



Glenelg Shire Council

Notice of Meeting and Agenda

Council Meeting Tuesday 25 February 2025

Notice is hereby given that a Council Meeting will be held in the Council Chamber, Glenelg Shire Offices, 71 Cliff Street, Portland commencing at **5:30 pm** on the above date for the purpose of transacting the business on the attached Agenda, together with such other business as the Chairperson may permit.

Helen Havercroft

Chief Executive Officer

Date of Issue: Thursday, 20 February 2025

Invited: Mayor, Councillor Karen Stephens
Deputy Mayor, Councillor Robyn McDonald
Councillor Duane Angelino
Councillor Michael Carr
Councillor Matt Jowett
Councillor Mike Noske
Councillor John Pepper
Chief Executive Officer, Ms Helen Havercroft
Director Corporate Services, Mr David Hol
Director Community Services, Ms Jayne Miller
Director Infrastructure Services, Mr Aaron Moyne

1. Present	3
2. Acknowledgement of Country	3
3. Recording of Meetings	3
4. Receipt of Apologies	3
5. Confirmation of Minutes	3
5.1. Confirmation of Minutes	3
5.2. Record of Councillor Briefings	4
6. Declarations of Conflict of Interest	6
7. Councillor Activity Reports	7
7.1. Councillor Activity Reports January 2025	7
8. Notices of Motion	10
8.1. Notice of Motion 6 2024-2025 - Collection of the Emergency Services and Volunteers Fund (formerly the Fire Services Levy)	10
9. Management Reports	12
9.1. Response to NoM: Portland Town Entry Landscaping Maintenance	12
9.2. Response to Local Government Minister	17
9.3. Lease Agreement Between Glenelg Shire Council and Portland RSL Sub Branch Incorporated	19
9.4. Quarterly Finance Report	21
9.5. RCSIF Round 2 Applications and Grant Funding Update	24
9.6. Glenelg Shire Council Plan 2021-2025 Year 4 Quarter 2 Performance Report	28
9.7. Portland Foreshore Lighting Project and Ceremonial Dance Space	30
10. Urgent Business	34
11. Question Time	34
11.1. Questions Taken on Notice at Previous meeting	34
11.2. Questions from Members of the Community	34
12. Confidential Reports	34
13. Resumption of Public Meeting	34
14. Closure of Council Meeting	34

1. PRESENT**2. ACKNOWLEDGEMENT OF COUNTRY**

On behalf of this Glenelg Shire Council, I respectfully acknowledge the traditional lands and waters of the Gunditjmara, Jardwadjali and Boandik people and their respective culture heritages. I acknowledge the elders past and present here at today's gathering and through them, to all Aboriginal people.

Aboriginal and Torres Strait Islander People provide an important contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait community living throughout the Glenelg Shire and the contribution they make to the Glenelg Shire's prosperity and wellbeing.

3. RECORDING OF MEETINGS

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published. Council meetings may be livestreamed and the Chief Executive Officer will enable a copy of the recording to the public.

4. RECEIPT OF APOLOGIES**5. CONFIRMATION OF MINUTES****5.1. CONFIRMATION OF MINUTES****Recommendation**

That the minutes of the Council Meeting held on 28 January 2025, as circulated, be confirmed.

5.2. RECORD OF COUNCILLOR BRIEFINGS

David Hol, Director Corporate Services

Executive Summary

This report provides for Council to receive a record of any recent Councillor Briefing sessions undertaken from the period commencing the 23 January 2024.

Recommendation

That Council receives the record of the Councillor briefing held on 21 January 2025 and 28 January 2025.

Background/Key Information:

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

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

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

a. Council Plan and Policy Linkage

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

b. 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 21 January 2025 [**5.2.1** - 1 page]
2. Councillor Briefing Record 28 January 2025 [**5.2.2** - 1 page]

6. DECLARATIONS OF CONFLICT OF INTEREST

A Councillor or Officer with a conflict of interest in an item on the Agenda must indicate that they have a conflict of interest by clearly stating:

- The item for which they have a conflict of interest
- Whether their conflict is ***general*** or ***material***; and
- The circumstances that give rise to the conflict of interest.

Declaration of material or general conflict of interest must also be advised by Councillors and Officers at the commencement of discussion of the specific item.

7. COUNCILLOR ACTIVITY REPORTS**7.1. COUNCILLOR ACTIVITY REPORTS JANUARY 2025****Recommendation**

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

Cr STEPHENS, MAYOR

Date	Meeting/Event	Location	Comments (Optional)
14.01.2025	Councillor Briefing Session	Portland	Monthly Briefing Session for Council.
21.01.2025	Councillor Briefing Session	Portland	Budget Briefing Session for Council.
28.01.2025	Australian Citizenship Ceremony	Portland	Australian Citizen Ceremony conferring 8 Glenelg Shire Citizens.
28.01.2025	Monthly Council Meeting	Portland	Monthly Council Meeting of Council.
31.01.2025	Portland Yacht Club – launch of new Safety Boat	Portland	Launch of the new Safety Boat built by Portland Yacht Club members for a fraction of the cost to buy commercially. The Club undertakes multiple rescues each year across the Portland region. Congratulations to the club on this amazing project.

Cr MCDONALD, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments (Optional)
14.01.2025	Councillor Briefing	Portland	
21.01.2025	Budget submission training	Portland	
21.01.2025	Councillor Briefing	Portland	
26.01.2025	Celebrate Gunditjmara	Portland	A fabulous day of welcome to country, truth telling, music, art activities and food.
28.01.2025	Citizenship Ceremony	Portland	A happy occasion for many new citizens and their families from across the globe, who have made our shire home,
28.01.2025	Councillor Briefing	Portland	
28.01.2025	Council Meeting	Portland	
31.01.2025	Portland Yacht Club new training vessel launch	Portland	The culmination of 2 years work by members in constructing a much needed vessel to replace the existing craft. Sponsorship and

			donations from across the community made the project possible.
--	--	--	--

Cr ANGELINO

Date	Meeting/Event	Location	Comments (Optional)
14.01.2025	Councillor briefing	Portland	
17.01.2025	Hooked on Portland	Portland	Great event many patrons from area
20.01.2025	Cruise ship Norwegian Sun	Portland	Welcoming passengers to our wonderful area, great morning
21.01.2025	Budget submission training	Portland	
21.01.2025	Councillor briefing	Portland	
25.01.2025	Blaze aid	Merino	Met with locals in Merino and went over the great Council facilities building in this community
28.01.2025	Glenelg citizenship ceremony	Portland	Great event to meet our new Australian citizens and shire residents
28.01.2025	Council briefing and Council Meeting	Portland	Settling into the routine of briefings and meetings

Cr CARR

Date	Meeting/Event	Location	Comments (Optional)
14.01.2025	Councillor Briefing session	Portland	
18.01.2025	Hooked on Portland	Portland	
21.01.2025	Councillor Briefing session	Portland	
28.01.2025	Councillor Briefing session	Portland	
28.01.2025	Open council meeting	Portland	
31.01.2025	Yacht club rescue boat launch and Regatta Launch	Portland	

Cr JOWETT

Date	Meeting/Event	Location	Comments (Optional)
14.01.2025	Councillor Briefing	Portland	Our first gathering after the Christmas/New Year break. Many Topics were discussed including the 2025-26 budget
21.01.2025	Budget Submission Information Session	Portland	Gained a greater insight into the Budget Submission process

21.01.2025	Councillor Briefing	Portland	
26.01.2025	Australia Day Ceremony	Nelson	An event hosted by the Nelson Tennis Club.
28.01.2025	Citizenship Ceremony	Portland	I had the privilege of attending this ceremony as 8 people officially became Australian Citizens
28.01.2025	Councillor Briefing	Portland	
28.01.2025	January Council Meeting	Portland	Another great step forward as my fellow councillors and I work to build the Glenelg Shire that we all deserve

Cr NOSKE

No report provided.

Cr PEPPER

Date	Meeting/Event	Location	Comments (Optional)
13.01.2025	Merino Pool Community Meeting	Merino	Community meeting to discuss pool access steps and cleaning.
14.01.2025	Councillor Briefing	Portland	
21.01.2025	Councillor Briefing	Portland	
26.01.2025	Nelson Tennis Club Inc - Nelson Australia Day Opening Ceremony	Nelson	
26.01.2025	Merino Digby Lions Club - Australia Day Awards	Merino	Present citizen of the year to Helen Northcott.
28.01.2025	Councillor Briefing and Council Meeting	Portland	

8. NOTICES OF MOTION**8.1. NOTICE OF MOTION 6 2024-2025 - COLLECTION OF THE EMERGENCY SERVICES AND VOLUNTEERS FUND (FORMERLY THE FIRE SERVICES LEVY)**

CEO: Helen Havercroft, Chief Executive Officer

Pursuant to Section 26 of the Council's Governance Rules, which were adopted 23rd January 2024, I hereby give notice of my intention to move the below motion at the Council meeting to be held on Tuesday, 25th February 2025.

PREAMBLE –

The Victorian Government introduced the Fire Services Property Levy in July 2013 as a property-based levy which replaced the insurance-based Fire Services Levy as recommended by the Victorian Bushfires Royal Commission.

From the introduction of the levy, local councils have been responsible for the collection of levy through the annual rates, for any non-payment it is the task of council to recovery the funds through its standard recovery processes.

Recently the state government wrote to all councils advising that the Fire Services Property Levy (FSPL) will be replaced by the Emergency Services and Volunteers Fund (ESVF) from 1st July 2025.

Whilst I acknowledge the importance of adequate funding for emergency services, I do not agree that councils should be the 'collection agency' for state-wide taxes.

Local councils, through their property rating systems, are currently tasked with collecting over \$839.5 million annually in state levies, which creates significant administrative complexity and diverts resources from essential local government functions. This responsibility, particularly as it applies to a state-wide tax such as the Emergency Services & Volunteer Fund places an undue burden on Councils.

I believe the collection of this fund should be managed directly by the state government, rather than local government, to ensure a more streamlined and efficient process for all parties involved.

MOTION -

That Council writes to the Premier of Victoria, Hon Jacinta Allan, Minister for Emergency Services, Hon Vicky Ward MP, Minister for Local Government Nick Staikos MP, Member for South Coast Roma Britnell MP and the Member for Lowan Emma Kealy MP to express our concerns in relation to the undue burden placed on council collecting the Emergency Services and Volunteers Fund (ESVF) and request that the fund be managed and collected by the State Government.

Signed: Cr Karen Stephens

Date: 14 February 2025

Attachments

1. Notice of Motion - Collection of the Emergency Services and Volunteers Fund
(Cr Karen Stephens) 14 [8.1.1 - 1 page]

9. MANAGEMENT REPORTS

9.1. RESPONSE TO NOM: PORTLAND TOWN ENTRY LANDSCAPING MAINTENANCE

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

This report responds to the Notice of Motion regarding the Portland Town Entry Mowing and Landscaping Maintenance along the Henty Highway, between Crowes Road and New Street.

The report presents information on the context and management responsibilities of the road reserve for consideration by Council.

Recommendation

That Council:

- 1. Receives this report in response to the Notice of Motion regarding Portland Town Entry Mowing and Landscaping Maintenance along the Henty Highway, between Crowes Road and New Street, Portland.**
- 2. Notes that Council officers will undertake further negotiations with the Department of Transport and Planning regarding landscaping maintenance contributions for 2024-25 and successive financial years, with an aim of cost recovery and minimising any direct cost to Council.**

Background/Key Information:

The Henty Highway, between Crowes Road and New Street, of approximately 2.8km (Figure 1), is the primary arterial road which provides northern entry into the Portland Township. The road is a Class 1 highway which is the responsibility of the Department of Transport and Planning (DTP) to manage and maintain – both the road pavement and reserve.

This road corridor features dual lanes both inbound and outbound, separated by a heavily vegetated median strip ranging from 5m to 30m in width. The vegetation includes mature open woodland dominated by Eucalyptus, with Acacia and introduced conifer species. The ground cover comprises plants, primarily annual grasses, alongside invasive weeds such as Gorse, Sweet Pittosporum, and Buckthorn, as well as broadleaf weeds like dandelion and thistle.

Concerns are frequently expressed to Council and within the community regarding the condition and presentation of the reserve, due to its lack of management and maintenance as the primary entry and exit to Portland.

As of 12 February 2025, DTP contractors have commenced mowing the road reserve along this section of the Henty Highway.

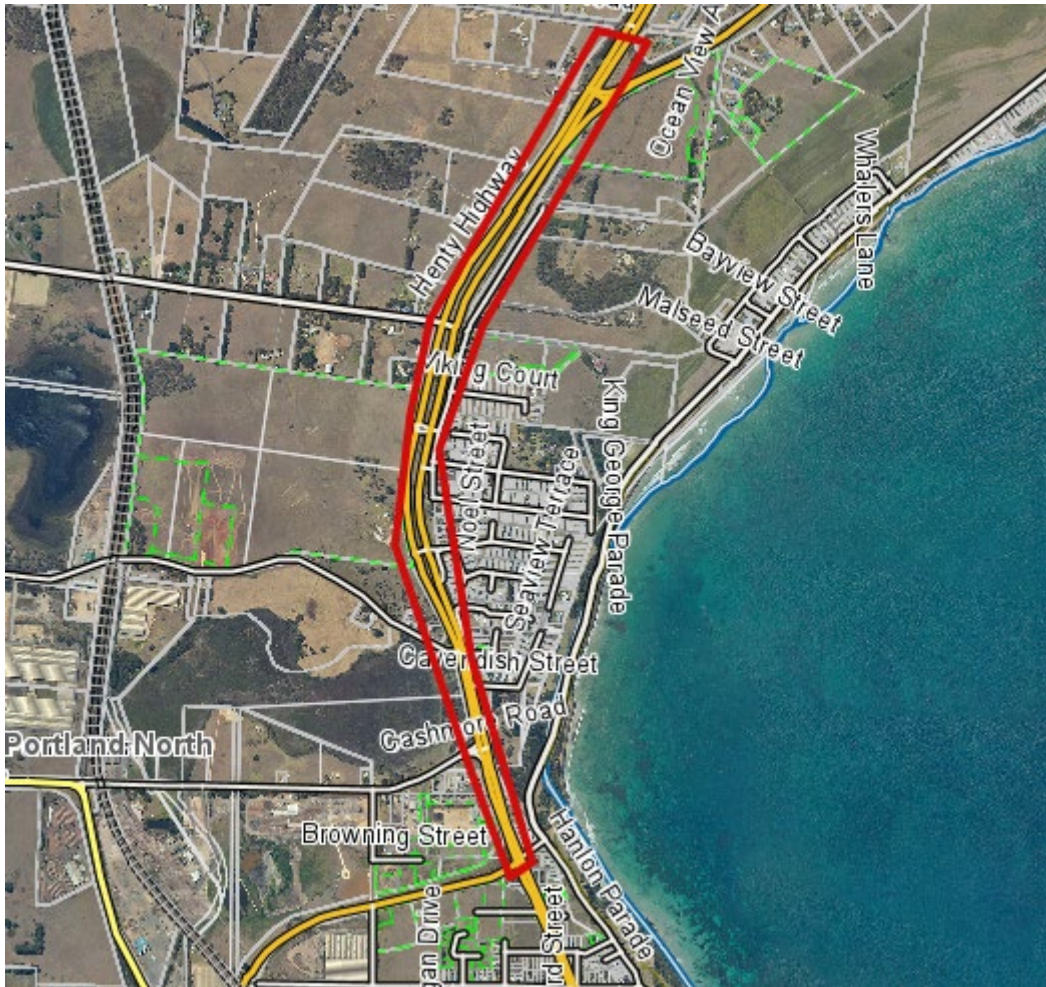


Figure 1. Henty Highway, Portland (between New Street and Crowes Road)

At present, no formalised landscaping maintenance agreement exists between DTP and Council, with maintenance undertaken by DTP on an ad-hoc and inconsistent basis. The *Code of Practice for Operational Responsibility for Public Roads* (2017) provides the basis for agreements to be established and designates DTP as the responsible road authority for arterial roads.

Council has, at various stages in the last 20 years, operated under either a contract arrangement based on provisional rates directly with DTP (then VicRoads) or under a sub-contract agreement with the VicRoads/Fulton Hogan Alliance. These agreements were based on defect maintenance rectification and it is unclear if regular mowing activity occurred under this arrangement. Based on a review of available contract documentation, it appears that this would have been done, if directed by the client, on a cost recovery basis (on rates submitted by Council).

Council does not currently have any specific information on the landscaping and mowing schedule undertaken by DTP, with no communication provided when this works occurs. This information has been requested from DTP by officers. Some recent roadside mowing has been undertaken along the Portland town entry road reserves, with further mowing to occur.

Estimated Cost of Scheduled Maintenance

In recent years, Council has undertaken landscaping maintenance, when required, at a direct cost to Council. This includes:

Henty Highway (New Street to Darts Road)

- Currently mowed each time Council undertakes mowing along New Street, which occurs approximately twelve (12) times per year.
- Mowing and maintenance undertaken is a direct cost to Council, which is estimated at approximately \$72k per annum (including labour, plant machinery and traffic management).

Henty Highway (Darts Road to Princes Highway intersection)

- Generally maintained reactively by Council in response to community complaints or in preparation for key events or tourist periods.
- If Council were to undertake mowing twelve (12) times per year, the estimated cost for this section of road reserve is an additional \$216k per annum (including labour, plant machinery and traffic management).

Total cost of annual schedule mowing and landscaping maintenance by Council just for the Henty Highway – Portland town entry – is estimated at a cost of \$288k per annum.

This landscaping maintenance and mowing of Henty Highway provides just one example of Council undertaking this activity at a direct cost where it is not the responsible road authority, due to the low standard of maintenance by DTP, and in response to community expectation and concerns around township entry presentation.

There are various examples across the municipality of Council undertaking roadside mowing and landscaping maintenance along roads where DTP is the road manager, including elsewhere in Portland, Heywood, Casterton, Merino and Sandford.

In August 2024, Council received correspondence from DTP seeking to establish contribution allocations with councils for landscaping maintenance activities carried out on DTP managed roads, in accordance with the Code of Practice.

A review was undertaken by officers, with a response provided soon after in late-August 2024, to be taken forward to determine a contributions rate.

After numerous requests for an update on the maintenance program and contributions offer, and following ongoing concerns raised by community regarding the Portland town entry, a formal response was received from DTP in February 2025.

The draft agreement from DTP is only for the 2024-25 financial year, and proposes a contribution rate paid to Council (as supplier) for the provision of routine maintenance landscaping in accordance with the Code of Practice. This offer contains limited information regarding the basis of the contribution rate applied, service level standard, existing road reserve conditions (which in some cases are poor) and delineation of maintenance responsibilities on DTP managed roads between Council and DTP.

In addition, the contribution offer only applies for the current 2024-25 financial year, which provides Council with no guarantee or indication of any future contribution

amount associated with service planning and delivery, which is particularly relevant at the current point as Council prepares its 2025-26 annual budget and must forecast expense and revenue for road maintenance activities.

Before any contributions agreement is signed by the CEO, further information is required from DTP to address specific matters and provide Council with certainty around mowing and landscaping maintenance. The risk with this, however, is that any significant delay and inability to reach agreement with DTP may cause Council to forego this income for services undertaken on State managed land.

A key principle for Council officers in current and future contribution negotiations will be to pursue a cost recovery position, at a minimum, which recognises the financial and resource impacts of Council in maintaining DTP road reserves to a satisfactory condition.

In relation to the Portland town entry along Henty Highway specifically, officers have raised road reserve mowing and landscaping maintenance concerns with DTP in attempt for priority action to be undertaken. This will continue whilst further negotiations are held in the aim of reaching a contribution agreement that is suitable for Council and the community.

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

Road Management Act 2004 and the Code of Practice for Operational Responsibility for Public Roads, which provides practical guidance for the operational responsibility for different parts and elements of road reserves between road authorities.

c. Consultation and/or communication processes implemented or proposed

Not applicable.

d. Financial Implications and Collaboration

At present, the current service level of mowing and landscaping maintenance undertaken on DTP managed roads comes at a direct cost to Council, without any contributions agreement of instrument in place.

A contributions offer has been provided to Council which presents an income stream for the 2024-25 financial year, however, due to the limited information provided by DTP, it is difficult to ascertain whether this will result in a cost recovery outcome. Further information on the applicable rate offered, conditions and service levels is required before an agreement can be entered into.

From a financial perspective, both in the current and future financial years, the aim will be to reach an agreement with DTP based on cost recovery. Alternatively,

Council may need to review and alter its maintenance program for DTP managed roads.

e. Governance Principles

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

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

Attachment List

Nil

9.2. RESPONSE TO LOCAL GOVERNMENT MINISTER

Director: David Hol, Director Corporate Services

Executive Summary

Council has received communications from the Office of Local Government of Victoria requesting a response for a number of governance matters. This report provides a copy of the draft response together with the draft updated action plan.

Recommendation

That Council:

- 1. Approves the draft response letter to the Minister for Local Government.**
- 2. Approves the draft updated Action Plan in response to the Municipal Monitor recommendations.**

Background/Key Information:

On the 26 November 2024, Council received correspondence from the Minister for Local Government outlining the recent *Local Government Act 2020* reforms and seeking a written response within 4 months regarding Councillor commitment to upholding the integrity, respect and good governance obligations of the Act.

As part of this response, The Minister sought Councillor commitment to the advice provided by the appointed Municipal Monitors. The original Action Plan, developed in response to the Municipal Monitors' recommendations, has subsequently been updated with recent amendments and is provided for the Minister's information, subject to Councillor approval.

In December 2024, Council received further correspondence from the Office of the Minister for Local Government regarding progress reporting from the interim Monitor Report of the 10 October 2024.

The draft letter to the Minister outlines the actions taken by Council in response to the two items recommended in the Municipal Monitors' interim report.

The draft letter and draft updated action plan to the Municipal Monitor's Recommendations are provided for Councillor approval.

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

The role of Councillors and Municipal Monitors are outlined in the *Local Government Act 2020*

c. Consultation and/or communication processes implemented or proposed

The draft letter and action plan have been developed internally by Council officers for Councillor consideration and formal approval at the upcoming Council meeting.

d. Financial Implications and Collaboration

This report does not result in increased expenditure itself, however the actions arising from the action plan such as the additional training and the appointment of Municipal Monitors have resulted in unbudgeted expenditure.

e. Governance Principles

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

Attachment List

1. Draft Letter to Minister Staikos Councillor Interim Monitors Report Updated 10 F [9.2.1 - 2 pages]
2. Minister Horne - letter to GSC on Interim Monitors Report signed 17 th Dec 2024 [9.2.2 - 2 pages]
3. SIGNED - Letter from the Hon Melissa Horne M P, Minister for Local Government - CMI N-2-24-25250 Let [9.2.3 - 3 pages]
4. Councillor Action Plan Progress Report January 2025 [9.2.4 - 5 pages]

9.3. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND PORTLAND RSL SUB BRANCH INCORPORATED

Director: David Hol, Director Corporate Services

Executive Summary

The purpose of this report is to brief Council on the community consultation undertaken for the proposed lease with the Portland RSL Sub Branch Incorporated for the building located at 21 Percy Street, Portland (Lot 1 TP966104) and to seek Council's approval for a new ten (10) year lease with two (2) x five (5) year extensions.

Recommendation

That Council:

- 1. Approves a new lease with the Portland RSL Sub Branch Incorporated for the premises at 21 Percy St Portland for a period of ten (10) years with two (2) x five (5) year extensions with a rental figure of \$1.00pa.**
- 2. Authorises the Director Corporate Services to finalise and sign documents relating to the proposed lease in part one (1) of this resolution.**

Background/Key Information:

At the Council meeting on 27 August 2024 Council rescinded the motion from the meeting dated 27 September 2022 to lease the premises at 21 Percy St Portland to the Portland RSL Sub Branch for \$1.00pa for a period of nine (9) years and proposed to enter into a new lease for a period of ten (10) years with two (2) x five (5) year extensions and to undertake a community consultation.

The community consultation was conducted from 6 to 24 January 2025, in line with the Council's community engagement policy and Section 115 of the *Local Government Act 2020*, as the proposed lease period exceeds ten years.

A total of 59 responses were received during the consultation. Of these, 78% were positive, with comments emphasising the appreciation for the RSL's historical significance and the importance of Council working together with the RSL to achieve the best outcome.

The remaining 22% of responses were not supportive and included suggestions that the lease should be longer or that the RSL should cover maintenance costs instead of Council.

Given the positive community feedback this report recommends that Council approve a ten (10) year lease with two (2) x five (5) extensions with a rental figure of \$1.00pa with the Portland RSL Sub Branch.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Section 115 of the *Local Government Act 2020* restricts Council's power to lease land in specific circumstances. The proposed lease complies with s.115. Ensuring a formal lease is executed provides Council with a legally binding agreement relating to the tenant's occupancy.

c. Consultation and/or communication processes implemented or proposed

Community Consultation was conducted via Your Say Glenelg in January 2025 and advertised on Council's Facebook page. Fifty-nine (59) submissions were received with the general consensus being that the lease should be executed.

d. Financial Implications and Collaboration

The financial obligations of the lease will be included within budget provisions.

e. Governance Principles

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

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

Attachment List

1. Feedback Portland RSL Sub Branch Inc [**9.3.1** - 3 pages]

9.4. QUARTERLY FINANCE REPORT

Director: David Hol, Director Corporate Services

Executive Summary

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

Recommendation

That Council

- 1. Receives the quarterly financial report for the period ending December 2024.**
- 2. Notes the budget variations that have been incurred to date for the 2024/25 Financial year.**
- 3. Notes that the CEO has determined that a revised budget is not required at this time as required by S97(3) of the *Local Government Act 2020*.**

Background/Key Information:

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

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 Council year to date financial performance for 2024/25 is currently favourable when compared to YTD Budget due mainly to Carried Forward Grant income.

The report is also inclusive of the carry forward amounts from 2023/24 as outlined in the budget document.

Under Section 97(3) of the *Local Government Act 2020*, a mid-year review is required to determine if a revised budget is required.

As part of this process a number of budget variations have been identified that require noting. The key variances include:

- Adjustment to reflect that (Victorian Local Government Grants Commission funding (\$285k) and Roads to Recovery funding (\$104k) are less than estimated in the adopted budget
- Additional expenditure incurred (\$88k) to provide for interim Municipal Building Surveyor support

- Adjustment to Depreciation (approx. \$2m) based on increase in asset valuation as identified in the 2023/2024 financial audit.
- \$25k increase in annual audit fee cost
- Councillor induction increased costs to budget \$20k due to legislative and service delivery changes.
- Unbudgeted expense for M&CH vaccine program \$40k

Additional expenditure is also expected in the following areas although quantum is yet to be finalised

- Increased costs to budget for enterprise bargaining obligations
- Increased operational costs due to industrial action
- Adjustment for increased expenditure arising from Casterton Storm damage currently being finalised (Insurance excess, uninsured losses etc)

Additional income has also been identified in the following areas:

- Under budget expenditure Audit program \$30k
- Savings in livestream delivery \$20k
- Saving on interest due to loan draw down delay \$50k
- Unbudgeted income from RAT test funding reconciliation \$37k
- Budget savings IT transition project \$50k

Further unbudgeted income is also anticipated to be received this month following a recovery action in relation to the Roseneath bridge matter.

The known variances will be now included in the forecast for financial reporting to assist with cash flow management.

With consideration to the current favourable financial position to budget together with a number of yet to be determined income and expenditure variations, a revised budget process is not recommended as being required at this time.

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

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 a Council's financial policies and strategic plans

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

c. Consultation and/or communication processes implemented or proposed

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

d. Financial Implications and Collaboration

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

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

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

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

e. Governance Principles

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

Attachment List

1. Financial Statements 2024 2025 - December 2024 [**9.4.1** - 9 pages]

9.5. RCSIF ROUND 2 APPLICATIONS AND GRANT FUNDING UPDATE

Director: Jayne Miller, Director Community Services
Aaron Moyne, Director Infrastructure Services

Executive Summary

Round 2 of the Regional Community Sports Infrastructure Fund (RCSIF) is a competitive Victorian Government investment program open to Victorian rural and regional Local Government Authorities. The Fund aims to deliver new and upgraded community sports infrastructure to provide the opportunity for all community members, including those communities and individuals who currently participate less, to participate in community sports and active recreation.

Assessment has been undertaken of potential projects, which have arisen from identified priorities, masterplans and community feedback, against the guidelines set for the funding.

It is recommended that Council endorse two (2) funding applications for the nominated projects - Fitzgerald Street Stadium Upgrade (Planning Stream) and Heywood Pool Amenities Upgrade (Community Facilities Stream).

If successful, the identified projects will require financial allocation in Council's 2025-26 budget.

Fitzgerald Street Stadium Upgrade planning

To complete the design and specification for refurbishment and upgrades of amenities to the existing facility. Total project cost of \$50,000 with a Council contribution of \$10,000 (\$40k funding cap with a 4:1 ratio).

Heywood Pool Amenities upgrade

Detailed design and construction of a new amenities and office facility for the Heywood Pool. Total project cost of \$1,250,000 with a Council contribution of \$250,000 (\$1m funding cap with a 4:1 ratio).

Applications are to be submitted by 17 March 2025, with the outcomes expected from July 2025.

Recommendation**That Council:**

- 1. Endorses the inclusion of \$250,000 into the 2025-26 Council Budget for the Heywood Pool Amenities Upgrade, subject to a successful funding outcome.**
- 2. Endorses the inclusion of \$10,000 into the 2025-26 Council Budget for the Fitzgerald Street Stadium Upgrade planning, subject to a successful funding outcome.**
- 3. Authorises the Director Infrastructure Services to submit these applications and enter into any funding agreement.**

Background/Key Information:

Round 2 of the RCSIF aims to deliver new and upgraded community sports infrastructure across 5 streams - Indoor Stadiums and Aquatic Facilities, Community Facilities, Women and Girls Facilities, Planning and All-Abilities Infrastructure. Applications for this round of the program close on 17 March 2025.

Council officers have undertaken a cross-functional assessment of potential projects based on identified priorities, masterplans and community feedback. Identified projects were ranked through an options analysis using a multi-criteria assessment aligned with funding agreement criteria.

Fitzgerald Street Stadium Upgrade planning

As part of the RCSIF Planning funding stream, the funding will be utilised to complete the design and specification for refurbishment and upgrade of amenities in the Fitzgerald Street Stadium. Based on ongoing key stakeholder engagement, this will provide information on the work required and enable future funding applications to proceed for detailed design and construction.

This project has been prioritised based on the short-term operational and facility needs associated with the ongoing use of the Fitzgerald Street Stadium for basketball, squash and racquetball.

It is highlighted that this project does not represent the Multi-Purpose Sporting Facility, as identified within the Council Plan 2021-2025, which is not project-ready and requires further stakeholder engagement and planning to identify facility location, project scope and viability. Furthermore, the RCSIF is not an appropriate funding program for a project of this nature, with a maximum grant amount of \$5m requiring a minimum \$1.5m Council contribution (at a 3:1 ratio) within the 2025-26 Council budget.

Heywood Pool Amenities upgrade

As part of the Community Facilities funding stream, the funding will be utilised to complete the detailed design and construction of a new reception/ kiosk and amenities at the Heywood Pool. The existing concept design, developed as part of an earlier funding submission, has been informed from engagement and will be utilised to complete further community engagement for the provision of these works.

The process for the preparation and completion of the applications involve:

1. Finalising the deliverables for each submission and the scope of work.
2. Review of RCSIF application documentation prior to submission.
3. Council officers to finalise and lodge application submissions by 17 March 2025.
4. Await application funding outcomes, enter into funding agreements (if successful) and initiate project delivery.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

Works covered under these funding applications will be designed and constructed to meet all regulatory, statutory, and legal requirements.

Both projects will involve provision of access and amenities to meet the Disability Discrimination Act (DDA) requirements.

For the Fitzgerald Street Stadium, controlled stakeholder engagement will be required to ensure the works to be completed as part of the funding application are understood, and to ensure stakeholders understand how this relates to the long-term plans for provision of sporting facilities for the Shire.

c. Consultation and/or communication processes implemented or proposed

Evaluation and selection of these projects for funding applications has been informed by consultation with key stakeholders and the community.

The Heywood Pool scope was developed based on consultation, with further consultation to occur on the design and deliverables prior to the construction of the works.

The Fitzgerald Street Stadium planning application is based on previous consultation with the key users of the facility and established short-term operational needs. Should this funding application be successful, further consultation will be completed with all user groups as part of the planning work.

Outside of this specific project, ongoing consultation will continue between Council and all stakeholders, regarding the future provision of a Multi-Purpose Sporting Facility in Portland.

All consultation will continue to occur in accordance with Council's Community Engagement Policy.

d. Financial Implications and Collaboration

Existing operational budget in 2024-25 will be used to prepare both funding applications.

Should these funding applications be successful, an allocation of \$260,000 will be required in the 2025-26 budget, as Council's contribution to project delivery.

e. 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.

Attachment List

1. Regional Community Sports Infrastructure Fund Round 2 Guidelines [9.5.1 - 33 pages]

9.6. GLENELG SHIRE COUNCIL PLAN 2021-2025 YEAR 4 QUARTER 2 PERFORMANCE REPORT

Director: Jayne Miller, Director Community Services

Executive Summary

The purpose of this report is to present to Council the quarter two Performance Report for year four of the Glenelg Shire Council Plan 2021-2025 (Plan).

Recommendation

That Council endorses the Glenelg Shire Council Plan quarter two Performance Report for year four of the 2021 – 2025 Council Plan and approves the document for publication.

Background/Key Information:

Under the *Local government Act 2020*, Council is required to report on the progress of the Council Plan each year in the Annual Report.

During the development stage of the current Plan, the public consultation identified that it was a priority for the ratepayers and general community of the Glenelg Shire, that they be kept informed on Council's performance and strategic alignment in accordance with the Council Plan.

Council committed to the release of performance reports each quarter outlining the progress or status on each of the measures, projects and plans identified within the four-year Council Plan.

a. Council Plan and Policy Linkage

Our Natural Environment - Striving towards a carbon neutral future to protect and enhance the natural environment for future generations.

Our Education, Employment and Industry - Adapting and growing a diverse economy to embrace employment of the future and educational opportunities.

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

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

Our Health and Wellbeing - Supporting the Glenelg community to thrive by being healthy, inclusive and well.

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

b. Legislative, Legal and Risk Management Considerations

NIL

c. Consultation and/or communication processes implemented or proposed

The Performance Report will be made available for the community and published on the Glenelg Shire Council website.

d. Financial Implications and Collaboration

There are no budget implications as a result of quarterly performance reporting. All resources, such as staffing, are delivered within budget.

e. Governance Principles

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

Attachment List

1. Glenelg Shire Council Plan Year 4 Quarter 2 performance report [9.6.1 - 41 pages]

9.7. PORTLAND FORESHORE LIGHTING PROJECT AND CEREMONIAL DANCE SPACE

Director: Aaron Moyne, Director Infrastructure Services

Executive Summary

This report is to provide information on the Ceremonial Dance Space project as requested at the 28 January 2025 Council Meeting in response to Item 9.9 LRCI Phase 4 Funding Variations and Amendments.

With the further information provided, the report recommends that Council endorse inclusion of the Ceremonial Dance Space – Stage 2 for a funding allocation of \$230,000 within Phase 4 of the Local Roads and Community Infrastructure Fund (LRCI) funding program.

Recommendation

That Council:

- 1. Endorses the inclusion of the Ceremonial Dance Space – Stage 2 within Phase 4 of the LRCI funding program.**
- 2. Authorises the Director Infrastructure Services to negotiate and approve the required funding agreement variations with the LRCI delegate.**

Background/Key Information:

In 2022 Council applied for funding from the Department of Job, Precincts and Regions (now Department of Jobs, Skills, Industry and Regions) for the completion of Portland foreshore lighting. Regional Development Victoria (RDV) feedback on the application indicated that funding would not be provided unless the Ceremonial Dance Space was incorporated into the application.

Where the lighting project was 'shovel ready', the Ceremonial Dance Space was not scoped and engagement with Traditional Owners had not commenced. In response to the RDV feedback, a concept design was developed as part of the submitted funding application.

Council received \$900,000 of funding through the Regional Infrastructure Fund 2022-2023, and a further \$300,000 was allocated through LRCI to meet the Council financial contribution required under the Regional Infrastructure Funding agreement. This funding was for the installation of lighting along the 1.3km foreshore pedestrian pathway and constructing a Dance and Ceremonial Space for Traditional Owners on the Portland Foreshore.

Procurement of the materials and installation of the Portland Foreshore Lighting Project was completed over several packages as no one supplier could provide all of the items required and complete the installation. There were three (3) contracts for the

provision of equipment, a contract for the installation and purchase orders for minor elements – geotechnical, removal of existing poles, site surveys etc.

Following the funding agreement approval, which had been indicatively costed and was directed to proceed, a public tender process was completed for the Ceremonial Dance Space in May 2024. This tender called for experienced contractors to build a Ceremonial Dance Space including concrete works, boulders, decking, lighting, landscaping, and furniture.

Installation of artistic elements, including five (5) vertical painted pier pylon sculptures (totems), a smoking pit (forged steel coolamon) and two (2) carved rocks for crushing ochre was included as provisional items in the tender. Reflecting those artistic elements included in the Pulambeet All-Abilities Playspace, the design and provision of these items were considered a specialist provision and were not included in the tender but were still expected to be delivered as part of the project.

The two (2) submissions received were over the expected project budget of \$350,000.

A decision was made by the evaluation panel to review the project specification for cost savings, resulting in a change of decking materials and removal of planting and furniture from the contract. The planting and furniture were retained in the project scope for delivery internally. Revised pricing was received from the tenderers and based on these changes, the panel recommended awarding the contract to Stuart Thompson Pty Ltd, subsequently undertaken through CEO delegation, with the remaining required funds to be sourced from the LRCI contingency.

Following award of contract, the Project Control Group (PCG) was advised of the budget constraints, with the funding body (RDV) stating that, although provision of artworks was not itemised in the funding agreement, they were included in the concept design utilised for the application and, therefore, were required to be completed in accordance with the funding agreement. On this basis, Council began seeking supplementary funding to complete these works.

To facilitate the additional grant funding, the artwork was costed by Romanis Trinham Collaborations Pty. Ltd. The funding for the artwork was to be secured potentially from other grants and/or LRCI funding. Costing was requested from this company as they are specialists in the provision of such items, have an established relationship with the Traditional Owners and were utilised for the artwork at the co-located Pulambeet All Abilities Play Space.

The provision of the artistic elements requires detailed consultation with the Aboriginal Community, Traditional Owners and the understanding of culture, stories, and lore. A key focus of Traditional Owner's is that young people and children are to drive the design of the space and the artistic elements via the Koondoom Karweeyn Yarkeen Dance Group. The artist's ability to build trust and rapport with these groups is paramount to the success of this project. The artist is trusted to tell the Gunditjmara cultural stories through these pieces, and the final designs are required to be approved by the Gunditj Mirring Traditional Owners Aboriginal Corporation (GMTOAC) Board, providing agreement for use of the cultural intellectual property.

State and Federal funding have been considered in seeking to deliver a complete project. As part of the August 2024 PCG meeting, RDV notified Council that applying for state funding was not appropriate given the existing DJSIR funding for the project. LRCI Phase 4 was identified by Council officers as having available funding contingency and was considered appropriate for the funding of the artistic elements, including the additional spend required for gaining agreement of the artistic elements with the Traditional Owners, the design and installation specifications, and installation of the artistic elements and associated lighting, resulting in this request.

Current Project Status

The initial works on the Ceremonial Dance Space have been completed. Final works will be the provision and installation of the artistic elements as detailed in this paper. These works are due to be completed by May 2025 to meet the funding agreement requirements.

Funding Expenditure (by Project)

FUNDING	
Regional Infrastructure Fund	\$900,000
LRCI Phase 3	\$300,000
LRCI Phase 4 (requested funding allocation)	\$230,000
TOTAL FUNDING	1,430,000
WORKS	\$ (rounded)
Foreshore Lighting	\$834,500
Ceremonial Dance Space installation	\$383,500
Ceremonial Dance Space Design and integration	\$ 29,500
Other items – consents and levies, cultural heritage, signage, planting *	\$ 16,000
Artistic elements design, installation specification, installation*	\$166,500
TOTAL SPEND	\$1,430,000

* For note: some costings are still to be finalised (estimates only).

The foreshore lighting has been shown as a separate line item in the table above. The remaining line items relate to the completion of the Ceremonial Dance Space. The artistic elements have been shown as a separate line item, these works and signage for the space are still to be completed. The items identified with * include cost estimates and remaining contingency that will be finalised with the completion of the work.

The total overall project cost of the Ceremonial Dance Space, including completed works, cost estimates and contingency, is \$595,500.

The additional funding is required to cover the shortfall in funding available for the completion of the Ceremonial Dance Space (previously identified to be provided by LRCI contingency) and the artistic elements referred to in the table.

a. Council Plan and Policy Linkage

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

b. Legislative, Legal and Risk Management Considerations

The Regional Infrastructure Funding Agreement includes the installation of lighting along the 1.3-kilometre pedestrian pathway on the Portland foreshore and the construction of a Dance and Ceremonial space for Traditional Owners on the foreshore of the Local Port of Portland. The lighting of the connecting pathways will provide night-time activation of the precinct, which will support events and safety from a well-being and public health perspective.

RDV considers the elements included in the additional LRCI stage 4 funding as a requirement under the existing Funding Agreement for provision of the Ceremonial Dance Space. These works are required to be completed by May 2025.

c. Consultation and/or communication processes implemented or proposed

Detailed consultation with the Traditional Owners has been undertaken and continues to occur for the delivery of the Ceremonial Dance Space, including assistance with planting days and confirmation of artwork and signage design.

d. Financial Implications and Collaboration

The additional funding requested from LRCI 4 is to cover the additional LRCI contingency identified as part of the Ceremonial Dance Space installation contract and the delivery of all artistic elements, associated lighting and landscaping – all of which has been identified as required to meet the commitments of the existing funding agreement.

If the \$230,000 of required funding is not approved for allocation from LRCI Phase 4, this shortfall will be required to be sourced directly from Council through a budget variation.

e. Governance Principles

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

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

Attachment List

Nil

10. URGENT BUSINESS

11. QUESTION TIME

11.1. QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

Nil.

11.2. QUESTIONS FROM MEMBERS OF THE COMMUNITY

12. CONFIDENTIAL REPORTS

Recommendation

That the Council Meeting be closed to members of the public pursuant to Section 66 of the *Local Government Act 2020*, to consider the following reports:

12.1 Independent Audit and Risk Committee Member Appointment

12.2 Contract 2024-25-12 Glenelg Shire Ridge Road (South) Rehabilitation Program 2024-2025

13. RESUMPTION OF PUBLIC MEETING

14. CLOSURE OF COUNCIL MEETING