7 instruments of delegation turn on the source of the powers of delegation.
- S18 – Instrument of Sub-delegation under the *Environment Protection Act 2017*. This is used by a council to delegate to members of its staff those powers that are contained

in the Instrument of Delegation of the Environment Protection Authority under the *Environment Protection Act 2017* dated 4 June 2021.

The Glenelg Shire Council, together with a number of other Victorian municipalities, subscribes to the Maddock's Lawyers Delegations and Authorisations update service. This review is based on the Maddock's proforma documents with appropriate alterations identified by each Director and their staff. Updates are provided to Council staff via email and updates to each provision and Instruments are outlined, a copy of the update is provided as an attachment to this report.

The following Instruments have now been reviewed and updated and will come into force when signed by the Mayor and Chief Executive Officer on Tuesday 24 June 2025:

- Instrument of Delegation from Council to Members of Staff (S6).
- Instrument of Sub-Delegation under the *Environment Protection Act 2017* (S18)
- Instrument of Delegation Waterway Manager for Local Port of Portland Bay
- Instrument of Delegation Committee of Management under the *Crown Land (Reserves) Act 1978*

In addition, the following Instrument has been amended and will come into force when signed by the Chief Executive Officer on Tuesday 22 July 2025:

- Instrument of Sub-Delegation from the Chief Executive Officer to Council Staff (S7).

The objectives of delegation and authorisation reviews are to:

- Achieve good governance
- Ensure statutory compliance by incorporating recent legislative changes
- Facilitate responsive and efficient customer service
- Deliver continuous improvement in service delivery and decision making
- Make minor wording enhancements, where necessary, to improve the quality of the documents.

Council has also flagged for consideration potential changes to the consent process for heavy vehicle applications. This will be further considered following the development of a policy framework to guide Council through such issues.

a. Council Plan and Policy Linkage

Leading Glenelg - Create shared visions within the Community, ensuring agreed outcomes.

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 47 of the *Local Government Act 2020* provides that the Chief Executive Officer of a Council may, by Instrument of Delegation, delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act.

d. Consultation and/or communication processes implemented or proposed

Council staff listed in the schedule contained in the various Instruments of Delegation were provided with a copy of the draft delegations and authorisations and invited to provide comment prior to finalisation.

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

e. Financial Implications and Collaboration

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

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**

1. Provision S6 Instrument of Delegation - Members of Staff [9.2.1 - 169 pages]
2. Provision S18 Instrument of Sub-Delegation under the Environment Protection Act 2017 [9.2.2 - 5 pages]
3. Instrument of Delegation Waterway Manager for Local Port of Portland Bay [9.2.3 - 17 pages]
4. Instrument of Delegation Committee of Management under the Crown Land (Reserves) Act 1978 (Vic) [9.2.4 - 14 pages]
5. Provision S7 Instrument of Sub-Delegation by CEO [9.2.5 - 378 pages]
6. Email letter to Maddocks subscribers, January 2025 [9.2.6 - 3 pages]

*Cr Carr declared a Conflict in item 9.3 and left the meeting at 6:01 pm.*

### 9.3. TAC LOCAL AREA TRAFFIC MANAGEMENT PLAN PORTLAND CBD

Director: Aaron Moyne, Director Infrastructure Services

#### Executive Summary

In 2022-2023, Council officers identified a need to improve infrastructure to accommodate the increase in cycling and mobility within the greater Portland central business district (CBD).

A Local Area Traffic Management (LATM) plan provides a framework for developing safety improvements. A Transport Accident Commission (TAC) Local Government Grant application was made in 2023-24 and Council was successful in attaining \$32,945 to develop a LATM plan.

This final draft report presents the road safety outcomes within the draft LATM plan with recommendations to improve management of the Portland CBD/Portland District Health (PDH) Medical Precinct traffic, speeds and safety, especially for pedestrians, cyclists and e-mobility users. E-mobility refers to the use of electric powered vehicles and devices.

The LATM report and subsequent plans will provide context for future grant applications and capital works and is presented for Council's adoption.

#### Recommendation

That Council:

1. Adopts "Local Area Traffic Management Plan – Portland CBD / Medical Precinct (Final Report, Revision D)."
2. Approves the Director Infrastructure Services to utilise the Local Area Traffic Management Plan to apply for grant funding for its implementation.

#### **MOTION**

**MOVED Cr Angelino**

**That Council:**

1. **Adopts "Local Area Traffic Management Plan – Portland CBD / Medical Precinct (Final Report, Revision D)."**
2. **Approves the Director Infrastructure Services to utilise the Local Area Traffic Management Plan to apply for grant funding for its implementation.**

**SECONDED Cr Jowett**

**CARRIED**

**FOR:** Cr Angelino, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper  
**AGAINST:** Nil

*Background/Key Information:*

In June 2022, the City of Melbourne had paused the development of cycling / e-mobility infrastructure. In contrast, Council officers recognised the local cycling / e-mobility trend and a need to adapt and improve infrastructure to accommodate this increased usage within the greater Portland CBD.

Council officers discussed with TAC several grant opportunities in rural locations, but TAC indicated the lesser trafficked areas may not compete as well as a Portland CBD/Medical Precinct project concentrating on road, pedestrian and cycling safety.

Council officers applied for, and were successful in securing, funding from TAC for "Portland CBD/Medical Precinct LATM and Area Wide/Route-Based Treatments for Pedestrian and Cyclist Focused Safety Improvements".

The TAC funding covered the core consulting cost of developing a Local Area Traffic Management (LATM) plan for Portland CBD and adjoining PDH medical precinct, concentrating on the main areas between Bentinck Street to Hurd Street and Glenelg Street to Fern Street.

Austroads Part 8 guides the development of a Local Area Traffic Management (LATM) plan with public consultation to better manage a road space within a local area(s) and this process was used to develop the attached draft final report.

Consultants, HDS Australia Pty Ltd, have completed the draft report that has been out for public consultation over late-December to January 2025 via Council website Your Say Glenelg.

The draft report LATM recommendations and concept plans have been updated with the community input.

The LATM assessment recommends several safety improvements for pedestrians, cyclists, e-mobility and vehicles users. The proposed LATM plan and speed limit reduction plans have been prepared to address the key issues for Portland CBD / Medical Precinct.

The report recommendations include:

**Table 6 - Key Issues Identified, Proposed Treatments and Key Design Elements**

The recommended treatments outlined in Table 6 include the locations of the proposed draft LATM measures, the key issues identified (based on site observations, feedback from the "Have Your Say" surveys, and the two public consultation workshops, the recommended treatments, and key design elements for each treatment.

### Draft LATM Plan - Appendix I

This high-level Plan shows the overall recommended improvements. The items include upgrades to some zebra crossings to include raised platforms (Wombat Crossing), new and upgrades to roundabouts, addition of missing footpath connections and intersection improvements.

### Draft Speed Limit Reduction Plan - Appendix J

The LATM works recommends reducing the speed limit on several roads within the study area as described in section 8.3 and per the plan in Appendix J.

### Appendix K - Draft Conceptual Plans

Draft Conceptual Plans have been prepared for some of the key individual treatments (including details on signage, line marking and drainage modifications). The draft conceptual plans have also been placed out for consultation with the public and key stakeholders over December – January 2025.

The benefits of reducing the speed limits on the roads in addition to installing LATM treatments as outlined in this report will seek to:

- reduce the likelihood of crashes and severity of injuries
- promote walking and cycling by providing a safer environment for mobility and visually impaired users
- provide better traffic flow through the study area due to consistent speeds
- create more liveable streets which could provide economic benefit to local businesses due to increased foot traffic.

The recommendations use the Austroads Safe System design philosophy, which emphasises that road safety is a shared responsibility.

Importantly, the resultant LATM report and concept plans will assist Council to attract grant funding for insitu works and will give justification and confidence to grant providers assessing ongoing grant opportunities. This includes the TAC/DTP Safer Local Roads and Streets Program (SLRSP), which is currently open for applications and will provide Council with up to a maximum of \$2m grant funding, without any financial contribution required, for the delivery of road safety improvements.

After presenting the final draft report for Council adoption, it is planned to place the final report on Your Say Glenelg website, thanking the community for their input and outlining next steps for implementation.

The Safer Local Roads and Streets Program is a Victorian Government initiative aimed at improving road safety on local roads. It provides funding and support to local councils to implement safety upgrades on high-risk roads, intersections, and precincts. The program is a collaboration between the DTP and TAC.

Officers have been working with these agencies and have now have in principle agreement to proceed to application stage. The process involved multiple meetings



with those agencies, utilising their data and Safe System Principles to determine the projects that could be applied for.

Projects ready for application include:

- Bentinck Street – upgrade three pedestrian crossings to raised crossings and improve lighting. (\$268,000)
- Percy Street – upgrade two pedestrian crossings to raised crossings. (\$70,000)
- Heywood - Pedestrian improvements to the Secondary College and Hospital, including reduction in speed limits on sections of Scott St, Fitzroy St, Hunter St, and Gorrie St. (\$450,000)
- Cliff Street - Lee Breakwater Road Intersection - Pedestrian improvements from the Botanic Gardens to the Foreshore. (\$230,000)
- Bentinck Street / Fern Street – Roundabout and associated works. (\$820,000)

Once the TAC funding has been confirmed, the designs will be finalised and works scheduled. The projects will need to be streamlined to achieve works completion by 30 June 2026 within SLRSP. Further Councillor updates will be provided on this funding and identified projects, pending application outcomes.

a. Council Plan and Policy Linkage

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

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. Individual projects initiated via the LATM report will be subject to impact assessment.

c. Legislative, Legal and Risk Management Considerations

*Road Management Act 2004* – Division 4, Infrastructure and works on roads.  
*Local Government Act 2004* - Part 3, Division 1, Community accountability.

d. Consultation and/or communication processes implemented or proposed

The consultation undertaken in the preparation of the LATM has been consistent with Council's Community Engagement Policy and the recommended process provided by Austroads in their Guide to Traffic Management Part 8: Local Area Traffic Management (LATM) which outlines specific public consultation requirements.

A first phase of community consultation was undertaken in August/September 2024 via survey and consultation sessions to obtain initial input around pedestrian and cycle safety within the study area.

A second round of community consultation to seek feedback on the draft LATM was then undertaken over December 2024-January-2025, with input sought on the proposed treatments and recommendations. All input has been reviewed and considered in the development of the final LATM presented for Council's adoption.

e. Financial Implications and Collaboration

The existing LATM project has been fully covered by grant funding provided, with support provided by officers to manage this work and to deliver the LATM plan. The outcomes of the report may be used to seek further grant opportunities.

No further budget implications are envisaged until approved LATM grant applications / projects are further considered. Any funding obtained may require a budget variation in the 2025-2026 financial year. Funding through the SLRSP program covers all costs associated with the planning, design and delivery of eligible projects, with Council eligible to obtain up to \$2m funding.

f. Governance Principles

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

**Attachment List**

1. Portland CBD Medical Precinct LATM Final Report [9.3.1 - 99 pages]

*Cr Carr returned to the meeting at 6:07 pm.*

#### 9.4. MASTER LEASE FACILITY

Director: David Hol, Director Corporate Services

##### Executive Summary

The purpose of this report is to seek approval to revise Council's current \$1M Master Lease facility arrangement with Vestone down to \$700k, and enter into a new Master Lease facility with CBA for \$700k. This will give Council flexibility to check for best value and keep Council's borrowing limits relatively low.

Council currently has just one Master Lease facility and has no opportunity to compare rates for a more competitive lease arrangement. If approved, Council will have the opportunity to compare lease interest rates between CBA and Vestone for the best value prior to entering into lease agreements.

##### Recommendation

That Council:

1. Reduces the current lease agreement with Vestone from \$1,000,000 down to \$700,000 and enters into a new lease agreement with CBA for \$700,000.
2. Reviews the Master Lease facilities in five years time prior to 30 June 2030.

##### MOTION

**MOVED Cr Carr**

**That Council:**

1. **Reduces the current lease agreement with Vestone from \$1,000,000 down to \$700,000 and enters into a new lease agreement with CBA for \$700,000.**
2. **Reviews the Master Lease facilities in five years time prior to 30 June 2030.**

**SECONDED Cr McDonald**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

##### Background/Key Information:

Contract 2012-13-31 for the Operating Lease Services for Information Technology and Office Equipment was awarded to Macquarie Equipment Finance for an unlimited period in January 2013. Macquarie Equipment Finance changed its name in November 2020 to Vestone Equipment.

Council has long used the Vestone Master Lease facility to finance the acquisition of Information Technology and associated Office equipment. The funding of information Technology via operating lease was deemed appropriate as it delivers operational flexibility, administrative efficiency and certainty of pricing over time.

Council's facility limit with Vestone is \$1M.

In July 2023, Council officers committed to reviewing the current leasing agreement by 31 December 2023 (10 year period since last reviewed). Though this current 'Master Lease' contains no end date it is considered prudent financial management for Council to test the market. Council officers proceeded with investigating available expert consultants to undertake an expression of interest (EOI) and request for quotation (RFQ) process to ensure Council is obtaining value for money.

In July 2023, information was sought from other Local Councils in the South West Finance Group, Council's external auditors and Digital Victoria regarding the recommendation of expert consultants who could undertake an EOI/RFQ process for Council to source quotes for Master Lease facilities.

Despite reaching out to various bodies, only one consultant was identified that could help Council achieve its goal of reviewing current Master Lease facilities and identifying a suitable facility for Council.

Rebo Capital was recommended for the task of reviewing Master Lease facilities and, in June 2024, a procurement exemption was approved which enabled Council to engage Rebo Capital to undertake this work.

Rebo Capital went to market in July 2024 and by August, 3 of 5 lease providers had responded to the EOI/RFQ. 2 of the 3 providers that responded provided 'approved offers' (Vestone & CBA) and the third offer from NAB was indicative only. Vestone & CBA have both offered 60 month lease terms with no establishment fee. Vestone have pre-approved a facility of \$3M for Council and CBA has pre-approved a facility limit of \$6M for Council. There is no end date on the lease facilities.

We have obtained quotes at various times during this process to identify which provider would be most economical and, in both instances, CBA's quote has been preferred.

Due to the relatively low values of equipment expected to be leased in the next few years, we recommend that Council revises its facility limit with Vestone to \$700k and establishes a facility with CBA for \$700k (Total \$1.4M).

There is no end date on the facilities pre-approved by Vestone and CBA and we recommend reviewing the facilities in five years.

The security for the Lease facilities is a charge held over the assets.

Council officers need to ensure that all leases entered into under the Master Lease facility comply with the Procurement Policy, especially with regard to market engagement and delegations.

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 as this is a finance tool only.

c. Legislative, Legal and Risk Management Considerations

This competitive process supports the financial management principles as outlined in section 101 of the *Local Government Act 2020*.

d. Consultation and/or communication processes implemented or proposed

The lease options were obtained through a competitive quotation process.

e. Financial Implications and Collaboration

Council officers need to ensure that they have budget available prior to entering into lease agreements. Officers also need to ensure that they comply with procurement procedures when sourcing goods under lease agreements.

f. Governance Principles

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

**Attachment List**

Nil

### 9.5. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND 3RPC INC.

Director: David Hol, Director Corporate Services

#### Executive Summary

This report is to seek Council's approval to enter two new leases with 3RPC Inc. for the ground floor and first-floor apartment property known as Ruth Martin Memorial Building, 34 Julia Street Portland.

#### Recommendation

That Council:

1. Approves a new four (4) year lease with one (1) x five (5) year extension options with 3RPC Inc. for the ground floor of the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.
2. Sets a peppercorn rental amount of \$1.00 (incl GST) per annum for the lease proposed in part one (1) of this resolution.
3. Approves a new four (4) year lease with one (1) x five (5) year extension options with 3RPC Inc. for the first-floor apartment of the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.
4. Sets the rental figure at \$9,152.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne for the lease proposed in part three (3) of this resolution.
5. Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed leases in parts one (1) and three (3) of this resolution.

#### MOTION

**MOVED Cr McDonald**

**That Council:**

- 1. Approves a new four (4) year lease with one (1) x five (5) year extension options with 3RPC Inc. for the ground floor of the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.**
- 2. Sets a peppercorn rental amount of \$1.00 (incl GST) per annum for the lease proposed in part one (1) of this resolution.**
- 3. Approves a new four (4) year lease with one (1) x five (5) year extension options with 3RPC Inc. for the first-floor apartment of the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.**
- 4. Sets the rental figure at \$9,152.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI**

figure for Melbourne for the lease proposed in part three (3) of this resolution.

5. **Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed leases in parts one (1) and three (3) of this resolution.**

#### **SECONDED Cr Angelino**

*Cr Jowett suggested an amendment to Motion item 4, that the amount of \$9,152.00 be amended to \$4,160.00.*

*Cr McDonald and Cr Angelino agreed to consider the amended Motion.*

*Cr Carr called a Point of Order at 6:26 pm regarding a question of policy alignment.*

#### **Amendment MOVED by Cr Jowett**

4. **Sets the rental figure at \$4,160.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne for the lease proposed in part three (3) of this resolution.**

#### **LOST**

**FOR:** Cr Jowett and Cr Pepper

**AGAINST:** Cr Angelino, Cr McDonald, Cr Carr and Cr Stephens

*The original motion was then put to the vote.*

#### **MOTION**

#### **MOVED Cr McDonald**

**That Council:**

1. **Approves a new four (4) year lease with one (1) x five (5) year extension options with 3RPC Inc. for the ground floor of the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.**
2. **Sets a peppercorn rental amount of \$1.00 (incl GST) per annum for the lease proposed in part one (1) of this resolution.**
3. **Approves a new four (4) year lease with one (1) x five (5) year extension options with 3RPC Inc. for the first-floor apartment of the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.**
4. **Sets the rental figure at \$9,152.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March quarter All Groups CPI figure for Melbourne for the lease proposed in part three (3) of this resolution.**

- 5. Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed leases in parts one (1) and three (3) of this resolution.**

**SECONDED Cr Angelino**

**CARRIED**

**FOR:** Cr McDonald, Cr Angelino and Cr Stephens

**AGAINST:** Cr Jowett, Cr Pepper and Cr Carr

The Mayor Cr Stephens (Chairperson) exercised the power of a casting vote in accordance with Governance Rule 44 and voted for the motion.

Cr Carr called for a Division.

**DIVISION**

Mayor Cr Stephens, Deputy Mayor Cr McDonald and Cr Angelino voted FOR the MOTION.

Cr Jowett, Cr Pepper and Cr Carr voted AGAINST the MOTION.

**Background/Key Information:**

3RPC Inc has had a formal lease in place with Glenelg Shire Council since 1 August 2016 for the purposes of a community radio station.

The property known as the Ruth Martin Memorial Building is situated at 34 Julia Street, Portland (see map below). The current lease with 3RPC Inc. commenced on 1 August 2016 and expires on 31 July 2025. As the lease has no further options a new lease is required.

3RPC Inc is seeking to remain in the building and an in-principle agreement has been reached in terms of the new lease arrangements.

The tenant currently pays \$1,659.52 incl GST per annum in total for both the ground floor radio station and the first-floor apartment.

3RPC Inc. receives income from the first-floor apartment of the property, which is reinvested into the radio station operations.

A valuation report was obtained in March 2025 suggesting a rental amount of \$28,539.50 incl GST. This amount reflects a full commercial rental amount comprised of \$19,387.50 incl GST for the ground floor and \$9,152.00 incl GST for the first-floor apartment.

To bring this lease into alignment with other community group leases, a proposal was offered for a peppercorn rental amount of \$1.00 incl GST per annum for the ground floor radio station component.



As the first-floor apartment is currently rented out for residential purposes, a proposal was offered for a separate lease with a full residential rental amount of \$9,152.00 incl GST per annum with annual CPI adjustments in accordance with the March quarter All Groups CPI figure for Melbourne.

The tenant responded affirmatively to the proposal.

It is recommended that Council approves two separate four (4) year leases with one (1) x five (5) year extension options with 3RPC Inc. for the ground floor and first floor apartment at the property known as Ruth Martin Memorial Building, 34 Julia Street, Portland.



Image 1. Aerial image of 34 Julia Street, Portland

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

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

d. Financial Implications and Collaboration

The income received from the lease will be included in the current budget provisions.

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.

**Attachment List**

Nil

9.6. AUDIT AND RISK COMMITTEE MINUTES 5 JUNE 2025

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to receive the Minutes of Audit and Risk Committee Meeting held on 5 June 2025 and adopt both the Audit and Risk Committee Charter 2025 – 2027 and the Annual Work Plan year ending 30 June 2026.

Recommendation

That Council:

1. Receives the Minutes of Audit and Risk Committee Meeting held on 5 June 2025.
2. Adopts the Audit and Risk Committee Charter 2025 – 2027.
3. Adopts the Annual Work Plan year ending 30 June 2026.

**MOTION**

**MOVED Cr McDonald**

**That Council:**

1. **Receives the Minutes of Audit and Risk Committee Meeting held on 5 June 2025.**
2. **Adopts the Audit and Risk Committee Charter 2025 – 27.**
3. **Adopts the Annual Work Plan year ending 30 June 2026.**

**SECONDED Cr Jowett**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

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 at 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 5 June 2025 considered the following items:

Item No	Management Reports (Title)
<b>Management Reports</b>	
1	Interim Management Letter from the Auditor General's External Agent KPMG
2	Industry Update
3	Strategic Internal Audit Program Status Update
4	Review of Audit and Risk Committee Charter
5	Audit and Risk Committee Self Assessment Survey 2024/2025 Distribution
6	Annual Budget 2025-2026 Update
7	Glenelg Shire Council Financial Report March 2025
8	Final Monitors Report
9	WEX Motorpass Fuel Cards 2024-2025
10	Glenelg Shire Half Yearly Project Update
11	Local Port of Portland Bay, Safety and Environmental Management Plan Audit
12	Information Asset Register update
13	Security and Penetration Test Status Update
14	Protective Data Security Plan (PDSP) Action Plan
15	ERP Civica update - Change management process
16	Cyber Security Incident Report
17	Risk, Workcover and OHS Quarterly Reports
18	Draft Audit and Risk Committee Work Plan 2025/2026
19	Internal Audit Action List
20	Councillors Quarterly Expenditure Report
21	CEO & EA Expenditure – Credit Card Reimbursements
<b>Confidential Reports</b>	
1.	Attestation of Compliance with Laws
2.	Council Litigation Matters
<b>Any other Business</b>	

The minutes of the Audit and Risk Committee meeting from the 5 June 2025 are now presented for Council's consideration.

#### Adoption of draft Audit and Risk Committee Charter 2025 – 2027

Section 54(1) of the *Local Government Act 2020* requires Council to prepare and approve an Audit and Risk Committee Charter. The Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee. The revised Audit and Risk Committee Charter 2025 – 2027 was considered by the Audit and Risk Committee on 5 June 2025 and is presented for Council's consideration with the following proposed amendments:

- Page 3 – (Objectives and Responsibilities)
  - Audit and Risk Biannual Report to be signed by Chairperson.

- Page 4 –
  - (Membership and Tenure) – Removed ‘the term of the Audit and Risk Committee will commence on the date of the appointment by Council and will conclude at the end of the term of the current Council’, as no longer relevant.
  - (Independent Members) - Satisfactory Police Check required upon appointment.
  - (Councillor Members) – Councillor representatives appointed to the Audit and Risk Committee by the Council on an annual basis (previously for the term of the current Council).
  - (Councillor Members) - Other Councillors can attend Audit and Risk Committee Meetings as observers and may be permitted to participate in discussion of agenda items at the discretion of the Chair
- Page 5 – (Remuneration)
  - Added section on Remuneration payable in accordance with Victorian Government Board Appointment and Remuneration Guidelines.
- Page 6 – (Meetings)
  - Meeting Agendas to be provided to all Councillors
  - Standing meeting invitation to be extended to Director Infrastructure Services, Director Community Services and Executive Manager Governance.
- Page 7 – Remove ‘Personal Interest Returns’ as no longer required.
- Page 11 – (Review of Charter)
  - Audit and Risk Committee Charter to be signed by all Members following adoption by Council.

#### Adoption of draft Annual Work Plan year ending 30 June 2026

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 2023 - 2025 requires the Audit and Risk Committee to adopt an annual work program.

The draft Audit and Risk Committee Work Plan year ending 30 June 2026 was considered by the Audit and Risk Committee on 5 June 2025 and is presented for Council’s consideration with the following proposed amendments.

- Financial & Performance Reporting
  - 10. Receive a report on Council Assets and the applicable Accounting policies and approach to valuations including likely impact of movements in fair value for the respective financial year.
  - Change: Timing change from June to March.
  - 11. Receive a report on summary of asset valuations for Audit and Risk Committee review prior to signing of the financial statement.

Change: Timing changed from March to September.

- Committee Functions

- 38. Receive the Audit and Risk Committee Charter (requiring Independent Member signatures)

Change: 2025 to 2027

- 44. Receive a report on the meeting allowances for independent members

Change: Added 'in accordance with Victorian Government Board Appointment and Remuneration Guidelines - Group C organisations'. Removed 'Each Council Term' and replaced with Upon increase above current remuneration costs, as adopted by Council on 28 January 2025.

- 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 5 June 2025 [9.6.1 - 62 pages]
2. Draft Audit and Risk Committee Charter 2025 to 2027 [9.6.2 - 12 pages]
3. Draft Audit and Risk Committee Annual Work Plan 1 July 2025 to 30 June 2026 [9.6.3 - 4 pages]
4. *Confidential Minutes Audit and Risk Committee Meeting 5 June 2025 separately circulated as Confidential attachment.*

### 9.7. 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 April 2025 to 30 June 2025.

#### Recommendation

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

#### **MOTION**

##### **MOVED Cr Carr**

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

##### **SECONDED Cr McDonald**

##### **CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

#### Background/Key Information:

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

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

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



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

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

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

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

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

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

Councillor	TR	CM	CC	IC	CT	Qtrly Total	Year to Date
Angelino				\$403		\$403	\$2,680
Carr				\$403		\$403	\$5,941
Jowett	\$18			\$403		\$421	\$2,361
McDonald, R				\$403		\$403	\$5,220
Noske				\$403		\$403	\$2,274
Pepper				\$403		\$403	\$2,343
Stephens	\$7,523			\$542	\$1,054	\$9,119	\$33,586
Martin							\$969
McDonald, A							\$2,954
Northcott							\$582
Wilson							\$1,758
<b>Totals</b>	<b>\$7,541</b>			<b>\$2,582</b>	<b>\$1,054</b>	<b>\$11,178</b>	<b>\$60,668</b>

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

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

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

Councillor	Qtrly Total	Year to Date
Angelino	\$5,671	\$21,740
Carr	\$5,671	\$28,492

Jowett	\$5,671	\$21,740
McDonald, R	\$9,332	\$43,169
Noske	\$5,671	\$21,740
Pepper	\$5,671	\$21,740
Stephens	\$18,665	\$95,205
Martin		\$8,054
McDonald, A		\$8,054
Northcott		\$8,054
Wilson		\$8,054
<b>Totals</b>	<b>\$56,354</b>	<b>\$286,043</b>

a. Council Plan and Policy Linkage

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

Not applicable.

b. Legislative, Legal and Risk Management Considerations

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

c. Consultation and/or communication processes implemented or proposed

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

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

d. Financial Implications and Collaboration

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

e. Governance Principles

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

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

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

**Attachment List**

Nil

### 9.8. COMMUNITY SATISFACTION SURVEY 2025

Director: Helen Havercroft, Chief Executive Officer

#### Executive Summary

This report has been prepared to enable consideration of the 2025 Community Satisfaction Survey.

#### Recommendation

That Council:

1. Acknowledges receipt of the 2025 Community Satisfaction Survey.
2. Notes the results as they relate to Glenelg Shire Council.

#### MOTION

**MOVED Cr Jowett**

**That Council:**

1. **Acknowledges receipt of the 2025 Community Satisfaction Survey.**
2. **Notes the results as they relate to Glenelg Shire Council.**

**SECONDED Cr Pepper**

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

#### Background/Key Information:

The community satisfaction survey program has been undertaken since 1998 providing participating Council's with a snapshot of performance as indicated by residents randomly selected across the municipality.

The survey asks the opinions of local people about the place they live, work and play. Now in its twenty-sixth year, this survey provides insight into the community's views on Councils' overall performance, with benchmarking against State-wide and Council group results in the below categories:

- overall performance
- value for money in services and infrastructure
- community consultation and engagement
- decisions made in the interest of the community
- sealed local roads,
- waste management,

- customer service, and
- overall Council direction.

The 2025 edition was undertaken by JWS research and coordinated by the Department of Government Services on behalf of 56 participating Councils from the 79 Municipalities in Victoria.

### Glenelg Shire Survey

A total of 400 Glenelg Shire residents were interviewed in total during quarterly survey periods. The results are presented in the attachment to this report. The results for Glenelg Shire Council are compared other large rural Shires and the State-wide results for 2025.

As can be seen in Table 1 in 2025 Glenelg Shire has seen scores uplift or remain the same in 6 of the 8 core measures. The most significant increases can be seen in 'Overall Council Direction' and 'Community Decisions'. These are heartening improvements as 2024 saw all measures bar 'Customer Service' lower than the Large Rural and State-wide averages.

J01430 Community Satisfaction Survey 2025 – Glenelg Shire Council

### Summary of core measures

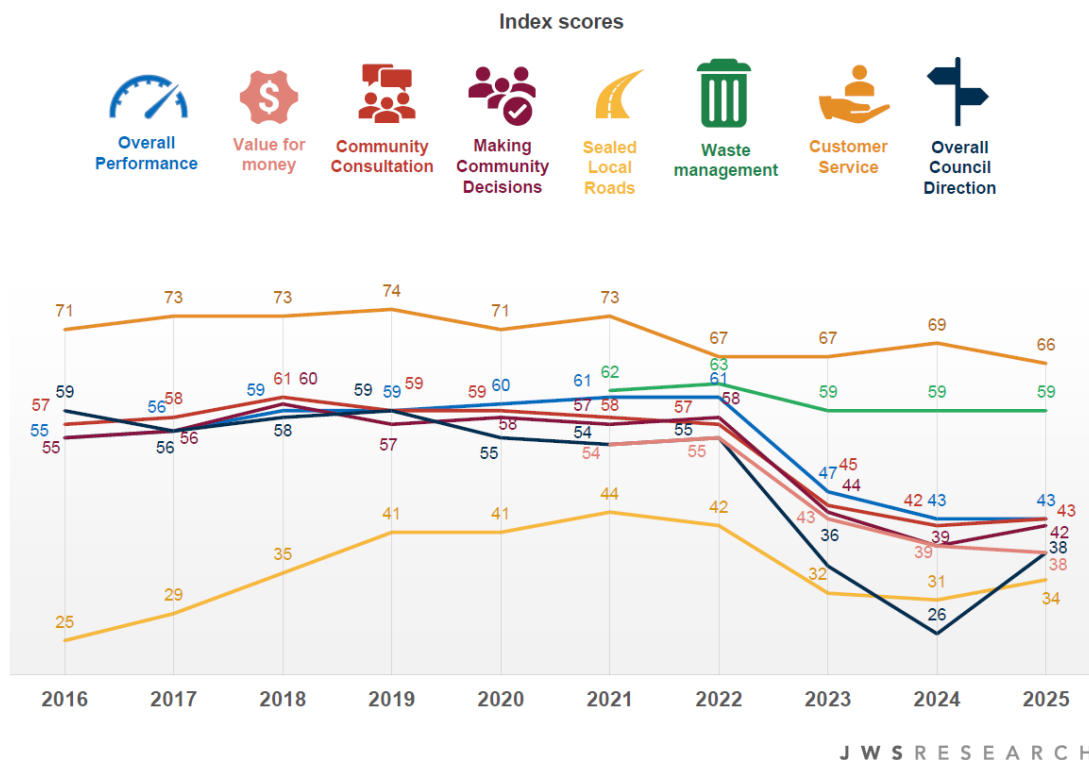


Table 1: Core Measures

Table 2 shows in more detail these comparisons. It also shows the resident groups who provided the highest and lowest scores.

J01430 Community Satisfaction Survey 2025 – Glenelg Shire Council

### Summary of Glenelg Shire Council performance



Services	Glenelg 2025	Glenelg 2024	Large Rural 2025	State-wide 2025	Highest score	Lowest score
Overall performance	43	43	50	53	Casterton residents	50-64 years, Men, Portland residents
Value for money	38	39	43	47	Casterton residents	18-34 years
Overall council direction	38	26	44	46	35-49 years	50-64 years
Customer service	66	69	65	66	35-49 years, 65+ years	18-34 years
Waste management	59	59	62	65	65+ years	50-64 years, 18-34 years, Women
Consultation & engagement	43	42	48	50	Casterton residents	Men, 50-64 years
Community decisions	42	39	46	49	Casterton residents	50-64 years, Portland residents, Men
Sealed local roads	34	31	39	45	Casterton residents	50-64 years

Significantly higher / lower than Glenelg Shire Council 2025 result at the 95% confidence interval. Please see Appendix A for explanation of significant differences.

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**Table 2: Summary of Performance**

The data indicates that Casterton residents are most satisfied by the performance of Council and 50-64 year old males are the least satisfied. The report does not provide the detailed reasons for this response but is an indication that there are actions being taken in Casterton that we should be replicating in other areas of our community to provide a better overall service to the residents of the Glenelg Shire.

#### A focus for change

Council is developing its new Council and Wellbeing Plan 2025-2029 which has seen extensive engagement with the community about the future direction of Council. This work will be presented to Council shortly for public exhibition. This is a key opportunity to focus on what is important to our community.

With the small drop in the score for 'Customer Service' 2025-26 will see a renewed focus on our customer charter commitment, re-emphasising the importance of everyone delivering customer service excellence and not just the customer service teams we have across 3 locations in the Shire.

A copy of the Statewide version of the data is publicly available from the Local Government Victoria website [www.localgovernment.vic.gov.au](http://www.localgovernment.vic.gov.au). This report contains all the aggregated results, analysis and data. Glenelg Shire Council is classified as a Large Rural Shire.

### Conclusion

This report provides a summary of the results from the 2025 Community Satisfaction Survey. The survey, in addition to providing important information to support our Local Government Performance Reporting Framework (LGPRF) requirements, provides a snapshot of how the community perceives Council's delivery of services.

a. Council Plan and Policy Linkage

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

No. This is the release of information.

c. Legislative, Legal and Risk Management Considerations

Working to improve the perception of the performance of Council.

d. Consultation and/or communication processes implemented or proposed

After release of the Community Satisfaction Survey 2025 the results will be uploaded to our website and media queries will be responded to.

e. Financial Implications and Collaboration

There is a 2025/26 budget allocation of \$10,000.

f. Governance Principles

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

Innovation and continuous improvement is to be pursued.

### **Attachment List**

1. Community Satisfaction Survey 2025 [9.8.1 - 55 pages]

### 9.9. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER

Director: Helen Havercroft, Chief Executive Officer

#### Executive Summary

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

#### Recommendation

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

#### MOTION

##### **MOVED Cr Carr**

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

##### **SECONDED Cr McDonald**

##### **CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

#### Background/Key Information:

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

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

#### 35 Councillor ceasing to hold office

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



(a) becomes the natural parent of a child; or

(b) adopts a child under the age of 16 years

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

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

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Section 35 of the *Local Government Act 2020*.

c. Consultation and/or communication processes implemented or proposed

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

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

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

d. Financial Implications and Collaboration

Nil.

e. Governance Principles

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

**Attachment List**

*Separately circulated as Confidential attachments.*

**10. URGENT BUSINESS**

Nil.

**11. QUESTION TIME****11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING**

Nil.

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

Nil.

**12. 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 2024-25-71 Provision of Municipal Building Surveyor Services

**MOTION**

**MOVED** Cr McDonald

**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 2024-25-71 Provision of Municipal Building Surveyor Services**

**SECONDED** Cr Angelino

**CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

**13. RESUMPTION OF PUBLIC MEETING**

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

**Recommendation**

That the Council Meeting be opened to members of the public and that the details of item 12.1 be released as deemed appropriate by the Chief Executive Officer.

**MOTION****MOVED Cr Carr**

**That the Council Meeting be opened to members of the public and that the details of item 12.1 be released as deemed appropriate by the Chief Executive Officer.**

**SECONDED Cr McDonald****CARRIED**

**FOR:** Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Stephens and Cr Pepper

**AGAINST:** Nil

**14. CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 6:48 pm.

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