



Glenelg Shire Council
Minutes of the Council Meeting held on
Tuesday 28 October 2025 at 5:30 pm at
Glenelg Shire Offices
71 Cliff Street, Portland

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1. PRESENT

Mayor Cr Karen Stephens, Deputy Mayor Cr Robyn McDonald, Cr Duane Angelino, Cr Michael Carr, Cr Matt Jowett, Cr Noske 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) and Director Infrastructure Services (Mr Aaron Moyne).

2. ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the Acknowledgement of Country.

The Mayor acknowledged the 40th Anniversary of Portland being proclaimed a city on 28 October 1985, in the presence of Charles, Prince of Wales and Diana, Princess of Wales.

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

That the minutes of the Council Meeting held on 23 September 2025, as circulated, be confirmed.

MOTION

MOVED Cr McDonald

That the minutes of the Council Meeting held on 23 September 2025, as circulated, be confirmed.

SECONDED Cr Pepper

CARRIED

FOR: Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, 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 September 2025, 6 October 2025, 14 October 2025 and 21 October 2025.

MOTION

MOVED Cr McDonald

That Council receives the record of the Councillor briefing held on 23 September 2025, 6 October 2025, 14 October 2025 and 21 October 2025.

SECONDED Cr Angelino

CARRIED

FOR: Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, 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 September 2025 [**5.2.1** - 1 page]
2. Councillor Briefing Record 6 October 2025 [**5.2.2** - 1 page]
3. Councillor Briefing Record 14 October 2025 [**5.2.3** - 1 page]
4. Councillor Briefing Record 21 October 2025 [**5.2.4** - 1 page]

6. DECLARATIONS OF CONFLICT OF INTEREST

6.1. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

7. COUNCILLOR ACTIVITY REPORTS

7.1. COUNCILLOR ACTIVITY REPORTS 1 SEPTEMBER TO 30 SEPTEMBER 2025

Recommendation

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

MOTION

MOVED Cr McDonald

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

SECONDED Cr Noske

CARRIED

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

AGAINST: Nil

Cr STEPHENS, MAYOR

Date	Meeting/Event	Location	Comments (Optional)
01.09.2025	'These Hands' project Official Launch	Portland	A beautiful project captured through photography the unique impact 'These Hands' have made in our community – five 'seniors' were chosen for their profound impact that they have had on the Glenelg community over many years. Photos were then placed on display throughout the Shire in specific locations.
02.09.2025	Councillors & CEO Meeting	Portland	Monthly meeting of CEO with the Councillor group.
09.09.2025	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance.
11.09.2025	Glenelg Shire Audit & Risk Committee Meeting	Portland	Bi-monthly Audit & Risk Committee meeting.
15.09.2025	The Power in You Project Meeting	Portland	Meeting to discuss opportunity for improved services for adults with addiction.
15.09.2025	GSC Tourism Meeting	Portland	Tourism Strategy meeting

16.09.2025	Councillor / Executive Team - Cultural Awareness Training and Councillor Briefing	Portland	Training on the significance of our cultural landscape. Regular briefing session to discuss strategic items of importance.
17.09.2025	MAV Mayors Institute – State Election Roundtable	Online	Meeting to develop advocacy for the next state election.
18.09.2025	Promoting Portland meeting	Portland	Opportunity to meet with members and discuss council vision for the future of tourism in the Glenelg Shire.
23.09.2025	Casterton Fire Brigade, Councillor Briefing and September Council Meeting	Casterton	Opportunity to meet with Volunteers to highlight what council is doing in relation of advocacy on the Emergency Service Volunteer Fund (tax) Regular briefing session to discuss strategic items of importance. Monthly Council Meeting
25.09.2025	Youth Art Mural Celebration	Portland	Opportunity to celebrate this wonderful youth project involving 16 local youth painting the amenities block at Flinders Park.
29.09.2025	National Police Remembrance Day Ceremony	Hamilton	Attended ceremony for the National Police Remembrance Day highlighting the commitment and sacrifice made in the line of duty.
30.09.2025	Effective Council Meeting and Debate Training	Portland	Effective Council meeting and debating training.

Cr MCDONALD, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments (Optional)
01.09.2025	'These Hands' project Official Launch	Portland	A powerful photographic essay, by local photographer Nicole Cleary, the project raises the profile of the valuable contributions that seniors make to our communities, as farmers, volunteers, craft-makers and musicians As a participant, Norm Perkins' reflected, "There's a

			deep satisfaction in helping others, and it's something I've always carried close to my heart. I hope this project shows younger people that getting involved in your community isn't just important—it's something that can really shape your life." The project exhibition is touring the shire.
02.09.2025	Meeting with CEO	Portland	
09.09.2025	Councillor Briefing	Portland	
11.09.2025	Audit & Risk Meeting	Portland	
15.09.2025	Tourism Meeting	Portland	
16.09.2025	Cultural Awareness Training and Councillor Briefing	Portland	
17.09.2025	Jaycee Kindergarten Art Show	Portland	An impressive exhibition of both 2D and 3D artwork by Kindy students, alongside quotations by a range of renowned educationalists, outlining the value of hands-on experience in independent learning, fostering a lifelong love of learning which develops a child's social, emotional, intellectual, and physical growth.
23.09.2025	Councillor Briefing and September Council Meeting	Casterton	
25.09.2025	Interviews for CEO Employment and Remuneration Committee Independent Advisor	Portland	
30.09.2025	Effective Council Meeting and Debate Training and Interview for CEO Employment and Remuneration Committee Independent Advisor	Portland	

Cr ANGELINO

Date	Meeting/Event	Location	Comments (Optional)
01.09.2025	'These Hands' project Official Launch	Portland	Four people from the community had photos taken of their hands to show and acknowledge their commitment to supporting their community.
09.09.2025	Councillor Briefing	Portland	
11.09.2025	Community Drop-in Information Session 'Heywood BESS' project	Heywood	Information from group who plan to install battery park in Heywood.
13.09.2025	Men's Breakfast	Heywood	Second Men's Breakfast well attended.
16.09.2025	Councillor / Executive Team - Cultural Awareness Training and Councillor Briefing	Portland	
23.09.2025	Councillor Briefing and September Council Meeting	Casterton	
25.09.2025	Youth Art Mural Celebration	Portland	Met with the youth who painted a mural on the Flinders Park amenities.
30.09.2025	Effective Council Meeting and Debate Training	Portland	

Cr CARR

Date	Meeting/Event	Location	Comments (Optional)
02.09.2025	CEO and Councillor Meeting	Portland	
09.09.2025	Councillor Briefing	Portland	
16.09.2025	Councillor / Executive Team - Cultural Awareness Training and Councillor Briefing	Portland	
23.09.2025	Councillor Briefing and September Council Meeting	Casterton	
25.09.2025	CEO Meeting	Portland	
30.09.2025	Effective Council Meeting and Debate Training	Portland	

Cr JOWETT

No report provided.

Cr NOSKE

No report provided.

Cr PEPPER

Date	Meeting/Event	Location	Comments (Optional)
02.09.2025	CEO and Councillor Monthly Meeting	Portland	
09.09.2025	Councillor Briefing	Portland	
16.09.2025	Councillor / Executive Team - Cultural Awareness Training and Councillor Briefing	Portland	
23.09.2025	Councillor Briefing and September Council Meeting	Casterton	
30.09.2025	Effective Council Meeting and Debate Training	Portland	

8. NOTICES OF MOTION**8.1. NOTICE OF MOTION 4 2025-2026 - PROTECTION OF RECREATIONAL FISHING WITHIN PORTLAND BAY**

CEO: Helen Havercroft, Chief Executive Officer

In accordance with the Council's Governance Rules, I give notice of my intention to move the following motion at the Council Meeting to be held on 28 October 2025:

1. That Council writes a submission in support of the draft FISHERIES (PORTLAND BAY COMMERCIAL FISHERY) NOTICE 2025.

Signed: Cr Michael Carr

Date: 17 October 2025

Attachments

1. Notice of Motion - Protection of Recreational Fishing within Portland Bay [8.1.1 - 1 page]
2. Att-1- DRAF T- Fisheries- Portland- Fishery- Notice-2025-2 (1) [8.1.2 - 3 pages]

MOTION

MOVED Cr Carr

1. That Council writes a submission to the Victorian Fisheries Authority in support of the draft FISHERIES (PORTLAND BAY COMMERCIAL FISHERY) NOTICE 2025.

SECONDED Cr Noske

CARRIED

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

AGAINST: Nil

9. MANAGEMENT REPORTS

9.1. COUNCILLORS QUARTERLY EXPENDITURE REPORT

CEO: 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 July 2025 to 30 September 2025.

Recommendation

That Council receives the Councillors quarterly expenditure report for the period 1 July 2025 to 30 September 2025.

Cr Carr called a Point of Order 5:45 pm regarding a procedural matter.

MOTION

MOVED Cr McDonald

That Council receives the Councillors quarterly expenditure report for the period 1 July 2025 to 30 September 2025.

SECONDED Cr Jowett

CARRIED

FOR: Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, 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 July 2025 to 30 September 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				\$204	\$331	\$536	\$536
Carr	\$272			\$204	\$331	\$807	\$807
Jowett				\$204	\$331	\$536	\$536
McDonald, R				\$204	\$331	\$536	\$536
Noske				\$204	\$331	\$536	\$536
Pepper				\$204	\$331	\$536	\$536
Stephens	\$4,561			\$274	\$331	\$5,167	\$5,167
Totals	\$4,833			\$1,501	\$2,319	\$8,653	\$8,653

Table 1: Quarterly expenditure and financial 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 July 2025 to 30 September 2025.

Councillor	Qtrly Total	Year to Date
Angelino	\$8,762	\$8,762
Carr	\$8,762	\$8,762
Jowett	\$8,762	\$8,762
McDonald, R	\$14,418	\$14,418
Noske	\$8,762	\$8,762
Pepper	\$8,762	\$8,762
Stephens	\$28,837	\$28,837
Totals	\$87,066	\$87,066

Table 2: Quarterly allowances and financial year to date totals

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 2025-2026 Annual Council Budget.

e. Governance Principles

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

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

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

Attachment List

Nil

9.2. QUARTERLY FINANCE REPORT

Director: David Hol, Director Corporate Services

Executive Summary

The financial report is a key document in assuring responsible and responsive governance and decision making. This high-level financial report is provided to give Council an update on Glenelg Shire's progress against the 2025-26 Budget.

Recommendation

That Council:

1. Receives the quarterly financial report for the period ending 30 September 2025.
2. Notes the additional budget variations that have been incurred for the 2025-26 financial year.

MOTION

MOVED Cr Carr

That Council:

1. **Receives the quarterly financial report for the period ending 30 September 2025.**
2. **Notes the additional budget variations that have been incurred for the 2025-26 financial year.**

SECONDED Cr Angelino

CARRIED

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

AGAINST: Nil

Background/Key Information:

The 2025-2026 Annual Budget was adopted by Council at the Council Meeting held on 24 June 2025.

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

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

The Forecast Budget is an updated Budget forecast that reflects transactions that were not known as at 24 June 2025 when the Budget was adopted.

Comprehensive Income Statement

The year-to-date financial performance for 2025-26 is comparable when compared to YTD Forecast Budget. There are no variances that are concerning as at 30 September 2025.

When comparing the Forecast Budget against the Adopted Budget, the \$2.9M surplus expected in the Adopted Budget has transitioned into a \$2.7M deficit in the forecast budget - this equates to an unfavourable change of \$5.6M.

The main contributing factor for this is the early payment of 2025-26 Financial Assistance received in June 2025 which was \$5.8M. As a result of this, we revised the Forecast Budget for Operating Grants down by \$5.8M. Note that the 2024-25 financial result will now reflect this income.

There have been some additional income and expenditure items that have been factored into the Forecast Budget. These are outlined below:

Significant adjustments with net \$0 impact –

- The announcement of the State Government Primary Production Rate rebate (announced in the Drought Relief package) triggered an adjustment to the forecast budget for Rates income (reduction of \$3.9M) and a corresponding increase in Operating Grant income of \$3.9M.

Significant adjustments with an impact on income or expenditure –

- Financial Assistance funding – decrease of \$5.6M due to early payment
- Carried forward Operational Grants –

Increased Operational Grant income not yet expended representing an increase of \$479k predominately relating to key areas such as Arts & Culture, Children's Services and Future Portland fund.

Increased Materials and Services expenditure - increase of \$540k aligning with the above operational grants

- Further carried forward Capital Grants not realised at time of budget amounting to an increase of \$244k including the Gymnastics project and Foreshore multi-purpose facility.
- Carried forward operational expenditure commitments of \$517k relating to the ERP (\$297k), asset management works (\$112k) and planning works (\$48k) and additional minor items.

Balance Sheet

Forecast budget adjustments have been applied for Balance Sheet items. The main impact is on asset values which is due to the uplift in 2024-25 asset revaluations and Cash at Bank which reflects the readjusted cash position expected as at 30 June.

Statement of Capital Works

Year-to-date expenditure for 2025-26 Capital Works is \$633k. It is expected that Capital works expenditure to ramp up in the second half of 2025-26.

When comparing the Forecast Budget against the Adopted Budget for Capital works, the budget has increased by \$618k. The main contributing factors for this are:

- Local Roads and Infrastructure project expenditure – decrease of \$231k due to a readjustment of project budgets in phases 3 & 4
- Increase in the Gymnastics project budget of \$144k due to an underspend in 2024-25 due to a proposed project variation
- Additional carried forward budgets for unfinished works in 2024-25 including:
 - \$134k of final seals from the 2024-25 roads program;
 - \$200k of bridges expenditure
 - \$49k of Airport Hangar ESM compliance works
 - \$174k of building renewal works
 - \$87k of Sports and Recreation projects
 - \$14k of Disability access projects

a. Council Plan and Policy Linkage

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

Not applicable.

c. Legislative, Legal and Risk Management Considerations

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

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

- Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with Council's financial policies and strategic plans
- Financial risks must be monitored and managed prudently having regard to economic circumstances.

d. Consultation and/or communication processes implemented or proposed

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

e. Financial Implications and Collaboration

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

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

The financial report provides commentary on all material variances (Greater than 10% or \$500K) to the adopted 2025-26 budget.

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

f. Governance Principles

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

Attachment List

1. September 2025 Financial Statements [9.2.1 - 7 pages]

9.3. AUDIT AND RISK COMMITTEE MINUTES, SELF-ASSESSMENT AND BIENNIAL REPORT

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to enable Council to receive the minutes of the Audit and Risk Committee Meeting held 11 September 2025, together with the results of the Audit and Risk Committee Meeting Self-Assessment Survey 2024/2025 and the Audit and Risk Committee Meeting Biannual Report 1 January 2025 to 30 June 2025.

Recommendation

That Council:

1. Receives the minutes of the Audit and Risk Committee Meeting held on 11 September 2025.
2. Receives the Audit and Risk Committee Self-Assessment Survey 2024/2025 results in accordance with Section 54(4)(b) of the *Local Government Act 2020*.
3. Receives the Audit and Risk Biannual Report for the period 1 January 2025 to 30 June 2025 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.

MOTION

MOVED Cr McDonald

That Council:

1. **Receives the minutes of the Audit and Risk Committee Meeting held on 11 September 2025.**
2. **Receives the Audit and Risk Committee Self-Assessment Survey 2024/2025 results in accordance with Section 54(4)(b) of the *Local Government Act 2020*.**
3. **Receives the Audit and Risk Biannual Report for the period 1 January 2025 to 30 June 2025 in accordance with Section 54(5)(b) of the *Local Government Act 2020*.**

SECONDED Cr Jowett

CARRIED

FOR: Cr Angelino, Cr Carr, Cr Jowett, Cr McDonald, Cr Noske, 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.

The Audit and Risk Committee Charter requires that the Committee's minutes be presented to Council to ensure that an effective communication mechanism between the Committee and Council occurs and to ensure that the Council is fully informed on the Committee's activities.

The Audit and Risk Committee Meeting held on 11 September 2025 considered the following items:

Item No	Management Reports (Title)
Management Reports	
1	<i>KPMG Outcome of the audit of the Annual Financial Statements and Performance Statement (deferred)</i>
2	<i>KPMG Receive the Closing Report - Financial Report and Performance Statement (deferred)</i>
3	<i>Local Government Performance Reporting Framework 2024/2025 (deferred)</i>
4	<i>Summary of Asset Valuations (deferred)</i>
5	Internal Audit Report - Capital Project Management
6	Internal Audit Report - Contract Management
7	Internal Audit Report - Past Issues Review
8	Strategic Internal Audit Program Status Update
9	Industry Update
10	Outstanding Debtors at 30 June 2025
11	CEO & EA Expenditure - Credit Card and Reimbursements
12	Audit and Risk Committee Self-Assessment Survey Results 2024/2025
13	Key Policy Review - Fraud Prevention Framework
14	Key Policy Review - Procurement Policy
15	Community Satisfaction Survey Results
16	Review Council's Risk Management Framework Including Organisational Strategic Risk Register
17	Risk, Workcover and OHS Quarterly Reports
18	Review Council's Insurance Programme
19	Security and Penetration Test Status Update
20	Cyber Security Incident Report
21	ERP Civica update - Go Live
22	Audit and Risk Committee Biannual Report for the period 1 January 2025 to 30 June 2025
23	Review of Internal and External Audit Action List
24	Councillors Quarterly Expenditure Report
25	Third Party Assurance Reports - Audit and Risk Committee
26	Audit and Risk Committee Annual Workplan 2025/2026 - Standing Item

Confidential Reports	
1.	Council Litigation Matters
2.	Attestation of Compliance with Laws
Any other Business	

The minutes of the Audit and Risk Committee meeting from the 11 September 2025 are now presented for Council's consideration.

Self-Assessment Survey 2024/2025

Section 54(4)(b) of the *Local Government Act 2020* requires the Audit and Risk Committee to undertake an annual assessment of its performance against the Audit and Risk Committee Charter and provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council Meeting.

In June 2025, members of the Audit and Risk Committee with voting rights (four Independent Members and three Councillors) were issued with a self-assessment survey to complete on the effectiveness of the Audit and Risk Committee during the financial year 2024/2025.

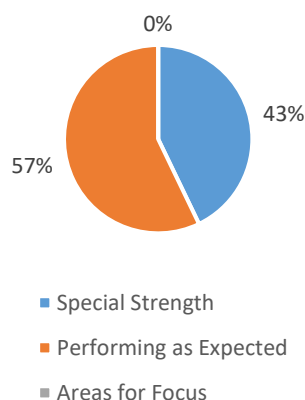
Members were asked to rate each question as follows:

1. Special Strength.
2. Performing as Expected.
3. Area of Focus.

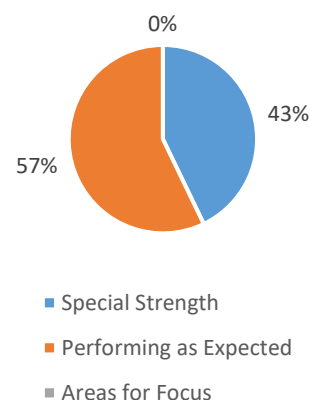
Members were also invited to provide general comments and were encouraged to provide explanatory comments where an 'area for focus' response was given.

The survey-assessment form had a total of 32 questions contained in the following eight categories. The following graphs outline responses by percentage for each titled category:

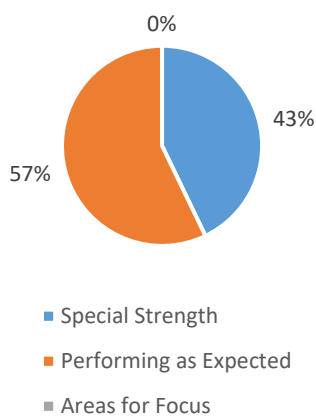
Audit Committee Charter



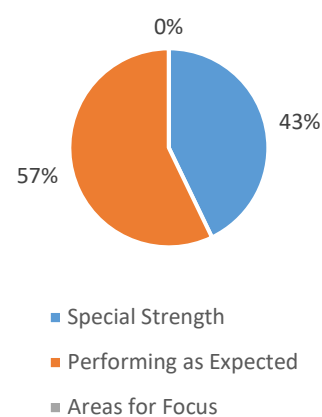
Skills and Experience



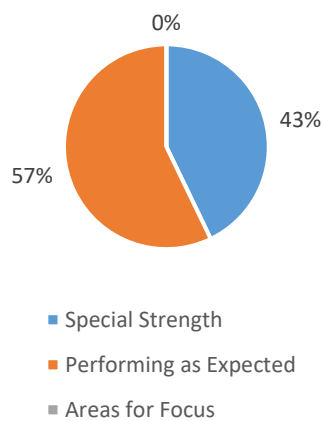
Understanding the Business



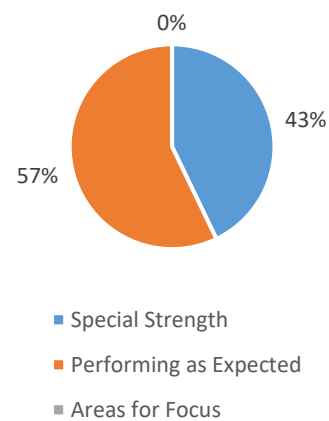
Meeting Administration and Conduct



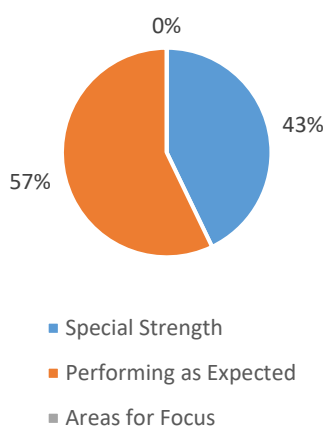
Communications with Council



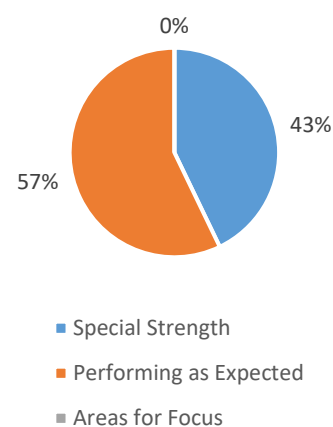
Management Commitment and Support



Internal Audit



External Audit



Overall Results:

The overall result of the self-assessment shows that members have rated the Audit and Risk Committee as:

- Special Strength – 139 responses
- Performing as Expected – 204 responses
- Area for Focus – 0 responses.

For all questions, this indicates that there is a high level of satisfaction with the performance of the Audit and Risk Committee.

The attachment to this report provides a full breakdown across the categories of the total scoring, along with comments provided by members.

Audit and Risk Committee Biannual Report 1 January 2025 to 30 June 2025

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

A copy of the Audit and Risk Committee Biannual Report 1 January 2025 to 30 June 2025 is attached to this Agenda.

a. Council Plan and Policy Linkage

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

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 2025-2026 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 Audit and Risk Committee Meeting Minutes - 11 September 2025 [9.3.1 - 76 pages]
2. Audit and Risk Committee Self Assessment Survey Form 2024 2025 - 7 responses collated [9.3.2 - 4 pages]
3. Audit and Risk Committee Biannual Report for the period 1 January 2025 to 30 June 2025 [9.3.3 - 9 pages]
4. *Confidential Audit and Risk Committee Meeting Minutes - 11 September 2025 separately circulated as Confidential attachment.*

9.4. COUNCIL POLICY REVIEW 'PROCUREMENT POLICY'

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to seek Council endorsement of the Procurement Policy which has been reviewed in accordance with section 108 of the *Local Government Act 2020* (Vic).

Recommendation

That Council:

1. Adopts Procurement Policy CPO-CORPS-CP-001 in its entirety.
2. Revokes Procurement Policy CPO-CORPS-CP-001 endorsed by Council on 14 December 2021.

MOTION

MOVED Cr Carr

That Council lay the item on the table.

SECONDED Cr Noske

CARRIED

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

AGAINST: Nil

Background/Key Information:

Under Section 108 of the *Local Government Act 2020*, Council must review its Procurement Policy at least once during a council term.

This revised policy is based on the MAV Best Practice Procurement Policy Template, developed in collaboration with procurement professionals from across Victoria. The template is designed to be practical, flexible, and fully compliant with the Act and the 2024 Best Practice Guidelines.

Council has tailored the template to reflect its own governance structure and strategic priorities, resulting in a streamlined policy that strengthens probity, consistency, and strategic alignment across all procurement activities.

The Policy has been updated to reflect current organisational standards and structure. Content was improved to provide clarity and functionality for all users.

A benchmarking exercise was undertaken as part of this project which involved several Victorian councils. The observation from this benchmarking is that the delegated procurement authority from Council is comparable to other equivalent size councils.

Glenelg Shire Council has both mandatory and optional evaluation criteria depending on the type and size of the tenders being requested. The most commonly used evaluation criteria include:

- Mandatory – local content & environmental sustainability;
- Selected – price, resources & capacity, demonstrated previous experience, OHS, proposed methodology, quality, reliability and past performance.

Glenelg Shire Council currently has a mandatory weighting of up to 25% for economic contribution which is significantly higher than other councils in the region. It is recommended to reduce this criteria to 10%.

The level of commitment demonstrated to maximise environmental sustainability weighting of 25% is relatively higher than councils in the region. This was also noted by the feedback. It is standard for companies to have policies and certifications related to environmental. It is recommended to reduce this criteria to 10%.

A number of discrepancies regarding interpretation and understanding of variation authorisation processes identified a need to clarify the obligations. Additional wording and detail has now been included in the policy following clarification, reviewing other Council procurement and discussions with relevant stakeholders.

A summary of the proposed changes is as follows.

Item	Recommendation
3.1 Treatment of GST	Policy to reflect Exclusive of GST, except where specifically stated otherwise
7.2 Delegation Limits	<i>Positions and Level Authority included/updated</i> Insert: Senior Executive Officer up to \$100,000 Team Leaders up to \$20,000 Business Support Officers up to \$10,000 Remove Responsible Budget Officer Other Officer
7.3 Procurement Thresholds Quote Value	Quotes to be saved in SharePoint
Up to \$5,000 - 1 verbal	Up to \$2,000 - Best price available 1 verbal or written quote
\$5,001 to \$50,000 - 2 written quotes	\$2,001 - \$10,000 - 1 written quote \$10,001 to \$50,000 - 2 written quotes

Item	Recommendation
8 Gender Impact Assessment	<i>New Clause</i> In accordance with the <i>Gender Equality Act 2020</i> (Vic), Council is committed to ensuring a gender lens is applied to all new policies, programs and services that directly and significantly impact the public and ensure that a gender impact assessment (GIA) is conducted as needed. Records of GIA conducted must be saved in the records management system with the relevant procurement in accordance with the GIA Policy
11 Appendix A – Definitions Contract Variation	<i>New Definition</i> A Contract Variation refers to any modification made to the original terms and conditions of an executed contract. Variations may be financial or non-financial in nature and must be managed transparently, appropriately documented and assessed to ensure they do not undermine the principles of value for money, probity, equity, or open and fair competition
Contract Variation - Financial	A variation that alters the contract's monetary value. This includes: • increases or decreases in contract cost, • whether within or exceeding approved contingencies, Subject to approval in line with Council's financial delegation limits and governance requirements
Contract Variation - Non-Financial	A variation that does not result in a financial adjustment but alters other contractual parameters, such as: • Project timelines or milestones, • Scope, specifications or design details, • Working hours or access arrangements, • Location or quantity changes or Any other aspect of the contract provided it doesn't impact cost

Item	Recommendation
Emergency	<i>New Definition</i> Sudden or unexpected occurrence requiring immediate action e.g.: • The occurrence of a natural disaster such as flooding, bushfire or epidemic which may require the immediate procurement of goods, services or works to provide relief; • The occurrence of an unplanned event such as damage of council property including road infrastructure or IT incidents which may require the immediate procurement of goods, services or works to ensure business continuity and/or community safety; • The unforeseen cessation of trading of a core service provider due to bankruptcy and a need to appoint a replacement service provider on the grounds of public safety;
12.1 Social Procurement	Economic Contribution to the Shire Insert 10% Remove up to 25%
12.2 Environment Procurement	Commitment to maximise environmental sustainability Insert 10% Remove up to 25%

Item	Recommendation
13 Appendix D – Exemptions	<i>The following items have been included in the exemptions table:</i> • Department of Transport – Valuations (supplementary & objection) • Dept of Jobs, Precincts & Regions – Sec 69 cat, dog & DAB registrations • Wannon Water – fire plug maintenance • Department of Transport – Traffic Signal Maintenance, Main Rds street lighting Council contribution (60/40) spilt) • Powercor – provide maintenance for public lighting and power connections and upgrades to facilities • Victorian Electoral Commission - Council Elections • Council contributions – approved as part of the budget • Novated Contracts - Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party. • Supermarket purchasing cards • Where the acquisition is of a cultural or artistic nature i.e. a live show or art piece, and the purchase is within the adopted budget

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.

c. Legislative, Legal and Risk Management Considerations

All legal and legislative requirements have been considered in preparation of the policy.

d. Consultation and/or communication processes implemented or proposed

A consultation process was undertaken in reviewing the policy including:

- Consultation with staff and the Southwest Councils network group.
- Following adoption of the policy by Council, it will be communicated to staff.

e. Financial Implications and Collaboration

The adoption of the procurement policy will not require additional direct budget implications.

f. Governance Principles

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

Attachment List

1. COUNCIL POLICY CPO-CORPS-CP-001 Procurement Policy [9.4.1 - 25 pages]

9.5. COUNCIL POLICY REVIEW 'FRAUD AND CORRUPTION CONTROL POLICY' AND FRAUD AND CORRUPTION CONTROL SYSTEM

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to seek Council endorsement of the revised Fraud and Corruption Control Policy and Fraud and Corruption Control System.

Recommendation

That Council:

1. Adopts Fraud and Corruption Control Policy CPO-CORPS-GE-001 in its entirety.
2. Adopts the Fraud and Corruption Control System.
3. Revokes Fraud and Corruption Control Policy CPO-CORPS-GE-001 endorsed by Council on 24 October 2023.

MOTION

MOVED Cr Noske

That Council:

1. **Adopts Fraud and Corruption Control Policy CPO-CORPS-GE-001 in its entirety.**
2. **Adopts the Fraud and Corruption Control System.**
3. **Revokes Fraud and Corruption Control Policy CPO-CORPS-GE-001 endorsed by Council on 24 October 2023.**

SECONDED Cr Pepper

CARRIED

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

AGAINST: Nil

Background/Key Information:

As a key Council Policy, the Fraud and Corruption Control Policy and Fraud and Corruption Control System were presented to the Audit and Risk Committee on 11 September 2025. The Audit and Risk Committee resolved to recommend to Council that both documents be adopted.

Under Section 54 (2)(c) of the *Local Government Act 2020*, an Audit and Risk Committee must monitor and provide advice on risk management and fraud prevention

systems and controls. This is also defined in the Audit and Risk Committee Charter 2025 - 2027.

Council has a Fraud Prevention Framework. This Framework provides overarching direction and sets out the policies and procedures designed to achieve this, forming the foundation for fraud, misconduct and corruption prevention. There are four documents contained in the Framework as follows:

Fraud and Corruption Control Policy

The Fraud and Corruption Control Policy clearly outlines the expected conduct of employees, volunteers and contractors of the Glenelg Shire Council in relation to prevention, detection and reporting of fraudulent and/or corrupt activity.

A review of the Policy has been completed and a revised and updated Policy has been developed with non-material changes as follows:

- Updated adoption, expiry and review dates
- Definitions of Fraud and Corruption (page 50)
- Removal of the word 'Councillor' as Policy only covers employees, volunteers and contractors. There are provisions in the *Local Government Act 2020* and Model Councillor Code of Conduct which cover Councillor conduct.

A copy of the revised Policy is attached for reference.

Fraud and Corruption Control System

The Fraud and Corruption Control System summarises the anti-fraud and anti-corruption strategies, including internal controls used within Council covering the areas of prevention, detection and response.

A review of the System has been completed and a revised and updated System has been developed with non-material (main) changes as follows:

- Updated adoption, expiry and review dates
- 3.0 Responsibilities for Fraud Prevention, Detection and Response (pages 2 - 4)

Enhanced and expanded to ensure clear and defined roles and responsibilities, with the addition of Audit and Risk Committee, CEO and Public Interest Disclosure Officer.

- 4.0 Communications: Training and Awareness Overview (page 5)

Importance and mechanisms of fraud and corruption control – inclusion of 'mandatory' training and for every new employee on or within two months of commencement.

- 6.1 Prevention (page 11)

Accountability and High-risk responsibilities – inclusion of police check and verification of references and qualifications as part of screening for potential new employees.

A copy of the revised System is attached for reference.

The Framework also contains a Fraud and Corruption Risk Register which identifies the areas of vulnerabilities and possible fraud and strategies to eliminate or minimise those risks. This risk register is reviewed annually.

The Framework also contains a Fraud and Corruption Incident Register which lists all incidents of Fraud and Corruption that have occurred, details of the incident, findings and actions and controls implemented following the discovery.

All incidents of Fraud are reported to the Audit and Risk Committee via an Attestation Report.

- a. Council Plan and Policy Linkage

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

- 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?

In preparation of this revision, the Fraud and Corruption Control Policy and System have considered the *Gender Equality Act 2020*. The Policy and System have been assessed as not requiring an Impact Assessment due to the documents being purely administrative in nature with no potential to influence gender roles.

- c. Legislative, Legal and Risk Management Considerations

While there is no explicit legislative requirement for a fraud and corruption prevention policy, it is considered best practice for local governments to maintain a documented position outlining their commitment to integrity and accountability.

Section 54 (2)(c) of the *Local Government Act 2020* outlines that an Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including:

- (a) monitor the compliance of Council policies and procedures with overarching governance principles;

- (b) monitor and provide advice on risk management and fraud prevention systems and controls.

d. Consultation and/or communication processes implemented or proposed

Executive Leadership Team
Audit and Risk Committee

e. Financial Implications and Collaboration

Not applicable.

f. Governance Principles

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

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

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

Innovation and continuous improvement is to be pursued.

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

Attachment List

1. Fraud and Corruption Control Policy CPO-CORPS-GE-001 [9.5.1 - 6 pages]
2. Fraud and Corruption Control System [9.5.2 - 30 pages]

9.6. LONG TERM FINANCIAL PLAN 2025-2035

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council adoption of the Long Term Financial Plan 2025-2035 (LTFP) following consideration of the community feedback received.

Recommendation

That Council:

1. Considers the community feedback received on the Long Term Financial Plan 2025-2035.
2. Adopts the Long Term Financial Plan 2025-2035 in its entirety.
3. Authorises the Director of Corporate Services to provide a response to those members of the community who provided feedback to the Long Term Financial Plan 2025-2035.
4. Revokes Financial Plan 2021-2031 endorsed by Council on 26 October 2021.

MOTION

MOVED Cr Carr

That Council:

1. **Considers the community feedback received on the Long Term Financial Plan 2025-2035.**
2. **Adopts the Long Term Financial Plan 2025-2035 in its entirety.**
3. **Authorises the Director of Corporate Services to provide a response to those members of the community who provided feedback to the Long Term Financial Plan 2025-2035.**
4. **Revokes Financial Plan 2021-2031 endorsed by Council on 26 October 2021.**

SECONDED Cr Jowett

CARRIED

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

AGAINST: Cr Noske

Background/Key Information:

At the Council meeting in September, Council resolved to release the Long Term Financial Plan 2025-2035 for community consultation for a period of three weeks.

Consultation

At the closure of the consultation period there had been 170 visits to the consultation platform culminating in a total of 8 responses with feedback, inclusive of some responses being provided both via Your Say Glenelg and direct email.

A redacted copy of the submissions has been provided as an attachment.

Feedback Summary

A summary of the feedback is as follows

- A response supporting growth in Council's services outside of roads, rubbish and rates, to improve quality of life in the Shire even it means going over rate cap limitations.
- A response supporting progression and investment in the Shire.
- Feedback suggesting that the consultation period of 3 weeks is insufficient and that the LTFP implies a rate increase exceeding rate cap. The feedback also seeks support for sport and activities and youth services and fostering a community and council relationship.
- One response simply suggesting that rates should not be increased.
- An email response seeking to include a focus on environmental matters.
- An email response seeking a public briefing.
- A further email raising concern about old infrastructure, the status of grants and the condition of swimming pools.
- A detailed response comparing asset expenditure with other Councils and supporting further capital investment and alignment with the Asset Plan.

The feedback identifies that some respondents can confuse long term financial planning with that of a budget feedback process seeking an allocation of funding for a specific item or service.

Several interim responses have already been provided to clarify some points raised in the feedback, including an offer to meet in person for those who wished to have further discussions.

The detailed response is largely in agreement with the LTFP direction regarding capital investment. It is not disputed that the capital investment in Glenelg Shire over the last 10 years has been less than ideal. The suggestion, however, to reclassify the asset renewal risk as high is not yet supported and it is recommended that this could be reconsidered following more detailed information on the asset condition and rationalisation of the asset base where possible. Should the confidence level of the data be increased, then a stricter interpretation of the asset renewal risk that exists could be warranted.

Amendments

A minor change to the calculation of the adjusted underlying figure for 2028-29 has been undertaken which does not result in any significant deviation from the draft plan objectives.

Councillor Engagement

Councillors have considered the financial modelling over a series of briefings to enable the final version shared for public exhibition last month. Councillors considered a range of different scenarios, however feedback was sought on a balanced investment scenario seeing a reduction in 2026/27 of both material and services and employment costs to support an improved cash position over the term of the LTFP. The commentary that accompanied the LTFP modelling identified further work that is required. Should material changes be suggested by Officers as a result of this further work then the Long Term Financial Plan will be reconsidered and/or amended and represented to Council.

Annual Update

As the LTFP is to be reviewed on an annual basis, there will be the opportunity to update and amend the LTFP in the future following the adoption of each annual budget which may incorporate improved asset data and alignment with the Asset Plan as it is developed further.

Conclusion

After a review of the feedback and discussion with submitters where requested, the Long Term Financial Plan 2025-2035 is presented to Council for adoption with no further amendments recommended

a. Council Plan and Policy Linkage

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

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 the document does not specify projects or services

c. Legislative, Legal and Risk Management Considerations

Under the *Local Government Act 2020*, Section 91, Council is required to prepare and adopt a Financial Plan by the 31 October after a general election for a period of at least the next 10 financial years

d. Consultation and/or communication processes implemented or proposed

The LTFP was released for community consultation for a period of 21 days including social media, print media, radio and through Your say Glenelg engagement platform.

There were a total of 170 visits to the Your Say Glenelg Page resulting in the Plan being downloaded 70 times. 5 submissions were received through Your say Glenelg and 3 via email.

e. Financial Implications and Collaboration

The LTFP outlines Councils 10 year financially sustainable projection to support the actions in the Council Plan. The aim of the LTFP is to provide a guide for future financial decision making.

f. Governance Principles

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

Attachment List

1. Long Term Financial Plan 2025-2035 [9.6.1 - 30 pages]
2. Long Term Financial Plan Summary of Feedback [9.6.2 - 12 pages]

9.7. ROAD MANAGEMENT PLAN 2025

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

This report presents Council with the Road Management Plan 2025 for adoption.

The Road Management Plan (RMP) for local roads managed by Council has been prepared:

- to meet the requirements of the *Road Management Act 2004*
- to provide a safe and functional local road network
- to minimise Council's exposure to risk, related to the management and control of local road assets.

The RMP applies to all roads identified in Council's adopted road hierarchy and listed in Council's Register of Public Roads.

The draft RMP was released for public consultation for a period of three (3) weeks to seek community feedback, which has been reviewed in preparation of the final version of the RMP.

Recommendation

That Council:

1. Considers the community feedback received on the Road Management Plan 2025.
2. Adopts Road Management Plan 2025 in its entirety.
3. Authorises the Director of Infrastructure Services to provide a response to those members of the community who provided feedback to the Road Management Plan 2025.
4. Revokes Road Management Plan 2021 endorsed by Council on 26 October 2021.

MOTION

MOVED Cr Carr

That Council:

1. **Considers the community feedback received on the Road Management Plan 2025.**
2. **Adopts Road Management Plan 2025 in its entirety.**

3. **Authorises the Director of Infrastructure Services to provide a response to those members of the community who provided feedback to the Road Management Plan 2025.**
4. **Revokes Road Management Plan 2021 endorsed by Council on 26 October 2021.**

SECONDED Cr Noske**CARRIED**

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

AGAINST: Nil

Background/Key Information:

The purpose of the RMP is to establish Council's approach, procedures and systems for the management of its local road network.

Council is responsible for:

- 976 km of sealed rural local roads
- 1,442 km of rural gravel or limestone roads
- 164 km of sealed urban roads
- 47 km of unsealed urban roads
- 46 bridges
- 165 major culverts
- 140 km of footpaths.

Council is a road authority under the *Road Management Act 2004* (the Act). As such, it is responsible for carrying out the management functions on local roads (i.e. all roads within its municipal area), other than Department of Transport and Planning (DTP) highways and arterial roads.

Under the *Act*, a road authority shall carry out its road management functions based on policy and operational objectives. The Act requires Council to set appropriate standards for the discharge of its road management duties based on available resources. It also requires Council to monitor its performance in delivering the functions.

The RMP sets out the policies, objectives and relevant standards in relation to Council's road management duties and is prepared in accordance with regulations and the Code of Practice for Road Management Plans.

Council last reviewed the RMP in 2021 and has since undergone a recent review and internal compliance audit with key findings considered. To guide the 2025 review, Council has worked with insurers through the Municipal Association of Victoria (MAV) to conduct a gaps analysis of Council's RMP, which has informed revision of the updated RMP.

Through this review of the RMP, the following changes are proposed:

- Merged carpark categories and set annual inspection frequency
- Revision of footpath defects with removal of FDA footpath defect category, retaining the *Disability Discrimination Act 1992* as a guideline
- Added Level 2 Bridge & Culvert Inspections to Figure 3, section 3.2.2
- Inclusion of sapling (SAP) vegetation defect code section 9.1
- Clarified road responsibilities (urban and rural) with image and descriptions at section 1.2.

Other minor administrative changes and improvements have also been made within the document.

The draft RMP was presented to Council at the 26 August 2025 meeting, which endorsed releasing the plan for consultation for three (3) weeks. Five (5) submissions have been received on the RMP, with a summary in the Table 1 below.

Submission No.	Submission/Issue Summary	Officer Response
1.	a) More preventative maintenance on rural roads b) Grade shoulders to allow water to run off c) Prompt vegetation removal after storms or strong winds	<i><u>Submission noted</u></i> <i>Council's road maintenance schedules and systems continue to evolve as information is gathered through road condition data, service requests and identified defects. Clear road condition maintenance standards are also being developed.</i> <i>Roadside vegetation removal occurs based on resourcing and road prioritisation, with a focus on higher volume roads and identified safety hazards.</i>

2.	Upgrade urban streets – footpaths, shoulders, kerb & channel	<u>Submission noted</u> Upgrade and renewal works are not within scope of the RMP, which sets out Council's management and maintenance responsibilities for roads. Planning for the renewal and upgrade of roads and related infrastructure will be reviewed further in alignment with Council's Asset Plan and future Asset Management Plans, which are in the process of early preparation.
3.	a) Upgrade Mt Clay Rd b) Improve Mt Clay Rd / Henty Highway intersection	<u>Submission noted</u> This is a capital works request which does not form part of the RMP. This feedback is noted and will be considered with the draft Asset Plan and as part of Council's future road renewal program. Council is in the process of reviewing road asset management planning, which covers road standards, services levels, renewal and upgrades. This request has also been provided to DTP who manage the Henty Highway.
4.	a) Clear vegetation well back from roads b) Prompt vegetation removal after storms or strong winds c) Less reliance on SES volunteers for emergency tree removal	<u>Submission noted</u> THE key focus of the RMP is ensuring road safety and protection within the road formation and ensuring infrastructure assets are appropriately maintained.

		<i>Further planning and environmental regulations apply beyond the road formation which restricts Council's ability to expand vegetation management areas.</i> <i>Vegetation clearance is prioritised accordingly following storm events and Council works closely with emergency agencies and contractors to undertake clearing works. Storm and natural disaster response is a shared responsibility.</i> <i>Council appreciates the assistance of all volunteers in an emergency, as at times the volume of work exceeds Council's capacity to immediately respond.</i>
5.	a) Council should be responsible for trees and vegetation on roadside verge.	<u><i>Submission noted</i></u> <i>The RMP is primarily concerned with road safety and maintenance, and Council is limited to what vegetation can be removed from roadsides and outside of the road formation as other legislation and regulations must be considered.</i>

Table 1. RMP Submissions

After review of the submissions, no further changes are proposed to be made to the draft RMP. Submissions associated with the condition or upgrade of local roads, will be considered further in the Asset Plan and as part of Council's upcoming Road Asset Management Plan and capital works program based on existing condition data and reporting.

Once the RMP is adopted by Council, an annual desktop review is undertaken by officers to ensure that it remains up to date with legislation and operational needs.

Incidents raised and reported by community members are reviewed through an internal customer service request process in accordance with the RMP.

Section 3 of the RMP sets out Council's designated inspection types and routines for roads, footpath and bridges/major culverts.

Review and implementation of the RMP strengthens Council's ability to manage and maintain road assets and infrastructure within available resources while meeting legislative obligations. The defined inspection and maintenance framework will improve risk management, prioritise asset interventions, and maintain community safety.

The RMP also supports transparency and accountability through clear service levels and documented processes, aligning with Council's Asset Plan and policies, the Council and Wellbeing Plan 2025-2029, and Long Term Financial Plan.

a. Council Plan and Policy Linkage

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

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

Moving Around Glenelg - Improving transport options to connect our towns for community, industry and visitors.

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 impact assessment has been undertaken as the RMP is technical and statutory document prepared in accordance with the Act, with its purpose to establish asset inspection, maintenance and risk management processes.

The Plan applies uniformly to all users of Council-managed roads and related infrastructure assets.

c. Legislative, Legal and Risk Management Considerations

The RMP aligns with the requirements under the Act, *Road Management (General) Regulations 2016* and industry best-practice.

The regulations establish a requirement that Council conducts a periodic review of the RMP with the *Local Government Act 2020* requiring Council adoption by 31 October the year following a general election.

d. Consultation and/or communication processes implemented or proposed

As part of the review process, multiple meetings involving relevant Council officers and departments were held to assess road management, inspections and maintenance.

Preparation of the draft RMP has also considered community feedback and issues raised to improve clarity and to outline responsibilities around management functions, both over time and including feedback received between January-March 2025.

The draft RMP was released for public consultation in accordance with Council's Community Engagement Policy. Consultation occurred for three (3) weeks through September involving:

- Your Say Glenelg (draft plan and information)
- Media release
- Social media
- Newspaper

A total of five (5) submissions were received which have been reviewed and considered in preparation of the final version of the Plan presented to Council for adoption.

Following adoption of the RMP, responses will be provided to thank submitters for their feedback.

e. Financial Implications and Collaboration

Adoption of the RMP does not present any direct financial implications for Council. Inspection schedules, maintenance and road management is already factored into Council's annual operational budget and service level.

Review and adoption of the RMP supports a strengthened risk management framework for Council.

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.

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. Road Management Plan 2025 [**9.7.1** - 22 pages]
2. Road Management Plan Summary of Feedback [**9.7.2** - 7 pages]

9.8. ASSET PLAN 2025-2035

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

This report presents Council with the final Asset Plan 2025-2035 (the Plan) for adoption.

The Plan has been prepared with community input and incorporates asset data, direction and improvement actions that will assist Council in its long term strategic asset planning and management.

The draft Plan was released for public consultation for a period of three (3) weeks to seek community feedback and input. Eight (8) submissions were received which have informed and reinforced the final version of the Plan.

Recommendation

That Council:

1. Considers the community feedback received on the Asset Plan 2025-2035.
2. Adopts Asset Plan 2025-2035 in its entirety.
3. Authorises the Director of Infrastructure Services to provide a response to those members of the community who provided feedback to the Asset Plan 2025-2035.
4. Revokes Asset Plan 2022-2032 as endorsed by Council on 28 June 2022.

MOTION

MOVED Cr Noske

That Council:

1. **Considers the community feedback received on the Asset Plan 2025-2035.**
2. **Adopts Asset Plan 2025-2035 in its entirety.**
3. **Authorises the Director of Infrastructure Services to provide a response to those members of the community who provided feedback to the Asset Plan 2025-2035.**
4. **Revokes Asset Plan 2022-2032 as endorsed by Council on 28 June 2022.**

SECONDED Cr Angelino

CARRIED

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

AGAINST: Nil

Background/Key Information:

The Asset Plan is a high-level strategic document that communicates the importance and magnitude of the infrastructure assets for which Council is the custodian.

The development of the Plan is a requirement under the *Local Government Act 2020* and must undergo deliberative community engagement in its review. The final document is required to be approved by Council before 31 October 2025.

In preparation for the 2025 revision of the Plan, Council conducted consultation and engagement activities between January and March 2025 to gather community feedback on key strategic documents, including the Council and Wellbeing Plan and Long Term Financial Plan (LTFP), and the Plan itself.

The development of the Plan has sought to incorporate community feedback from consultation undertaken and engagement activities conducted in early 2025 and has been prepared in alignment with Council's LTFP.

In addition, a further stage of community consultation was undertaken on the draft Plan during September 2025 to seek community input, which included opportunity to respond to survey questions. Eight (8) responses were received in total, with a copy of submissions provided attached.

Key survey outcomes are outlined below.

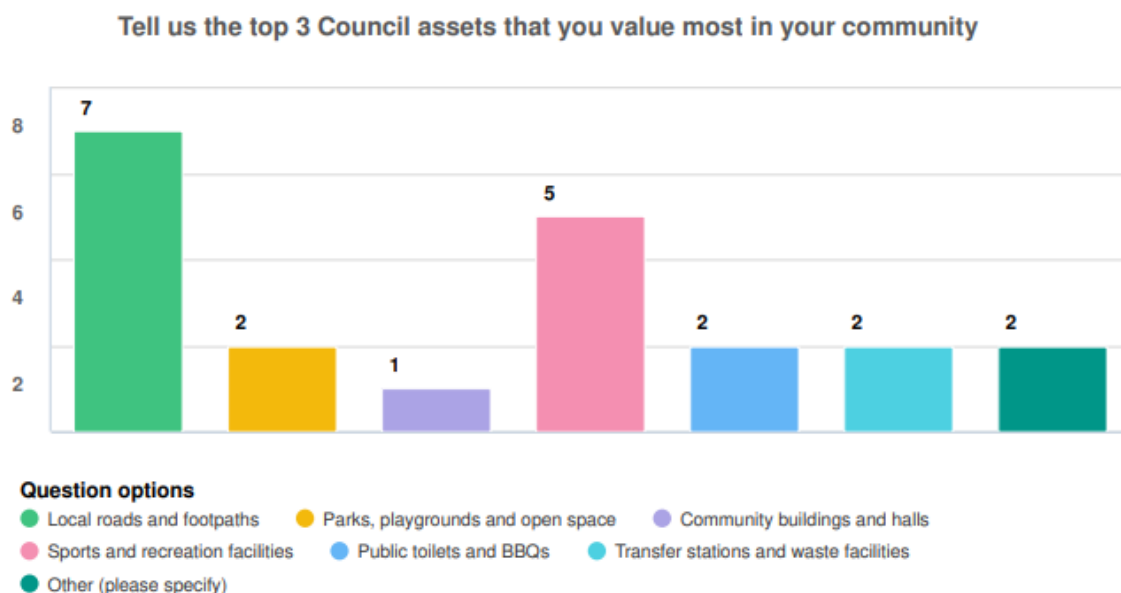


Figure 1. Community Assets

Respondents have clearly highlighted a key interest in the local roads and footpaths and sports and recreation facilities, as assets which are most valued by community.

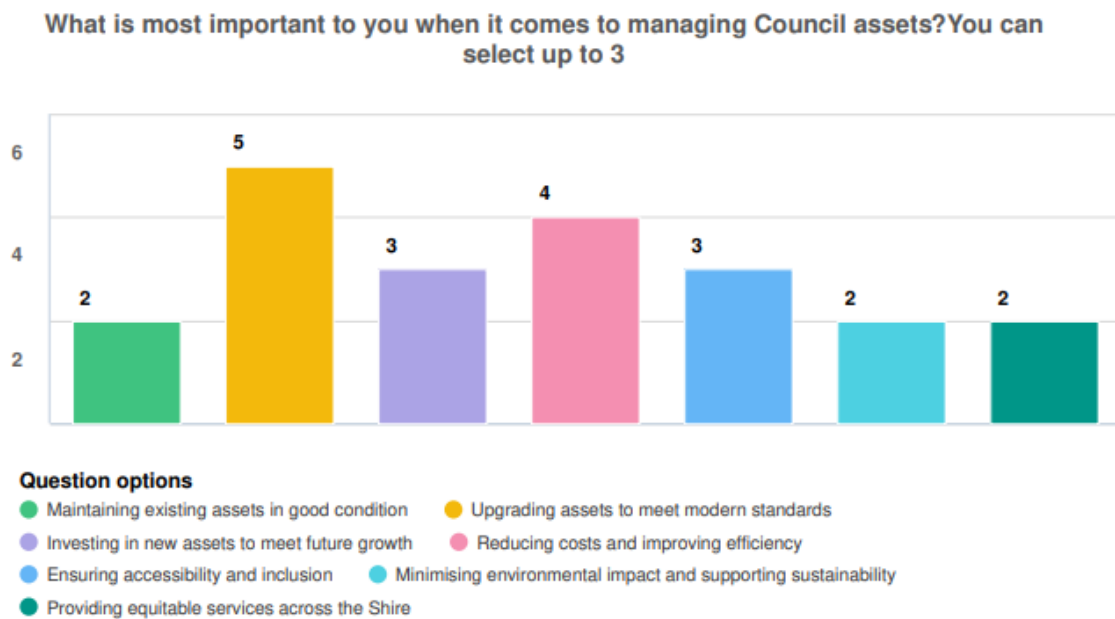


Figure 2. Importance of Council Assets

Respondents have highlighted an interest in Council upgrading assets to meet modern standards, whilst also reducing costs (asset rationalisation/divestment) to improve efficiency, and ensuring access and inclusion is catered for. Feedback regarding the maintenance and renewal of assets is provided further in submitter comments.

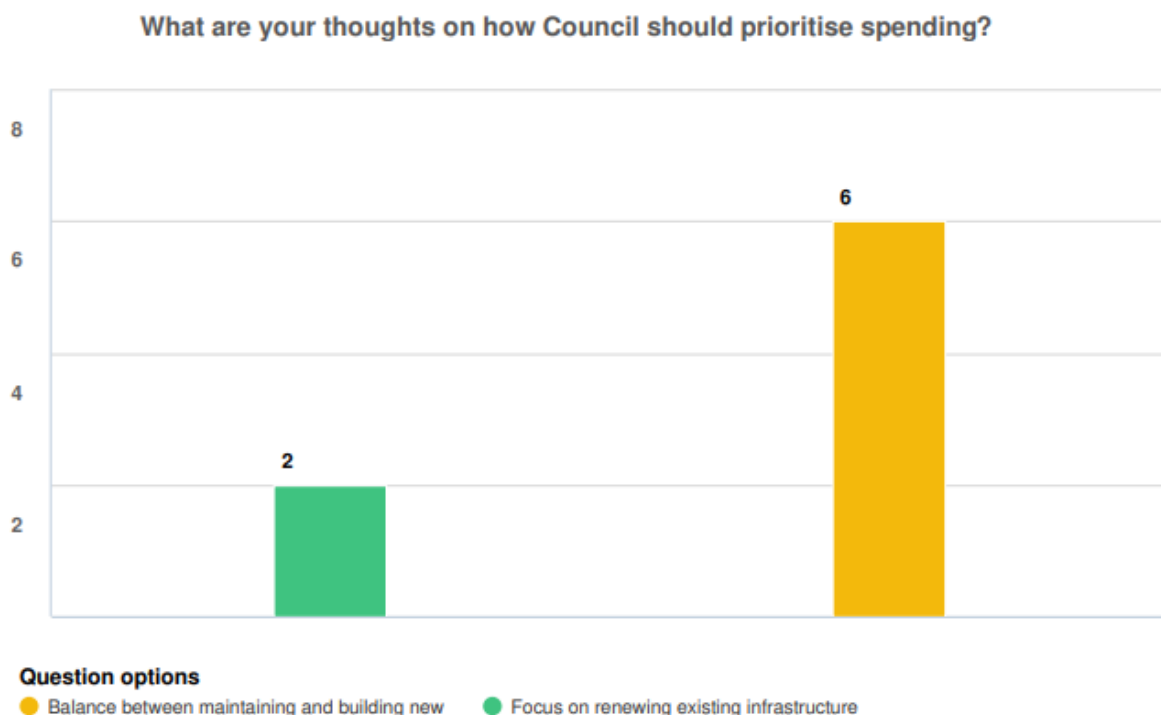


Figure 3. Asset Expenditure

Respondents highlighted a focus for Council to direct its asset expenditure to provide a balance between asset management/maintenance, whilst providing and building new assets to meet community needs.

A clear theme of the community consultation was that the focus of Council's investment should be on renewing existing infrastructure, whilst at the same time upgrading key existing infrastructure to meet modern day standards. Main items raised as key infrastructure were the Portland Leisure Aquatics Centre (PLACE) – swimming/leisure facilities and the Portland Basketball Stadium, along with other multi-purpose community facilities. Other assets mentioned were footpaths along all roads and kerb and channel.

Council's rationalisation of existing assets, where appropriate, was also highlighted to help improve asset renewal expenditure and management, along with the need to strike a balance between new and upgraded assets versus renewal of existing assets.

Submissions received on the Plan has reinforced the direction and strategic focus for Council to prioritise renewal before asset upgrade or expansion, whilst planning for multi-purpose and use facilities which meet community needs. The submissions also support improvement actions identified within the Plan for Council to focus on ongoing systems, data, process and planning improvements in its asset management system.

The draft Plan highlights the need to focus on renewal of assets as a key priority while upgrading key assets in a planned manner. In alignment with the LTFP, the key objective is to maintain Council's assets into the future and consider potential funding options for the expenditure gaps where available, with any new borrowings primarily being considered for new infrastructure or major asset renewal/upgrades. The LTFP forecasts increased renewal expenditure each year, along with a potential future major project (subject to community need and funding availability), with a nominal \$500,000 per year towards new infrastructure. This will evolve through annual budget planning.

Submissions received through consultation were consistent with feedback obtained through earlier Council and Wellbeing Plan 2025-2029 consultation where, in general, there was a clear call for improved maintenance and upgrading of existing community assets, infrastructure and facilities to meet current needs and standards. There was also a strong demand for equitable access to infrastructure and services across smaller towns and rural communities. This has informed development of the Plan.

Plan Preparation

Preparation of the Plan has involved comprehensive data collection and review of Council's asset data base, plans and strategies, financial context, internal stakeholder engagement and wider asset position. This process has also considered existing processes and systems at a high level.

Officers have worked with asset management consultants through preparation of the Plan and in advancing short-term actions and improvements to establish and develop Council's asset management system.

Key Asset Information

The Plan presents an overarching snapshot of Council's 'assets on a page' with more detailed information around the state and condition of assets by their class.

Council manages a diverse asset portfolio valued at approximately \$767 million, spanning road and bridges, community buildings, parks and open space, drainage infrastructure and other special assets.

The Plan outlines Council's asset profile and current state of assets, including estimated replacement value by asset type, overall condition rating, and also provides a forecast outline of the approach to management and renewal into the future.

Strategic Focus

The Plan seeks to adopt a strategic approach to asset management which employs:

- Prioritisation of renewal before upgrade or expansion
- Planning and provision of multi-use and purpose facilities
- Completing service level reviews
- Community engagement in asset decisions

The Plan is premised upon a Lifecycle Planning approach to asset management which ensures that Council's infrastructure and other assets are planned, acquired, operated, maintained, renewed, and ultimately disposed of, in a way that delivers the best possible service outcomes for the community.

This approach recognises that decisions made at each stage of the asset's life from initial planning and design, through to operation, renewal, and eventual disposal, impact the long term financial sustainability of Council, service reliability, and risk exposure.

By integrating whole-of-life considerations into asset planning and decision-making, Council can prioritise renewal and maintenance over new investment where appropriate, optimise the timing of upgrades and replacements, and ensure that assets continue to meet community needs in alignment with the Council and Wellbeing Plan and LTPF.

Improvement Plan

The Plan identifies asset management priority improvement areas and an improvement plan with key actions over a short, medium and long term horizon, focused on strengthening Council's asset management over the life of the Plan. This includes the improvement of data and asset condition knowledge, integration of the asset management system and strategic long term planning.

The improvement actions in the Plan will enhance Council's asset management capability, improve data accuracy, and strengthen decision-making. This will enable better prioritisation of renewal and maintenance, optimise investment timing, and support long term financial sustainability, while ensuring assets continue to meet community needs and align with strategic priorities.

The Plan will provide directions and themes which can be included in the more technical elements of the Asset Management System, such as the Asset Management Policy, guidelines and asset management plans.

Many of the improvement actions will be undertaken using existing Council resources and provide a structured approach in developing Council's asset management function to achieve a best practice and structured outcome.

a. Council Plan and Policy Linkage

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

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

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

Moving Around Glenelg - Improving transport options to connect our towns for community, industry and visitors.

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?

Impact Assessments will occur in the development of Asset Management Plans, policy and service plans as they are reviewed and developed.

c. Legislative, Legal and Risk Management Considerations

The Asset Plan is a requirement of the *Local Government Act 2020* and forms part of Council's Integrated Planning and Reporting Framework (IPRF).

d. Consultation and/or communication processes implemented or proposed

Community consultation was undertaken as part of the 2025-2029 Council Plan development, which provided important initial feedback to consider in preparation of the Plan.

To guide final development of the Plan, further public consultation was undertaken in accordance with Council's Community Engagement Policy, for a period of three (3) weeks, involving:

- Your Say Glenelg (draft plan, information and survey)
- Media release
- Social media
- Newspaper
- Hard copy survey

A total of eight (8) survey responses and submissions were received which have been reviewed and informed the final version of the Plan.

e. Financial Implications and Collaboration

The Plan has been developed in alignment with Council's LTFP to ensure a strategic approach is achieved and the long term financial sustainability of Council is considered.

The Plan forecasts a need and future increase in renewal expenditure to work towards improvement of Council's asset renewal ratio, whilst catering for both delivery new community assets and an opportunity for a future major project, subject to both community needs and funding availability.

Many of the improvement actions identified within the Plan will be undertaken and implemented using existing Council resources. Those actions requiring budget allocation, such as the collection of asset condition and audit data, will be presented with business cases through Council's annual budget process.

The Plan will provide Council with critical strategic direction in the preparation of future Council budgets and both capital and operational works programs which relate to asset management. This considers asset criticality, levels of service, condition and deterioration, which may lead to higher future renewal and maintenance costs if left unaddressed.

f. Governance Principles

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

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

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

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

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

Attachment List

1. Asset Plan 2025-2035 [9.8.1 - 53 pages]
2. Your Say Glenelg Detailed Project Report [9.8.2 - 10 pages]
3. Asset Plan Summary of Feedback [9.8.3 - 10 pages]

9.9. DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN FOR COMMUNITY CONSULTATION

Director: David Hol, Director Corporate Services

Executive Summary

The Domestic Animal Management Plan 2026–2029 provides a clear, practical roadmap for Glenelg Shire to manage pets effectively.

It balances community safety, animal welfare, and responsible ownership, while ensuring Council meets its legal obligations and remains responsive to community needs.

Recommendation

That Council:

1. Endorses the draft Domestic Animal Management Plan for community consultation.
2. Commences the community engagement process in accordance with Council's Community Engagement Policy from 29 October 2025 to 19 November 2025, on the draft Domestic Animal Management Plan.

MOTION

MOVED Cr Carr

That Council:

1. **Endorses the draft Domestic Animal Management Plan for community consultation.**
2. **Commences the community engagement process in accordance with Council's Community Engagement Policy from 29 October 2025 to 19 November 2025, on the draft Domestic Animal Management Plan.**

SECONDED Cr Pepper

CARRIED

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

AGAINST: Nil

Background/Key Information:

Every council in Victoria is required by the *Domestic Animals Act 1994* to prepare a Domestic Animal Management Plan (DAMP) every four years. This plan focuses on the management of cats and dogs in the municipality.

The purpose is to balance the needs of pet owners, the broader community, and animal welfare, while ensuring public safety and compliance with legislation.

Key areas of the DAMP include:

- Registration & Identification – Maintaining accurate records to support compliance and reunite lost pets.
- Responsible Ownership – Educating the community on caring for pets and preventing nuisance behaviour.
- Public Safety – Managing risks through dog attack prevention, regulation of dangerous breeds, and addressing pet-related complaints.
- Animal Welfare – Supporting desexing, reducing overpopulation, and working with shelters to improve rehoming outcomes.
- Community Inclusion – Ensuring services are accessible to vulnerable community members.
- Domestic Animal Businesses – Regulating and monitoring pet-related businesses to meet legal standards.
- Team Capability – Ensuring Council's Local Laws officers are trained to deliver effective services.
- Legal & Emergency Readiness – Complying with legislation and preparing for animal care during emergencies.
- Reporting & Review – Monitoring performance and reviewing plans annually for accountability and improvement.

The Glenelg Shire community has a strong connection to pets with approximately 5,436 animals registered. However, population and household data suggest there may be many unregistered pets. This presents challenges for enforcement, safety, and community wellbeing.

a. Council Plan and Policy Linkage

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

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?

The DAMP 2026–2029 has been developed with the principles of the *Gender Equality Act 2020* in mind.

Through its focus on safety, inclusion, workforce equity, and support for vulnerable populations, the Plan demonstrates Council's commitment to ensuring its policies and services are fair, inclusive, and responsive to the diverse needs of the community.

Further analysis of gender impact will be undertaken during the consultation stage of the DAMP.

c. Legislative, Legal and Risk Management Considerations

The DAMP is a requirement under Section 68A of the *Domestic Animals Act 1994* and has been developed in accordance with the relevant legislative and regulatory frameworks that govern the management of domestic animals.

d. Consultation and/or communication processes implemented or proposed

The DAMP 2026–2029 was prepared alongside the Council and Wellbeing Plan consultation process, drawing on community feedback, animal management data, and best practice research.

e. Financial Implications and Collaboration

There are no direct financial implications associated with this report.

Actions arising from initiatives outlined in the DAMP are incorporated within existing operational budgets.

Any initiative requiring additional funding will be subject to the availability of external grants or funding opportunities.

f. Governance Principles

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

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

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

Attachment List

1. DRAFT Domestic Animal Management Plan 2026-2029 [9.9.1 - 24 pages]

9.10. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND KERRY AND PRUDENCE MASON

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council's approval to enter into a new land lease agreement with Kerry Michael and Prudence Mary Mason for the land known as part Lot 2 PS821546 135.20 sqm at 1260 Bridgewater Lakes Road Cashmore (Portland Airport).

Recommendation

That Council:

1. Approves a new five (5) year land lease with one (1) x four (4) year extension option with Kerry Michael and Prudence Mary Mason for the land known as Part Lot 2 PS821546.
2. Sets the rental figure at \$1,014.00 excl GST per annum, with the rent to be adjusted annually in accordance with the September quarter All Groups CPI figure for Melbourne.
3. Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part one (1) of this resolution.

MOTION

MOVED Cr McDonald

That Council:

1. **Approves a new five (5) year land lease with one (1) x four (4) year extension option with Kerry Michael and Prudence Mary Mason for the land known as Part Lot 2 PS821546.**
2. **Sets the rental figure at \$1,014.00 excl GST per annum, with the rent to be adjusted annually in accordance with the September quarter All Groups CPI figure for Melbourne.**
3. **Authorises the Director Corporate Services to finalise and sign all documents relating to the proposed lease in part one (1) of this resolution.**

SECONDED Cr Pepper

CARRIED

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

AGAINST: Nil

Background/Key Information:

Kerry Michael and Prudence Mary Mason took over occupation of the site from the previous tenant on 19 March 2024.

The parcel of land known as Part Lot 2 PS821546 is situated at 1260 Bridgwater Lakes Road, Cashmore (Portland Airport) (see image below) consisting of 135.20 sqm. The current lease commenced on 1 February 2017 and expires on 31 January 2026. As the lease has no further options, a new lease is required.

The tenant owns the hangar and improvements on this part of the land at the Portland Airport. This lease is purely for the land upon which the hangar is situated.

The tenant currently pays \$769.96 excl GST per annum.

An independent valuation conducted in May 2025 suggested a rental amount of \$1,014.00 excl GST.

The tenant is seeking to continue leasing the land with the proposed rental amount being recommended at \$1,014.00 per annum excl GST with annual CPI adjustments in accordance with the September quarter All Groups CPI figure for Melbourne.

An agreement in principle has been reached to enter into a lease of five (5) years with one (1) x four (4) year extension option.

The lease will commence on 1 February 2026 and expire on 31 January 2031.

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

It is recommended that Council approves a new five (5) year lease with one (1) x four (4) year extension option with Kerry Michael & Prudence Mary Mason for the land known Part Lot 2 PS821546



Image 1 - Kerry & Prudence Mason Portland Airport Hangar

a. Council Plan and Policy Linkage

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

Not applicable.

c. Legislative, Legal and Risk Management Considerations

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

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

d. Consultation and/or communication processes implemented or proposed

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

e. Financial Implications and Collaboration

The income received from the lease is included within the current budget Provisions.

f. Governance Principles

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

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

Attachment List

Nil

9.11. MAV WORKCARE SCHEME ACTUARIAL ASSESSMENT

Director: David Hol, Director Corporate Services

Executive Summary

This report seeks Council authorisation for the payment of the liability amount for the 3-year actuarial review of the MAV Workcare scheme.

Recommendation

That Council:

1. Authorises the payment of an amount of \$237,432 for the 3-year actuarial review of the MAV Workcare scheme.
2. Authorises the Director of Corporate Services to finalise and sign all documents in relation to this payment.

MOTION

MOVED Cr Carr

That Council:

1. **Authorises the payment of an amount of \$237,432 for the 3-year actuarial review of the MAV Workcare scheme.**
2. **Authorises the Director of Corporate Services to finalise and sign all documents in relation to this payment.**

SECONDED Cr Noske

CARRIED

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

AGAINST: Nil

Background/Key Information:

Glenelg Shire was a participant with approximately 30 other Victorian councils in the MAV Workcare Self Insurance scheme. The scheme provided workers compensation insurance and operated from 1 November 2017 to 30 June 2021.

In accordance with the *Workplace Injury Rehabilitation and Compensation Act 2013*, there is a 6-year liability period following the cessation of the scheme (to 30 June 2027). During the liability period, adjustment payments may be required (or received).

The determination of any adjustment payments is dependent upon revised actuarial assessments of the scheme's tail claims liabilities as undertaken by WorkSafe Victoria.

If required, adjustments will occur at the 3-year and 6-year points during the liability period and will affect participating members.

Council has recently received advice from the Municipal Association of Victoria (MAV) regarding the actuarial review of the 3-year period ending 30 June 2024. The total scheme deficiency as at the third-year anniversary is approximately \$5.8m, which is approximately double that expected by the MAV.

The primary cause of the difference in the deficiency is a consequence of a data-error that was made by WorkSafe in the extraction of claims data for the previous actuarial reviews. Effectively, there were missing claims from the data which meant relevant, active claims were not included in the actuarial analysis. In addition, there were some issues with the recording of under excess claims.

The allocation model used for the apportionment between the members is the same model used for the initial call at scheme cessation, which is based on each member's premium share at cessation and each member's share of open claims. The MAV have completed a review of the allocation model, which has performed robustly across scheme members in estimating their share of claim payments and has determined that the Glenelg Shire Council's obligation is \$237,432.

A further actuarial review will be conducted following the final liability period ending 30 June 2027.

This is an unbudgeted item of expense. Where possible, budget savings identified throughout the year will be used.

As the cumulative payments for this scheme exceed the CEO delegation, Council approval is sought for the payment with the Director of Corporate Services to undertake the necessary arrangements.

a. Council Plan and Policy Linkage

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

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

The obligations are required as part of the *Workplace Injury Rehabilitation and Compensation Act 2013*. Council has previously explored legal options regarding this matter.

d. Consultation and/or communication processes implemented or proposed

Not applicable

e. Financial Implications and Collaboration

This liability is a significant unbudgeted expenditure which will need to be offset against budget savings. Where possible budget savings identified throughout the year will be used.

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.

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.

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

Attachment List

1. MAV Workcare Invoice [9.11.1 - 1 page]

9.12. GLENELG SHIRE COUNCIL ANNUAL REPORT 2024-2025

Director: Brett Jackson, Director Community Services

Executive Summary

The purpose of this report is to present to Council the Glenelg Shire 2024-2025 Annual Report.

Recommendation

That Council approve in-principle the Glenelg Shire Council Annual Report 2024-2025 in accordance with Section 100 of the *Local Government Act 2020*

MOTION

MOVED Cr Noske

That Council approve in-principle the Glenelg Shire Council Annual Report 2024-2025 in accordance with Section 100 of the *Local Government Act 2020*

SECONDED Cr Angelino

CARRIED

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

AGAINST: Cr Carr

Background/Key Information:

Council has a statutory requirement to produce an Annual Report each financial year. The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public within 4 months of the end of the financial year.

The 2024-2025 Annual Report is a key corporate document of Council. The Financial Statements component of the Annual Report, including the Performance Statement and Report of Operations are currently awaiting formal approval from Councils auditor, KPMG and the Victorian Auditor General (VAGO).

These items will be presented to Council independently once the necessary approvals have been provided and a recommendation considered by Councils Audit and Risk Committee. Subsequently, the financial data that is currently detailed within the Annual Report is draft and subject to change. Should there be any material variations to the information a revised report will be presented to a future Council Meeting.

Council Plan 2021-2025 Achievements

As the 2021-2025 Council Plan period concludes, this Annual Report includes a high-level summary of some of the key achievements of Council throughout the four-year

Plan cycle. This includes the delivery of several Major Projects including the Ceremonial Dance Space that is the feature on the cover of this year's report.

Operational Achievements

The Annual Report also highlights the achievements of many of our members of staff, their commitment and passion for community projects and delivery, showcasing their resilience as there has been a lot of changes in the Glenelg Shire Council over the previous 4 years.

The Annual Report also celebrates the volunteers in our community and how they contribute to making the Glenelg Shire a great place to live and work. Their contribution is celebrated annually in a Council event.

The Annual Report is now provided for Council consideration, excluding the Financial Statements for in-principle approval.

a. Council Plan and Policy Linkage

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

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 required for Annual Report.

c. Legislative, Legal and Risk Management Considerations

Section 98, 99 and 100(1) of the *Local Government Act 2020*, outline the statutory obligations for the preparation of the Annual Report. In accordance with section 100(1) of the *Local Government Act 2020*, the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public.

d. Consultation and/or communication processes implemented or proposed

The Annual Report will be uploaded to the National E-Deposit Library following receipt and insertion of the Performance Statement and VAGO Auditors Report. It will also be available on Council's website.

e. Financial Implications and Collaboration

The direct cost of layout and printing of the annual report is forecast annually within the Council Budget and follows Council's Procurement Policy.

In future years this will be completed by Council officers.

f. Governance Principles

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

1. Glenelg Shire Council Annual Report 2024-2025 [**9.12.1** - 98 pages]

9.13. APPOINTMENT OF INDEPENDENT ADVISOR TO CEO EMPLOYMENT AND REMUNERATION COMMITTEE

CEO: Helen Havercroft, Chief Executive Officer

Executive Summary

The purpose of this report is to seek Council endorsement for the appointment of an Independent Advisor member to the CEO Employment & Remuneration Committee.

The CEO Employment & Remuneration Committee moved a motion to recommend to Council the appointment and terms of an Independent Advisor member.

Recommendation

That Council:

1. Receives the CEO Employment & Remuneration Committee 6 October meeting minutes.
2. Adopts the Committee's recommendation:
 - 2.1 Appoint the preferred candidate, Mr. Michael Tudball, as the Independent Advisor member to the CEO Employment & Remuneration Committee and Mr. Tudball's fees schedule.
 - 2.2 Approve the preferred term duration - through to 31 December 2029.
3. Authorises the Executive Manager People & Culture to commence the engagement process for Mr. Michael Tudball.

MOTION

MOVED Cr Carr

That Council:

1. **Receives the CEO Employment & Remuneration Committee 6 October meeting minutes.**
2. **Adopts the Committee's recommendation:**
 - 2.1 **Appoint the preferred candidate, Mr. Michael Tudball, as the Independent Advisor member to the CEO Employment & Remuneration Committee and Mr. Tudball's fees schedule.**
 - 2.2 **Approve the preferred term duration - through to 31 December 2029.**
3. **Authorises the Executive Manager People & Culture to commence the engagement process for Mr. Michael Tudball.**

SECONDED Cr McDonald

CARRIED

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

AGAINST: Nil

The Victorian *Local Government Act 2020* section 45 and Council's CEO Employment & Remuneration Policy require the CEO Employment & Remuneration Committee to appoint and operate with an Independent Advisor member.

With the conclusion of the former Independent Advisors appointment term, Council undertook an expression of interest (EOI) process for the role.

Recruitment Process

Expressions of Interest (EOI) closed on Friday 12 September 2025 with seven (7) submissions received.

Three (3) candidates were shortlisted and interviewed on 25 and 30 September 2025 by a panel consisting of Cr Stephens (Mayor) and Cr McDonald (Deputy Mayor).

The CEO Employment & Remuneration Committee (consisting of all Councillors) met on 6 October 2025 and resolved to recommend that appointment of the panel's preferred candidate under the motion terms as minuted.

a. Council Plan and Policy Linkage

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

Not applicable.

c. Legislative, Legal and Risk Management Considerations

Local Government Act 2020 section 45

d. Consultation and/or communication processes implemented or proposed

Not applicable

e. Financial Implications and Collaboration

The 2025-2026 Council Budget includes allocation for the appointment of an Independent Advisor to the CEO Employment & Remuneration Committee.

f. Governance Principles

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

Attachment List

1. *Minutes for CEO Employment Remunerations Committee Minutes – 6 October 2025 separately circulated as a Confidential attachment.*

9.14. COUNCIL SUBMISSION IN RELATION TO ESSENTIAL SERVICES AND VOLUNTEER FUND

CEO: Helen Havercroft, Chief Executive Officer

Executive Summary

Council continues to advocate to State Government about the Emergency Services and Volunteer Fund (ESVF) as a tax that is stripping considerable additional funds from the Glenelg Shire community.

Recommendation

That Council:

1. Expresses its disappointment that SES buildings attract the ESVF by virtue of their lease arrangements.
2. Writes to Premier, the Honourable Jacinta Allan MP and Minister for Emergency Services, the Honourable Vicki Ward MP and Local Members of Parliament detailing these concerns and requesting a review of these arrangements.

MOTION

MOVED Cr Jowett

That Council:

1. **Expresses its disappointment that SES buildings attract the ESVF by virtue of their lease arrangements.**
2. **Writes to Premier, the Honourable Jacinta Allan MP and Minister for Emergency Services, the Honourable Vicki Ward MP and Local Members of Parliament detailing these concerns and requesting a review of these arrangements.**

SECONDED Cr Noske

CARRIED

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

AGAINST: Nil

Background/Key Information:

The Glenelg Shire Council has recently issued the rate notices for 2025-26 which included the State mandated Emergency Services and Volunteer Fund Levy (ESVF).

The Local State Emergency Service (SES) has approached Council expressing their disappointment about being charged the levy for the property that they lease from the Glenelg Shire Council.

Neither the Council nor the SES located on Council land with a lease arrangement are exempt from this unfair tax.

It is noted however that SES facilities located on State Government property do not have to pay this tax.

This approach is unreasonable.

a. Council Plan and Policy Linkage

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

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

From 1 July 2025 the Essential Services and Volunteer Fund replaced the Fire Services Property Levy.

d. Consultation and/or communication processes implemented or proposed

The letters will be prepared by Officers and signed by Council's Mayor.

e. Financial Implications and Collaboration

There are no financial implications to Council of this Council action.

f. Governance Principles

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

Attachment List

Nil

9.15. VICTORIAN ACCESS REGIME SUBMISSION

Director: Brett Jackson, Director Community Services

Executive Summary

VicGrid have released a Draft Victorian Access Regime (Regime) for public exhibition.

A review of the Regime has been undertaken and a submission prepared on behalf of Council, which raises specific comments on the future renewable energy interests and issues relevant to the future growth, development and community development in Glenelg Shire.

It is recommended Council support the submission and authorises it to be submitted by the Mayor to VicGrid for consideration.

Recommendation

That Council:

1. Adopts the Glenelg Shire Council Submission 'Draft Victorian Access Regime'.
2. Authorises the Mayor to make the submission on behalf of Council.

MOTION

MOVED Cr Noske

That Council:

1. **Adopts the Glenelg Shire Council Submission 'Draft Victorian Access Regime'.**
2. **Authorises the Mayor to make the submission on behalf of Council.**

SECONDED Cr McDonald

CARRIED

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

AGAINST: Nil

Background/Key Information:

VicGrid has released the draft Victorian Access Regime (Regime) for public consultation. This follows the previous Transmission Plan developed for Renewable Energy Zones (REZ) earlier this year.

The Regime has three key draft documents as contained as attachments to this report seeking public feedback:

- Access and Connections Consultation Paper
- Draft Grid Impact Assessment Guidelines;
- Draft Community Engagement and Social Values Guidelines for Renewable Energy and Transmission Projects.

The attached submission is made to supplement and build upon previous submissions made by Council associated with renewable planning and development.

For context, the Renewable Energy Zones (REZ) that underpin the implications of the above key documents, only benefit a small area of the municipality. The majority of renewable energy projects in the Shire will be located outside of this area.



Image 1. Renewable Energy Zone Map

The result of this is that any new project within the Shire will be required to go through rigorous grid connection assessment, the outcome of which, would be determined by VicGrid.

Council's submission to these guidelines focus on key issues for consideration including stakeholder engagement, timeliness, community benefit and grid capacity.

The issue of grid capacity is raised as the Shire is outside the majority of the REZ area. Based on the criteria set out in the guidelines for grid impact assessment, it is unclear whether there is any further generation capacity for projects outside of the REZ. In short these guidelines may inhibit any further new renewable energy proposals in the municipality beyond existing projects unless the guidelines have clear directions on alternative market testing criteria proposed.

a. Council Plan and Policy Linkage

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

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

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

Not applicable.

c. Legislative, Legal and Risk Management Considerations

Not applicable.

d. Consultation and/or communication processes implemented or proposed

VicGrid have released the Regime for public exhibition and have undertaken consultation with the public and stakeholders.

VicGrid have also provided a briefing on the Plan to Councillors.

e. Financial Implications and Collaboration

Preparation and release of the submission on the Plan has no direct financial impact to Council. However, constraints on new renewable energy development will reduce potential for income sources into the future from these developments that sit outside rate cap from Council.

f. Governance Principles

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

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

Attachment List

1. GSC Submission VicGrid Access Regime [**9.15.1** - 5 pages]
2. Access and Connections Consultation Paper [**9.15.2** - 72 pages]
3. Draft Grid Impact Assessment Guidelines [**9.15.3** - 40 pages]
4. Draft Community Engagement and Social Value Guidelines [**9.15.4** - 36 pages]

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

Mr Gary Humm of Portland asked the following questions:

1. CEO Annual Performance Review

Council's CEO Employment and Remuneration Policy s4.4.1 details timing of the CEOs performance review. Council's Governance Rules s54 (8) outlines how the CEO can reject a Question of Council, referencing s66 of the Local Government Act 2020.

The premise of this Question of Council understands that information to be received or considered in relation to the CEO performance review is information the disclosure of which would involve unreasonable disclosure of information concerning the personal affairs of a person.

Therefore, can Council provide an update on the timing of the CEO's Annual Performance Review?

We understand that the elected Council has responsibility for the employment cycle of the CEO and under the CEO's Employment and Remuneration Policy, section 4.3 sets out that the CEO Employment and Remuneration Committee (the Committee), consisting of a minimum of four (4) Councillors and an Independent Member, have the responsibility to undertake a CEO's annual review.

At the meeting tonight, Councillors have appointed an Independent Advisor to the Committee. Now that this appointment is completed, the Committee's priority will be undertaking the annual review for CEO.

2. Glenelg Shire Tourism

Council withdrew membership from Great Ocean Road Tourism (GORRT) after 10 years. GORRT is the recognised peak body for tourism in the region and in making this decision, businesses stated they were not consulted. The Mayor and CEO attended Parliament advocating for \$5M from the Visit Victorian campaign to boost tourism and support small business in the Shire.

Cr Noske tabled a Notice of Motion at the September Meeting which was lost, which was trying to identify the engagement gap within the tourism sector.

Given this new advocacy approach, can the Council outline its proposed strategy for tourism in the Glenelg Shire?

Following Council's decision to withdraw membership from Great Ocean Road Regional Tourism (GORRT) after several years, the Glenelg Shire is taking decisive action to redefine and strengthen its tourism direction. Council's approach is now focused on developing a locally driven Tourism Strategy that reflects the unique identity, aspirations, and economic needs of our own Shire and its communities.

Our Councillors recently took the opportunity with the SouthWest Vic Alliance to attend Parliament House and raise a number of regional issues. Further to tourism, we talked about roads, we talked about the Emergency Services Volunteer Fund, and a number of other ministers and shadow ministers were met by this Council.

The SouthWest Vic Alliance also held a forum, collaborating with a number of industry leaders from across the region. Councillor Jowett and Councillor Angelino were also in attendance.

Cr Jowett and Cr Angelino spoke to their trip to Parliament House and the success of the Regional Forum.

12. CLOSURE OF COUNCIL MEETING

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 6:45 pm.

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