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**Glenelg Shire Council**  
**Minutes of the Statutory Council Meeting held on**  
**Wednesday 19 November 2025 at 5:30 pm at**  
**Glenelg Shire Offices**  
**71 Cliff Street, Portland**

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**1. PRESENT**

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

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

**2. ACKNOWLEDGEMENT OF COUNTRY**

The CEO 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**

Nil.

## **5. REPORTS**

### **5.1. MAYORAL REPORT 2024-2025**

*Cr Karen Stephens, was invited by the CEO to read out the Mayoral report for 2024-2025.*

It is with great pride and gratitude that I address you this evening at our Statutory Meeting. As we reflect on the past year, I am reminded of the strength, resilience, and vision that has defined the Glenelg Shire community.

This year has been one of significant progress, strategic planning, and bold investment in our future. Together, we have laid the foundations for a more sustainable, a more inclusive, and a more prosperous region.

Council has endorsed the Council and Wellbeing Plan 2025–2029, which is a comprehensive blueprint shaped by extensive community consultation. This plan sets out our priorities across six key themes: Leading and Engaging, Thriving Towns and Communities, Sustainable Environment, Essential Services and Facilities, Moving Around Glenelg, and a Growing Economy.

Supporting this is our Long-Term Financial Plan 2025–2035, which ensures we maintain financial sustainability while investing in infrastructure, services, and our community wellbeing.

Council also adopted the 2025–2026 Budget with a strong focus on infrastructure renewal and community wellbeing. Some of the key highlights from the budget for this year include:

- \$4.4 million for local road upgrades
- \$250,000 towards Heywood Pool amenities (pending government funding)
- \$200,000 for recreational asset renewal
- \$15 million in capital works, supporting projects like the Portland Foreshore upgrades and the new Portland Gymnastics facility.

The budget also includes the introduction of the Food Organics and Green Organics (FOGO) kerbside collection service which will commence in April of next year, delivering a key milestone in our environmental sustainability journey.

This has been a strong year for advocacy as the State Government imposed new taxes on our rate payers at the same time as our primary producers faced the worst drought in many, many years. This advocacy saw us head to Parliament House recently to represent the Glenelg Shire as a member of the South West Vic Alliance. Discussing with Ministers, opposition members and our business leaders on regional issues that face the South West here in Victoria. With requests to support the abysmal condition of our State roads, we discussed and objected to the Emergency Services Volunteer Fund, the support for Deakin University Childcare Centre of Excellence were some of the things that were discussed amongst a number of others. Strong advocacy for this Council throughout the year saw a pausing of the full cost of the ESVF to our primary

producers and as part of drought relief over \$3.6m has been rebated to our primary producers this year.

This formed part of a welcomed Victorian Government drought-relief package, which includes mental health support for our farmers. This funding was a useful step in recognising the vital role agriculture plays in our region. We will continue to advocate in this space, because it will take years of good rains to recover from this drought in Glenelg.

We continue to support our communities each year, and this year an allocation of a further \$162,000 supported grassroots local organisations, events, and initiatives that all strengthen the social fabric of our towns and provide many opportunities each year for us all to get together.

As we look ahead, I am confident that Glenelg Shire is well-positioned to thrive. Our community is strong, our plans are very clear, and our commitment to progress is unwavering.

The Portland Diversification Fund has seen a sustained increase in economic interest and growth in Glenelg where some significant projects have received funding, further boosting our reputation as a place open for business, innovation and renewables.

There have been some announcements that have the potential to transform the economic future of Glenelg, such as plans for an innovative hardwood timber material that rivals the strength of steel or the \$1.3 billion initiative by Pacific Green to deliver a one-gigawatt battery facility capable of powering 345,000 homes during peak demand. Or the HAMR Energy project who continues plans on developing their low carbon fuel alternatives using residual biomass and renewable electricity.

Glenelg Shire is home to a skilled workforce and a strong community. These projects will build on that foundation and supports our shared vision for a diverse, sustainable and thriving local economy.

I extend my sincere thanks to my fellow Councillors, our dedicated staff, and the many volunteers and community leaders who make Glenelg Shire a place of pride and possibility.

Sincerely  
Cr Karen Stephens

## 5.2. DETERMINATION OF MAYORAL TERM OF OFFICE

CEO: Helen Havercroft, Chief Executive Officer

### Summary

In accordance with Section 26 (3) of the *Local Government Act 2020*, this report seeks Council resolution for the determination of the term of the Mayor and, if applicable, Deputy Mayor.

### Background

The term of office for previous Mayors of the Glenelg Shire Council has traditionally been a one-year term. The last Statutory meeting was undertaken on Wednesday 20 November 2024.

### Key Information

Section 26 (3) of the *Local Government Act 2020* provides that at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council and determine by resolution of Council whether the Mayor is to be elected for a 1 year or 2 year term.

Section 26 provides that the Mayor is to be elected no later than one month after the date of a general election. The next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the term as is reasonably practicable.

Should the Council wish to appoint a Deputy Mayor, the same process will apply.

### Recommendation

That Council:

1. Resolves that the term of the Mayor is for one year.
2. Resolves that the term of the Deputy Mayor is for one year.

### **MOTION**

**MOVED Cr Carr**

**That Council:**

- 1. Resolves that the term of the Mayor is for one year.**
- 2. Resolves that the term of the Deputy Mayor is for one year.**

**SECONDED Cr McDonald**

**CARRIED**

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

**AGAINST:** Nil

**Attachment List**

Nil

### 5.3. ELECTION OF THE MAYOR

Director: David Hol, Director Corporate Services

#### Summary

This report seeks nominations and election of the Mayor for the Glenelg Shire Council for the term as resolved by Council.

#### Background

The Glenelg Shire Council Governance Rules Chapter 7 outlines how the election of the Mayor is to be conducted.

#### Key Information

Section 25 (1) of the *Local Government Act 2020* requires that at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

The Chief Executive Officer (CEO) must chair the election of the Mayor and will invite nominations for the office of Mayor.

All nominations must be moved and seconded.

The Mayor must be elected with an absolute majority (4) of the Council unless there is only one nomination. If only one Councillor is a candidate for Mayor, the Chief Executive Officer must declare that Councillor to be duly elected.

Following the Election of the Mayor, the newly elected Mayor will be invited by the Chief Executive Officer to come forward to be presented with the Mayoral Medallion.

The Chief Executive Officer will then invite the newly elected Mayor to assume the Chair.

The newly elected Mayor will address the meeting.

In accordance with section 27A of the *Local Government Act*, the elected Mayor must complete Mayoral training within one month of their election. This applies whether or not the Mayor has ever held the office before.

To this end a reservation has been made for the successful Councillor to attend the Victorian Local Government Association (VLGA) Mayoral Leadership Program to be held on the 28 November in Melbourne.

#### Recommendation

1. That the Chief Executive Officer calls for nominations for the election of the Mayor and, if required, undertakes the election process in accordance with Council's Governance Rules.



2. That the Chief Executive Officer confirms that Cr \_\_\_\_\_ is duly elected to the position of Mayor for a term of one/two years.

**Cr Carr nominated Cr Stephens for the position of Mayor for 2025-2026.**

**The nomination was seconded by Cr McDonald.**

**There were no further nominations**

**Cr Stephens is duly elected to the position of Mayor for 2025-2026 with a term of one year.**

***Mayor Cr Stephens assumed the chair.***

**Attachment List**

Nil

#### 5.4. ELECTION OF THE DEPUTY MAYOR

Director: David Hol, Director Corporate Services

##### Summary

Should Council wish to elect a Deputy Mayor, this report outlines the process for nominations and election of the Deputy Mayor for the Glenelg Shire Council for the term as resolved by Council.

##### Background

Section 20A (1) of the *Local Government Act 2020* provides that a Council may establish an office of Deputy Mayor and provides provisions relating to the office of the Deputy Mayor.

##### Key Information

The process and obligations for the election of the Deputy Mayor are in accordance with the process and obligations for the election of the Mayor.

If appointed, a Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if the appointed Mayor is unable to fulfill their obligations as outlined within Section 21 of the Act.

If Council resolves not to appoint a Deputy Mayor, an Acting Mayor will be appointed by resolution of Council when and if required.

In accordance with section 27A of the *Local Government Act*, the elected Deputy Mayor must complete Mayoral training within one month of their election. This applies whether or not the Deputy Mayor has ever held the office before.

To this end a reservation has been made for the successful Councillor to attend the Victorian Local Government Association (VLGA) Mayoral Leadership Program to be held on the 28 November in Melbourne.

##### Recommendation

1. That the Chief Executive Officer calls for nominations for the election of the Deputy Mayor and, if required, undertakes the election process in accordance with Council's Governance Rules.
2. That the Chief Executive Officer confirms that Cr \_\_\_\_\_ is duly elected to the position of Deputy Mayor for a term of one/two years.

**Cr Angelino nominated Cr Jowett for the position of Deputy Mayor for 2025-2026.**

**The nomination was seconded by Cr Carr.**

**There were no further nominations**

**Cr Jowett is duly elected to the position of Deputy Mayor for 2025-2026 with a term of one year.**

**Attachment List**

Nil

## 5.5. ARRANGEMENTS FOR THE COUNCIL MEETINGS 2025-2026

Director: David Hol, Director Corporate Services

### Summary

This report seeks Council resolution to set the date, time and place of all Council Meetings for the next 12-month period, in accordance with the Glenelg Shire Council Governance Rules.

### Background

In accordance with Glenelg Shire Council's Governance Rules, Council must fix the date, time and place of all Council Meetings for a (12) twelve-month period at a meeting of Council prior to the end of each calendar year.

The date, time and place of all Council Meetings are to be made available to the public.

Council may change the date, time and place of, or cancel, any Meeting which has been fixed and must provide notice of the change to the public.

### Key Information

Historically, Council Meetings have been held on the fourth Tuesday of each month except for December which has been held a week earlier or when the date conflicts with any public holiday.

The Statutory meeting for the election of the Mayor is to be held on a day as close to the end of the term as reasonably practicable. This report has been prepared with an assumption that the Mayoral term will be one year. Should the Mayoral term be resolved as two years, the appropriate date for the next Statutory meeting would be Wednesday 17 November 2027.

It is recommended that Council adopt the suggested dates for the monthly Council Meetings and Statutory Council Meeting for the upcoming 12 month period.

In previous years, Council meetings have been held in two alternative locations around the Shire other than the Council Chambers in Portland. In 2025, Council resolved to hold three meetings outside of Portland.

- 2022 - (March) Casterton and (September) Heywood.
- 2023 – (March) Nelson and (September) Casterton
- 2024 - (March) Merino and (September) Casterton
- 2025 – (March) Heywood, (April) Casterton and (September) Casterton

Livestreaming of meetings is provided for all scheduled Council meetings.

The location of the scheduled Council meetings is for Council consideration.

Recommendation

1. That the Council Meetings for the next 12 months be held on the following dates:

Tuesday 25 November 2025  
Tuesday 16 December 2025  
Tuesday 27 January 2026  
Tuesday 24 February 2026  
Tuesday 24 March 2026  
Tuesday 28 April 2026  
Tuesday 26 May 2026  
Tuesday 23 June 2026  
Tuesday 28 July 2026  
Tuesday 25 August 2026  
Tuesday 22 September 2026  
Tuesday 27 October 2026

2. That a Statutory Council Meeting be held on Wednesday 18 November 2026.
3. That the venue of Council Meetings be at the Portland Customer Service Centre Council Chambers unless resolved otherwise.
4. That Council resolves to the following Council Meetings to be held at alternative locations
- Month: \_\_\_\_\_ Location: \_\_\_\_\_
- Month: \_\_\_\_\_ Location: \_\_\_\_\_
5. That all Council Meetings commence at 5:30pm on the dates specified unless resolved otherwise.
6. That the dates, times and location for the Council Meetings for the next 12 months be made available to the public.

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

1. **That the Council Meetings for the next 12 months be held on the following dates:**

**Tuesday 25 November 2025**  
**Tuesday 16 December 2025**  
**Tuesday 27 January 2026**  
**Tuesday 24 February 2026**  
**Tuesday 24 March 2026**  
**Tuesday 28 April 2026**  
**Tuesday 26 May 2026**  
**Tuesday 23 June 2026**  
**Tuesday 28 July 2026**  
**Tuesday 25 August 2026**

**Tuesday 22 September 2026**

**Tuesday 27 October 2026**

2. That a Statutory Council Meeting be held on Wednesday 18 November 2026.
3. That the venue of Council Meetings be at the Portland Customer Service Centre Council Chambers unless resolved otherwise.
4. That Council resolves to the following Council Meetings to be held at alternative locations  
  
Month: March                      Location: Dartmoor  
  
Month: September              Location: Merino
5. That all Council Meetings commence at 5:30pm on the dates specified unless resolved otherwise.
6. That the dates, times and location for the Council Meetings for the next 12 months be made available to the public and published in local papers.

*Cr Pepper proposed an amendment to the Motion to include a Council Meeting be held in Casterton in April.*

*Cr Carr agreed to the amendment.*

*The amended Motion then became the substantive MOTION with item 4 as follows*

4. That Council resolves to the following Council Meetings to be held at alternative locations  
  
Month: March                      Location: Dartmoor  
  
Month: April                      Location: Casterton  
  
Month: September              Location: Merino

**SECONDED Cr Noske**

**CARRIED**

**FOR:** Cr Angelino, Cr Jowett, Cr Noske, Cr Pepper and Cr Stephens

**AGAINST:** Cr McDonald and Cr Carr

**Attachment List**

Nil

**6. CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 5:52 pm.

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