



## **Glenelg Shire Council**

### **Notice of Meeting and Agenda**

#### **Council Meeting Tuesday 27 May 2025**

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Notice is hereby given that a Council Meeting will be held in the Council Chamber, Glenelg Shire Offices, 71 Cliff Street, Portland commencing at **7:00 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, 22 May 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

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**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 29 April 2025 and the Unscheduled Council Meeting held on 13 May 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 since last reported at a Council meeting.

### Recommendation

**That Council receives the record of the Councillor briefing held on 29 April 2025, 5 May 2025, 13 May 2025, 20 May 2025 and 21 May 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 29 April 2025 [**5.2.1** - 1 page]
2. Councillor Briefing Record 5 May 2025 [**5.2.2** - 1 page]
3. Councillor Briefing Record 13 May 2025 [**5.2.3** - 1 page]
4. Councillor Briefing Record 20 May 2025 [**5.2.4** - 1 page]
5. Councillor Briefing Record 21 May 2025 [**5.2.5** - 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 1 APRIL TO 30 APRIL 2025**

#### **Recommendation**

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

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

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments (Optional)</b>
01.04.25	South West Community Sports Awards	Warrnambool	Regional Sports Awards recognising the outstanding achievements of individuals and clubs.
07.04.25	Council Plan Workshop	Portland	Council session to develop our Council Plan 2025-2029.
08.04.25	Dan Tehan Meeting	Portland	Federal Election briefing.
08.04.25	Councillor Briefing Session	Portland	Regular briefing session to discuss strategic items of importance.
09.04.25	Community Grants Round 2 2024-25 Presentation Evening	Heywood	Awarding of recipients for this round of Community Grants and celebrate their achievements.
10.04.25	Alex Dyson Meeting	Portland	Federal Election briefing.
15.04.25	Councillor Briefing	Portland	Regular briefing session to discuss strategic items of importance
16.04.25	CEO Recruitment & Employment Committee Meeting	Portland	Procedural Meeting of committee
17.04.25	TTV General Meeting	Online	Chair – bi-monthly meeting of statewide body.
23.04.25	SW Victoria Alliance Federal Government Candidates Forum	Warrnambool	Opportunity for the nine candidates in the Federal Election for Wannon Electorate to meet with community members and pitch their policies and answer questions from the public forum – the event also livestreamed.
24.04.25	Forestry Transition Reference Group meeting	Online	Bi-monthly meeting of committee for the transition from native harvest timber.
24.04.25	Dan Tehan Federal Election announcements	Portland	Dan Tehan announcement of funding for CCTV for the Portland CBD if elected.
25.04.25	ANZAC DAY Dawn Service	Digby	Anzac Day commemorative ceremony organised by the Digby Hall Committee.



			I represented council by laying a wreath, followed by a Gun Fire Breakfast in the hall.
25.04.25	ANZAC DAY Commemorations	Portland	Anzac Day commemorative ceremony organised by the Portland RSL Sub-branch. I represented Council reciting the Requiem laying a wreath. This is also a great opportunity to view the amazing floral display on the lawn of the Civic Building.
25.04.25	ANZAC DAY Commemorations	Merino	Anzac Day commemorative ceremony organised by the Merino Digby Lions Club. I represented council and laid the wreath on behalf of council and our community. A memorial service followed by afternoon tea in the Community Hall.
27.04.25	Victorian State Polocrosse Championships	Casterton	Attended the Polocrosse State Championship at the Casterton Polocrosse Field which highlighted the depth of the sport in Victoria with some 15 teams competed from across the state.
28.04.25	3RPC Interview	Portland	I attended the 3RPC studio and did a live interview with Lez on the draft budget and our community consultation process / FOGO and waste management – and the Kelpie Muster and the importance of community events in Glenelg.
29.04.25	ABP Unima Seed Orchard Opening	Heywood	Represented council at the official opening of the new facility located north of Heywood.
29.04.25	Tour of infrastructure facilities	Casterton	Valuable opportunity to inspect and understand council owned infrastructure across the Casterton township.
29.04.25	April Council Meeting	Casterton	Monthly Council Meeting
30.04.25	YouthHQ Driving Stimulator Competition	Casterton	Casterton's YouthHQ have installed a new 'driving stimulator' to give young

			people the opportunity to learn the competencies of driving a motor vehicle and to understand the road rules. The Casterton News organised a 'competition' for handpicked locals to challenge each other to see who could complete the highest number of 'stages' to be announced the winner --- you'll never guess who won?
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**Cr MCDONALD, DEPUTY MAYOR**

Date	Meeting/Event	Location	Comments (Optional)
04.04.25	Wallace & Gromit Movie Screening for Autism Awareness Month	Portland	Here in Glenelg we call it 'Autism Acceptance Month' which plays a vital role in promoting inclusivity and advocating for the rights of people with autism and supporting their families, friends and carers. This was a fabulous event where regular screening levels were adjusted to provide comfortable viewing for all attendees.
07.04.25	Council Plan Consultation Outcomes	Portland	
08.04.25	Meeting with Dan Tehan	Portland	
08.04.25	Council Briefing	Portland	
09.04.25	Community Grants Presentations Round 2	Heywood	The joy and appreciation of the opportunities these grants provide our community groups with is a constant reminder of how little funds many groups continue to manage on due to the huge level of volunteering and in-kind support.
15.04.25	Council Briefing	Portland	
16.04.25	Meeting with Phil Shanahan	Portland	
19.04.25	Easter Fair	Portland	I drew the Easter Raffle for 'Days for Girls'. It raised over \$600 for more materials for the local production of female

			hygiene packs which are now also being distributed in Australia due to growing demand.
23.04.25	1:1 Meeting with CEO	Portland	
25.04.25	Anzac Day Service	Dartmoor	Around 100 gathered for the march, service and lunch in Dartmoor including Ian Emerson, an ex Drik Drik resident who was home for his wedding the following day with fellow serviceman and friend Christopher Mason from Newcastle and Keith Whitfield from WA. Matt Tennant, a local bagpiper, contributed to the atmosphere having earlier played at Digby and then later at Merino. Dartmoor Primary School students also marched with local veterans and supporters.
29.04.25	Casterton Site Tour Council Briefing April Council Meeting	Casterton	

**Cr ANGELINO**

Date	Meeting/Event	Location	Comments (Optional)
04.04.2025	Significant birthday	Heywood	90 <sup>th</sup> celebration for Mrs Sullivan, a great time to share with other residents and family at Heywood rural Health
07.04.2025	Council plan Portland		Planning for future of shire
08.04.2025	Council briefing	Portland	
09.04.2025	Community grants celebration	Heywood	Great to meet with all the grant recipients and happy to support them with some financial support.
23.04.2025	Wannon candidate's forum	Warrnambool	Meeting with the candidates and other councils in the region.
25.04.2025	Anzac Day dawn service	Portland	First time and it was a very solemn service and a lot of work that goes into this day supported by community.
25.04.2025	Anzac Day service Heywood	Heywood	A great community with children and families and all

			taking part in support of all armed services that have protected our country and supported other countries in times of need.
29.04.2025	Casterton tour and April Council Meeting	Casterton	Met for tour of shire buildings, Island Park, Kath Millikan centre and the Kelpie centre. Then a council briefing and council meeting to discuss the upcoming council budget and Fogo.

**Cr CARR**

Date	Meeting/Event	Location	Comments (Optional)
07.04.2025	Council Plan Workshop	Portland	
12.04.2025	Councillor Briefing	Portland	
14.04.2025	CEO meeting	Portland	
15.04.2025	Councillor Briefing	Online	
25.04.2025	Anzac Day Dawn Service	Portland	
25.04.2025	Anzac Day 11:00pm Service	Portland	
29.04.2025	Councillor briefing	Casterton	
30.04.2025	April Council meeting	Casterton	

**Cr JOWETT**

Date	Meeting/Event	Location	Comments (Optional)
07.04.2025	Council Plan Workshop Session	Portland	Helping to shape the new council plan
08.04.2025	Dan Tehan Meeting	Portland	
08.04.2025	Councillor Briefing	Portland	
09.04.2025	Community Grants Presentation Evening	Heywood	I enjoyed being part of this evening that presented grants to numerous Community organisations
10.04.2025	Alex Dyson Meeting	Portland	
15.04.2025	Councillor Briefing	Portland	

16.04.2025	CEO Employment Committee Meeting	Portland	
23.04.2025	SWVA Wannon Candidates Forum	Warrnambool	An excellent opportunity to meet and talk to all the Wannon candidates
24.04.2025	Dan Tehan Federal Election announcements	Portland	
25.04.2025	ANZAC Day Dawn Service	Portland	A great morning where we remembered those that had sacrificed so that we all could enjoy the freedoms that we do today
25.04.2025	ANZAC Day Service	Nelson	An extremely well attended event that I was honoured to have been a part of
29.04.2025	Site Tour of Casterton Council Facilities	Casterton	We were lead on a tour of the following facilities: Casterton Town Hall Casterton Saleyards Island Park Kathleen Millikan Centre Visitor Information Centre
29.04.2025	Councillor Briefing	Casterton	
29.04.2025	April Council Meeting	Casterton	Numerous topics were debated and voted upon including the 2025/26 Council Budget and FOGO

**Cr NOSKE**

No report provided.

**Cr PEPPER**

Date	Meeting/Event	Location	Comments (Optional)
1–17.04.2025	Annual leave		
25.04.2025	ANZAC Day 10am service	Casterton	
29.04.2025	Site tour of Casterton	Casterton	
29.04.2025	April Council meeting	Casterton	

**8. NOTICES OF MOTION****8.1. NOTICE OF MOTION 7 2024-2025 - COMMUNITY SAFETY**

CEO: Helen Havercroft, Chief Executive Officer

In accordance with the Council's Governance Rules section 26, I give notice of my intention to move the following motion at the Council meeting to be held on 27th May 2025:

- 1. That Council writes to the following State Ministers – Premier Jacinta Allen and Minister for Emergency services – Vicki Ward requesting that they outline to the community of Glenelg how they intend to keep people safe in relation to the provision of emergency services on an ongoing basis after many of the volunteer run CFA services decided to discontinue after the introduction of the Emergency Services and Volunteers Fund introduced by the State Government on 15/05/2025.**

Signed: Cr Carr

Date: 16 May 2025

**Attachments**

1. Notice of Motion - Community Safety [8.1.1 - 1 page]

**8.2. NOTICE OF MOTION 8 2024-2025 - FINANCIAL SUPPORT FOR DROUGHT AFFECTED FARMERS, PRODUCERS, AND SUPPLIERS**

CEO: Helen Havercroft, Chief Executive Officer

In accordance with the Council's Governance Rules section 26, I give notice of my intention to move the following motion at the Council Meeting to be held on Tuesday 27 May 2025:

**That Council:**

- 1. Recognises the ongoing impact of the current drought on our local agricultural sector and calls for increased support from the Victorian Government for farmers, producers, and suppliers who are experiencing severe hardship due to the prolonged dry conditions.**
- 2. Writes to the Minister for Agriculture Ros Spence MP, Minister for Environment Steve Dimopoulos MP and Victoria's Rural Assistance Commissioner Peter Tuohey to express our concerns over the lack of financial support for our drought-affected farmers, producers and suppliers.**

Signed: Cr Pepper

Date: 16 May 2025

**Attachments**

1. Notice of Motion - Drought Conditions [8.2.1 - 1 page]

## **9. MANAGEMENT REPORTS**

### **9.1. RELEASE OF DRAFT REVENUE AND RATING PLAN**

Director: David Hol, Director Corporate Services

#### **Executive Summary**

This report seeks Council resolution to release the Draft Revenue and Rating Plan for community feedback prior to consideration for adoption at the June Council meeting.

#### **Recommendation**

**That Council commences the community engagement process in accordance with Council's Community Engagement Policy from Thursday 29 May 2025 until Thursday 19 June 2025 on the Draft Revenue and Rating Plan:**

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

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Glenelg Shire Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

This Plan outlines the sources of revenue required to fund Council activities and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this Plan will outline decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* and *Local Government Act 1989* to ensure the fair and equitable distribution of rates across property owners. It will also identify the principles that are used in decision making for other revenue sources such as fees and charges.

The revenue raised by a local government is for delivering services and infrastructure to benefit those providing the revenue – the local community. The Revenue and Rating Plan is therefore linked to planned expenditure in the annual budget and long-term planning documents. They cannot be separated, as any increase in spending by a council must be matched by revenue.

The Plan has been developed after consideration to the feedback provided during the budget and Council Plan community engagement process together with Councillor feedback from briefing sessions. There are 10 objectives proposed within the Plan relating to income sources such as rate cap compliance, the fees and charges cost recovery approach, and an action to review and refine the differential rates categories within the 2025-2026 financial year.



It is recommended that the Draft Revenue and Rating Plan be released for Community feedback and that any comments received be considered by Council at the June Council meeting when the Plan is scheduled for adoption.

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?

An assessment was undertaken on the Council Plan engagement. Individual actions arising from the Revenue and Rating Plan may require further assessment.

c. Legislative, Legal and Risk Management Considerations

Section 93 of the *Local Government Act 2020* states that a Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years.

d. Consultation and/or communication processes implemented or proposed

Revenue and Rating Plan community engagement process:

- Revenue and Rating Plan included within deliberative engagement process undertaken for the Council Plan February / March 2025.
- Discussions and presentation to Councillors on options and proposals relating to revenue and rating streams.
- Draft Revenue and Rating Plan prepared by officers.
- Draft Revenue and Rating Plan placed on public exhibition at May Council meeting for public submissions.
- Further Community engagement through local news outlets, Your Say Glenelg and social media.
- Consideration of public feedback (June); and
- Draft Revenue and Rating Plan (with any revisions) to be presented to June Council meeting for adoption.
- Subject to adoption, undertake a further community consultation process on options for differential rating refinements during 2025-2026.

e. Financial Implications and Collaboration

The Revenue and Rating plan is a critical document for Council as it outlines the income approach for funding Council services and Infrastructure.

f. Governance Principles

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

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

**Attachment List**

1. Draft Revenue and Rating Plan 2025 Final [**9.1.1** - 24 pages]

## 9.2. HEYWOOD RECREATION RESERVE MASTER PLAN 2024

Director: Brett Jackson, Director Community Services

### Executive Summary

A Master Plan for the Heywood Recreation Reserve was completed in 2024, to provide a future vision and specific direction for the Reserve. This document is to be used as a planning tool for Council, which will be publicly available to the community for reference.

### Recommendation

**That Council adopts the Heywood Recreation Reserve Master Plan 2024.**

### Background/Key Information:

Parks and Recreation Consulting have completed a suite of Recreation and Leisure planning works in the Glenelg Shire and were engaged for this work in the interest of consistency.

The objectives of the Heywood Recreation Reserve Master Plan are:

- To examine how the Heywood Recreation Reserve can contribute to the health and wellbeing of the Glenelg Shire community.
- To investigate the needs of stakeholder groups and individuals engaged in activities at Heywood Recreation Reserve.
- To serve as a reference as to the suitability and priority of any proposed projects at Heywood Recreation Reserve.
- To support the application process for grant funding for facility improvements at Heywood Recreation Reserve.
- To identify aspirational outcomes and actions for the Heywood Recreation Reserve site for the foreseeable future.

The Master Plan contains findings drawn from information provided by a range of sources including demographic and sporting trend data, research on like facilities and predicted participation rates, along with the abovementioned consultation outcomes. Key priorities within this document are female change facilities, flood mitigation and traffic management.

Consultation on the Master Plan was conducted directly with Licensed User Groups, casual hirers of the Reserve and other local community groups and stakeholders. Wider community consultation on the draft Master Plan was recently conducted during the Wood, Wine and Roses Festival in Heywood earlier this year. The Master Plan has also been presented and reviewed by Community and Infrastructure monthly Project Planning Group.

This Master Plan has a lifespan of 10–15 years, with a total investment of approximately \$908,000 (excluding contingencies). Actions from this Master Plan will be monitored by the Community and Infrastructure monthly Project Planning meetings, with the actions being scheduled for delivery as funds become available. The actions

within this Master Plan will be considered amongst other Shire wide plans and deliverables within the annual budget cycle and available funding streams.

a. Council Plan and Policy Linkage

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.

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. A lens of equity was applied to the development of this document; however specific Impact Assessments will be undertaken on key actions within this Master Plan as they become deliverables i.e. prior to the design and construct of female change amenities.

c. Legislative, Legal and Risk Management Considerations

Nil

d. Consultation and/or communication processes implemented or proposed

Individual and group stakeholder engagement was completed throughout the development of the Master Plan.

Further Community engagement was conducted in Heywood at the Wood, Wine & Roses Festival in February 2025.

e. Financial Implications and Collaboration

This Master Plan has a lifespan of 10 –15 years, with a total investment of approximately \$908,000 (excluding contingencies).

f. Governance Principles

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

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

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

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

**Attachment List**

1. Heywood Recreation Reserve Master Plan FINAL [9.2.1 - 11 pages]

### 9.3. GLENELG SHIRE COUNCIL PLAN YEAR 4 QUARTER 3 PERFORMANCE REPORT

Director: Brett Jackson, 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 receive the Glenelg Shire Council Plan Third Quarter Performance Report for year four of the 2021-2025 Council Plan and endorse it for publication on the Glenelg Shire Council website.**

#### 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, 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. 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.

c. Legislative, Legal and Risk Management Considerations

Nil.

d. 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.

e. 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.

f. Governance Principles

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

**Attachment List**

1. Year Four Quarter 3 2021-2025 Council Plan Performance Report [9.3.1 - 42 pages]

#### 9.4. COUNCIL POLICY - SALE OF PROPERTY FOR RATE RECOVERY

Director: David Hol, Director Corporate Services

##### Executive Summary

The purpose of this report is to seek Council adoption of the revised Council Policy, Sale of Property for Rate Recovery.

##### Recommendation

**That Council:**

- 1. Adopts the revised Council Policy Sale of Property for Rate Recovery CPO-CORPS-RV-003.**
- 2. Revokes Council Policy Sale of Property for Rate Recovery CPO-CORPS-RV-003 endorsed on 3 March 2020.**

##### Background/Key Information:

Council raises Rates and Charges against properties in accordance with the *Local Government Act 1989* (the Act). There are also provisions made under the “Rating and Other Matters” amendment 2022, which outline further considerations for Council to address when seeking to recover overdue rates.

The purpose of this policy is to support Council in its commitment to the timely recovery of rates and charges in order to ensure adequate funding of Council’s services and capital projects, and to fulfil its broader business management and corporate governance responsibilities.

The Policy also seeks to balance exception hardship experiences with those property owners who seek to avoid payment of rates.

Where a property has overdue amounts above economical thresholds, and there has been insufficient contact from the property owner, Council may avail itself of the debt recovery options under Sections 180 and 181 of the Act.

This Policy has been reviewed, and several amendments have been made resulting in an improved document which is more streamlined and readable. Some of these amendments include:

- The Purpose has been expanded to provide a clearer purpose and some background information.
- The Scope has been expanded to identify that the policy applies not only to Property owners and Ratepayers, but also Council staff.
- The Council Policy section has been expanded to include a paragraph giving consideration to any registered overlays applicable to the property, including cultural significance or any other relevant factors that may have a direct and significant impact on the subject of recovery proceedings or the community.



- A Gender Impact Assessment has been applied and details included.

The Objectives and Principles of the policy remain the same.

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. All identified considerations have been addressed.

c. Legislative, Legal and Risk Management Considerations

Sections 180 and 181 of the *Local Government Act 1989* provides Council with the power to sell or transfer land to recover unpaid rates and charges if they have not been paid for more than three years.

d. Consultation and/or communication processes implemented or proposed

The revised Council Policy was presented to the Executive Team and to the Audit and Risk Committee as a key policy on 5 December 2024.

e. Financial Implications and Collaboration

This policy impacts the ability of Council to settle outstanding rates on properties of unpaid rates greater than three years where certain conditions are met such as the land being restricted to vacant or uninhabited property.

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 Act 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. Council Policy Sale of Property for Rate Recovery CPO-CORPS-RV-003 [9.4.1 - 5 pages]

### 9.5. COUNCIL POLICY - PRIVACY POLICY

Director: David Hol, Director Corporate Services

#### Executive Summary

The purpose of this report is to seek Council adoption of the revised Council Policy, Privacy Policy.

#### Recommendation

##### **That Council:**

- 1. Adopts the revised Privacy Policy CPO-CORPS-GE-006 in its entirety.**
- 2. Revokes Privacy Policy CPO-CORPS-GE-006 endorsed by Council on 23 May 2023.**

#### Background/Key Information:

The Privacy Policy outlines Council's commitment and responsibilities relating to the collection and handling of personal and health information, governed by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

These Acts establish the Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs) which regulate the collection and handling of personal and health information by the Victorian public sector including local Councils.

Under 'IPP 5 – Openness', an organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it. This document, referred to as the Privacy Policy, is publicly available on Council's website.

In addition to meeting the requirements under IPP5, other benefits of having a Privacy Policy include:

- It helps employees understand the importance of privacy and how to handle personal information correctly.
- It prevents the collection of unnecessary personal information and the unlawful use or disclosure of data.
- It provides transparency to the public about how their personal information is handled, building trust and confidence.

A revised Privacy Policy is provided

The changes do not affect the intent of the policy but are intended to provide greater detail and clarity for users.

Some of the main amendments are as follows:

- Page 5 – Principle 2 – Use and Disclosure
  - Wording enhanced to provide greater detail around how Council uses and discloses personal information.
- Page 7 – Principle 9 – Transborder Data Flows
  - Wording enhanced to provide greater detail around management of personal information when cloud computing services are managed outside of Victoria.
- Page 8 - Enquiries or Complaints
  - A more detailed explanation of Council's proactive approach in dealing with potential privacy breaches and its consequences, including reporting to the Audit and Risk Committee.
- Page 9 – Charter of Human Rights and Responsibilities
  - Policy reviewed against section 13 of the *Charter of Human Rights and Responsibilities Act 2006* (Privacy and Reputation).
- Page 9 – Gender Impact Assessment
  - Policy reviewed against *Gender Equality Act 2020* (duty to promote gender equality) including the completion of a Gender Impact Assessment.

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, a gender impact assessment has been undertaken upon review of this Policy with no evidence to say that the policy is impacted by gender or warrants extensive changes to the policy.

c. Legislative, Legal and Risk Management Considerations

Information Privacy Principle 5 of the *Privacy and Data Protection Act 2014* and Health Privacy Principle 5 of the *Health Records Act 2001* require Council to have a policy describing how it manages personal and health information.

d. Consultation and/or communication processes implemented or proposed

The Council Privacy Policy is a public document available on Council's website.

e. Financial Implications and Collaboration

Nil.

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.

**Attachment List**

1. Council Policy Privacy Policy CPO-CORPS-GE-006 [**9.5.1** - 12 pages]

## 9.6. NARRAWONG ONSITE WASTEWATER INSPECTION PROGRAM 2024 - SUMMARY REPORT

Director: David Hol, Director Corporate Services

### Executive Summary

This report is provided to Council in accordance with the Domestic Wastewater Management Plan 2022-2027, adopted 26 July 2022.

Action 4 of the adopted plan outlines a recommendation for Council to implement a dedicated program of inspections in identified high-risk areas each year. In 2024, Council's Environmental Health Unit conducted inspections of onsite wastewater treatment systems within the township of Narrawong.

This report outlines the findings of the inspections carried out during this program.

### Recommendation

**That Council receives the Narrawong Onsite Wastewater Inspection Program Summary Report 2024.**

### Background/Key Information:

The Domestic Wastewater Management Plan 2022-2027 was prepared and adopted to provide a strategic framework and policy direction for managing domestic wastewater within the Glenelg Shire for the five-year period between 2022 and 2027.

The plan provides actions to be undertaken by the Council to further develop wastewater management data within the municipality and introduces relevant risk reduction strategies based on findings.

Action 4 of the adopted plan introduces a recommendation to implement a dedicated program of inspections in identified high-risk areas each year. In quarter 3 of 2024, Council's Environmental Health Unit conducted proactive inspections of onsite wastewater treatment systems within the township of Narrawong.

Council's Environmental Health Unit assessed a total of 38 residential properties within the township zone of Narrawong (Figure 1), with the consent of owners/occupiers. The inspections assessed the wastewater systems on each property for maintenance accessibility, operation/risk and capacity for future onsite disposal management.

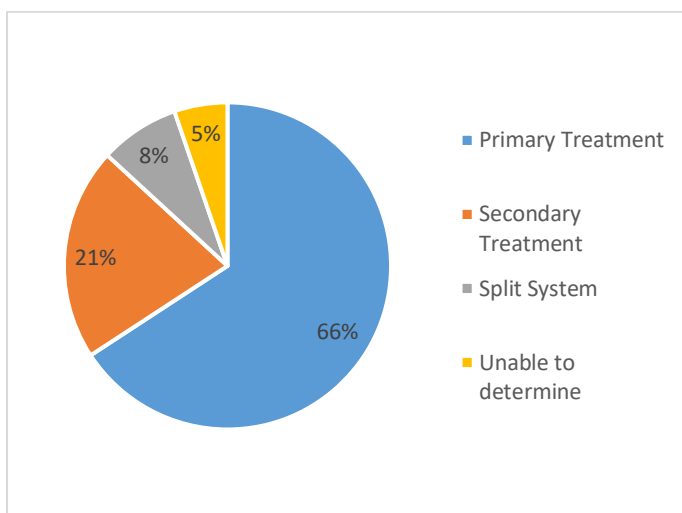


**Figure 1 - Narrawong wastewater study area.**

Of the 38 properties inspected 27 were found to be operating as intended at the time of installation, whilst 11 were non-compliant in accordance with one or more parameters. Education and advice has been provided to residents through the program to assist in increased compliance and reduce public health risk into the future.

Throughout the program, 26% (10) of systems were unable to be accurately located due to obstructions or covered inspection ports, 34% (13) of properties did not have adequate space for replacement of effluent fields if issues were to occur and a further 34% (13) were non-compliant with current setback requirements from buildings and/or property boundaries. It is important to note that some premises were reported with multiple non-compliances and are therefore duplicated in this data.

In terms of system types, 66% were found to be standard septic tanks, 21% aerated wastewater treatment plants and a further 13% were split system (no greywater treatment) or unable to be determined (Figure 2).



**Figure 2 - Wastewater systems by type**

These findings indicate that future development, and the maintenance of existing development, in the township of Narrawong is likely to be limited by capacity for appropriate wastewater treatment and disposal.

In accordance with Council's Domestic Wastewater Management Plan 2022-2027, a further inspection program is scheduled in quarter 3 of 2025. This program is anticipated to be carried out in the township of Merino.

a. Council Plan and Policy Linkage

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

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

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 – inspection program only

c. Legislative, Legal and Risk Management Considerations

*Environment Protection Regulations 2021* and the sub-ordinate 'Order for Obligations of Managers of Land or Infrastructure' (OMLI) requires Councils to develop and implement a Domestic Wastewater Management Plan every 5 years.

d. Consultation and/or communication processes implemented or proposed

N/A

e. Financial Implications and Collaboration

Grant funding for initial implementation of the proactive inspection program (Action 4) was provided in 2023-24 to the value of \$10,000.

This funding was provided to Council via the Department of Environment, Land, Water and Planning (DELWP) Onsite Domestic Wastewater Management Grants 2022-2024 Program.

No such funding is available for future implementation of the Plan, and hence a cost of approximately \$10,000 has been incurred in 2024-25. This cost is expected to be reflected annually across the life of the Plan.



f. Governance Principles

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.

Innovation and continuous improvement is to be pursued.

**Attachment List**

Nil

### 9.7. CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE PLAN

Director: Helen Havercroft, Chief Executive Officer

#### Executive Summary

The purpose of this report is to seek Council adoption of the Chief Executive Officer Annual Performance Plan 2024-2029. This plan is required to be adopted by Council as per the CEO Employment and Remuneration Policy. The Annual Performance Plan is to be developed in conjunction with the CEO, and documents the agreed objectives and outcomes to be delivered over the identified period.

#### Recommendation

##### **That Council:**

- 1. Notes that the Chief Executive Officer Annual Performance Plan 2024-2029 for Helen Havercroft was developed collaboratively between the CEO and the CEO Employment Remuneration Committee.**
- 2. Adopts the Chief Executive Officer Annual Performance Plan 2024-2029.**

#### Background/Key Information:

Council's Chief Executive Officer (CEO) Helen Havercroft was formally appointed by Council at an Unscheduled Confidential Council Meeting on 14 May 2024 and commenced in the position on 29 July 2024.

Part 4.4 'CEO Performance Plan' of Council's CEO Employment and Remuneration Policy states that:

- Council will adopt an annual performance plan for the CEO. The Performance Plan will be developed in conjunction with the CEO.
- The Performance Plan will document agreed objectives and outcomes to be delivered over a twelve-month period.
- An independent consultant will be appointed by the Council to assist with the CEO's review process. The consultant will assist Council with assessing the performance of the CEO against the current annual objectives, and the development of new objectives for the following performance year.
- The review will also include the opportunity for Council to provide the CEO with performance related feedback and input into the CEO's development plan. In addition, the Committee will enable regular opportunities for "pulse checks" and feedback (occurring at a minimum of every 6 months, and a maximum of four per annum)

The Committee and the CEO collaborated on the development of the CEO Annual Performance Plan. The Committee met on 22 May 2025 to adopt the Plan and recommend that it be adopted at the next available ordinary Council Meeting.

The Committee consists of an Independent Chairperson, and all Councillors, including the Mayor.

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

Employment of the Chief Executive Officer is governed by Part 2, Division 7 of the *Local Government Act 2020*, and further by Council's CEO Employment and Remuneration Policy.

d. Consultation and/or communication processes implemented or proposed

The process was undertaken in accordance with the adopted Chief Executive Officer Employment and Remuneration Policy.

e. Financial Implications and Collaboration

Costs associated with staff recruitment are contained within organisational budgets.

f. Governance Principles

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

**Attachment List**

1. DRAFT CEO Glenelg Shire Performance Plan 2024 as at 240924 [9.7.1 - 5 pages]
2. Minutes CEO Employment Recruitment Committee 22 May 2025 [9.7.2 - 1 page]

**9.8. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND LAWLEG PTY LTD TA PORTHAUL CIVIL PTY LTD**

Director: David Hol, Director Corporate Services

**Executive Summary**

This report is to seek Council's approval for a new lease with Lawleg Pty Ltd trading as Porthaul Civil Pty Ltd for the land known as Ross Court, Portland.

**Recommendation****That Council:**

- 1. Approves a new one-year lease with two (2) x one (1) year extension options with Lawleg Pty Ltd ta Porthaul Civil Pty Ltd for the land known as Ross Court, Portland.**
- 2. Sets the rental figure at \$2,200.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March 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.**

**Background/Key Information:**

Lawleg Pty Ltd ta Porthaul Civil Pty Ltd has been occupying the Ross Court site since 1 August 2016.

The parcel of land known as Ross Court Portland is an unmade section of road of approximately 1838m<sup>2</sup> and is located between 60 and 68 Fitzgerald Street Portland (see maps below).

The current lease commenced on 1 August 2016 and expires on 31 July 2025. As the lease has no further options a new lease is required.

The permitted use of the lease is for industrial storage.

Lawleg Pty Ltd trading as Porthaul Civil Pty Ltd currently pays \$1,885.23 incl GST.

An independent valuation conducted in March 2025 suggested a rental amount of \$3,025.00 incl GST. The evidence in the report demonstrates a range of \$0.50 - \$29/sqm of land area. The valuer has used a market rental rate of \$1.50/sqm.

The tenant advised that they were only seeking to take up a one-year lease owing to potentially not requiring the land for a longer term. An in-principle agreement was reached to enter a one-year lease with two x one-year options and a rental amount of \$2,200.00 incl. GST per annum with annual CPI adjustments in accordance with the March quarter All Groups CPI figure for Melbourne.

Whilst the proposed amount is less than the independent valuation, the demand for the land is minimal and a slight increase has been approved in-principle. The proposed rental amount covers the costs of the valuation report and anticipated lease legal fees.

It is recommended that Council approves a new one (1) year lease with two (2) x one (1) year extension options with Lawleg Pty Ltd ta Porthaul Civil Pty Ltd for the land known as Ross Court, Portland.



**Figure 1. Leased area of Ross Court, Portland**



**Figure 2. Aerial image of Ross Court, Portland**

a. Council Plan and Policy Linkage

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

b. Impact Assessment

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

Has an Impact Assessment been completed?

No. 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.

d. Consultation and/or communication processes implemented or proposed

Communication 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

### 9.9. LEASE AGREEMENT BETWEEN GLENELG SHIRE COUNCIL AND GOODNIGHT PARIS PTY LTD

Director: David Hol, Director Corporate Services

#### Executive Summary

This report is to seek Council's approval to enter a new lease with Goodnight Paris Pty Ltd for the property at 85 Cliff Street, Portland.

#### Recommendation

##### **That Council:**

- 1. Approves a new three (3) year lease with two (2) x three (3) year extension options with Goodnight Paris Pty Ltd for the property at 85 Cliff Street, Portland.**
- 2. Sets the rental figure at \$19,448.00.00 (incl GST) per annum, with rent to be adjusted annually in accordance with the March 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.**

#### Background/Key Information:

Good Night Paris Pty Ltd have been leasing the building since 18 September 2018 for the purposes of a commercial cafe at 85 Cliff Street, Portland.

The current lease commenced on 18 June 2017. The lease was transferred from the previous tenant to Good Night Paris Pty Ltd on 18 September 2018 and expires on 17 June 2026. As the lease has no further options a new lease is required.

Although the current lease expires on 17 June 2026, the tenant has requested a succeeding lease to be arranged earlier than normal.

Currently, Goodnight Paris Pty Ltd pays \$18,111.08 (incl GST) per annum for the section shaded in red on the image below.

An independent valuation conducted in March 2025 suggests a rental amount of \$19,448.00 incl GST.

An in-principal agreement has been reached with a proposed rental amount being set at \$19,448.00 per annum incl GST with annual CPI adjustments in accordance with the March quarter All Groups CPI figure for Melbourne

It is recommended that Council approves a new three (3) year lease with two (2) x three (3) year extension options with Goodnight Paris Pty Ltd for the property at 85 Cliff Street, Portland.



Figure 1. Aerial image of 85 Cliff Street, Portland

a. Council Plan and Policy Linkage

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

b. 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



d. Consultation and/or communication processes implemented or proposed

Communication 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

**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 Aboriginal Education scholarships 2025**

**12.2 Contract 2024-25-54 Provision of Quarry Product Services to the Glenelg Shire Council**

**12.3 Contract 2024-25-55 Provision of Asphalt and Sealing Services to the Glenelg Shire Council**

**12.4 Contract 2024-25-56 Provision of Various Concreting Works to Glenelg Shire Council**

**13. RESUMPTION OF PUBLIC MEETING**

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

**14. CLOSURE OF COUNCIL MEETING**