

SOUTHERN GRAMPIANS SHIRE COUNCIL

Council Meeting Minutes

Tuesday 11 August 2026

Held in Council Chambers

5 Market Place Hamilton at 2:00 pm



TABLE OF CONTENTS

1	Membership	4
2	Welcome and Acknowledgement of Country	4
3	Prayer or Opening Statement.....	4
4	Apologies	5
5	Confirmation of Minutes	5
5.1	Confirmation of Minutes	5
6	Declaration of Interest.....	5
7	Leave of Absence	5
8	Questions on Notice.....	6
9	Public Deputations	7
10	Petitions	8
11	Informal Meetings of Councillors	9
11.1	Informal Meeting of Councillors - 14 July 2026	10
11.2	Informal Meeting of Councillors - 28 July 2026	11
12	Management Reports.....	12
12.1	MAV State Council Motions.....	12
12.2	Contract 2024244 - Lonsdale Street Demolition - Contract Variation	18
12.3	Annual Plan Actions - April to June 2026	23
12.4	CCTV Policy	26
13	Notices of Motion	30
13.1	Lake Hamilton 50th Anniversary	30
14	Urgent Business.....	31
15	Mayor, Councillors and Delegate Reports	32
15.1	Cr Afton Barber	32

15.2	Cr Adam Campbell	32
15.3	Cr Helen Henry.....	32
15.4	Cr Dennis Heslin	32
15.5	Cr Jayne Manning	32
15.6	Cr Katrina Rainsford.....	32
15.7	Cr Tam Ramsay-Grounds	33
16	Confidential Reports	35
17	Close of Meeting	36

The Meeting opened at 2:00pm.

1 Membership

Councillors

Cr Dennis Heslin, Mayor
Cr Afton Barber
Cr Adam Campbell
Cr Helen Henry, Deputy Mayor
Cr Jayne Manning
Cr Katrina Rainsford
Cr Tam Ramsay-Grounds, virtual attendance

Officers

Mr Tony Doyle, Chief Executive Officer
Mr Darren Barber, Director People and Performance
Mr Rory Neeson, Director Wellbeing, Planning and Regulation
Ms Marg Scanlon, Director Infrastructure and Sustainability
Mrs Karly Herring, Governance Coordinator

2 Welcome and Acknowledgement of Country

The Mayor, Cr Heslin will read the acknowledgement of country:

"Our meeting is being held on the traditional lands of the Gunditjmarra, Djap Wurrung, Jardwadjali, and Buandig people.

I would like to pay my respects to their Elders, past and present and the Elders from other communities who may be here today."

Please note: All Council meetings will be audio recorded, and may be livestreamed to Council's social media platform, with the exception of matters identified as confidential items in the Agenda.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be allowed without the permission of Council.

3 Prayer or Opening Statement

Cr Manning led the meeting in an opening statement.

"As Councillors, we commit to this Council, wisdom, understanding and sincerity of purpose for the good governance of this Shire."

4 Apologies

Cr Henry

5 Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Council Meeting held on 14 July 2026 be confirmed as a correct record of business transacted.

COUNCIL RESOLUTION

MOVED: Cr Heslin
SECONDED: Cr Rainsford

That the Minutes of the Council Meeting held on 14 July 2026 be confirmed as a correct record of business transacted.

CARRIED

6 Declaration of Interest

None Declared

7 Leave of Absence

Nil

8 Questions on Notice

There were no Questions on Notice listed on the agenda.

9 Public Deputations

There were no Public Deputations listed on the agenda.

10 Petitions

There were no Petitions listed on the agenda.

11 Informal Meetings of Councillors

The Southern Grampians Shire Council Governance Rules require that records of Informal Meetings of Councillors that meet the following criteria:

If there is a meeting of Councillors that:

- a. took place for the purpose of discussing the business of Council or briefing Councillors;
- b. is attended by at least one member of Council staff; and
- c. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;

be tabled at the next convenient Council meeting and recorded in the minutes of that Council meeting.

An Informal Meeting of Councillors record was kept for:

- 14 July 2026
- 28 July 2026

This agenda was prepared on 27 July 2026. Any Informal Meeting of Councillors between that date and the date of today's Meeting will appear in the agenda for the next Council Meeting.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Informal Meeting of Councillors - 14 July 2026
Date:	14 July 2026
Location:	Martin J. Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Campbell Cr Henry Cr Heslin Cr Manning Cr Rainsford Cr Ramsay-Grounds
Council Staff in Attendance:	Executive Tony Doyle, Chief Executive Officer Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton, Acting Director People and Performance

The Informal Meeting commenced at 4.00PM.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CEO and Councillor Only Meeting	Nil
2	Council Meeting Items	Nil
3		
4		
5		
6		
7		

The Informal Meeting concluded at 5:00PM.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Informal Meeting of Councillors - 28 July 2026
Date:	28 July 2026
Location:	Martin J Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Campbell Cr Heslin Cr Manning Cr Rainsford Cr Ramsay-Grounds
Council Staff in Attendance:	Executive Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Juan Donis, Manager Waste and Sustainability Fatema Shumona, Sustainability Officer Rami Sanchez, Asset Planning Engineer Alison Quade, Manager Communication and Engagement Matthew Tulloch, Manager Business Systems and Transformation

The Informal Meeting commenced at 2:45PM.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Western Region Sustainable Water Strategy – Presentation – DEECA	Nil
2	MAV State Council Motions	Nil
3	CCTV Policy and Procedure	Nil

The Informal Meeting concluded at 5.00PM.

12 Management Reports

12.1 MAV State Council Motions

Directorate: Office of the CEO

Report Approver:

Report Author: Tony Doyle, CEO

Attachment(s):

1. MAV - Strategic Plan [12.1.1 - 16 pages]
2. Statewide Swimming Pool Condition Audit Motion [12.1.2 - 4 pages]
3. State Funding for Department for Energy, Environment and Climate Action (DEECA) Crown Land Committees of Management Motion [12.1.3 - 4 pages]
4. Glass Bin Standards Motion [12.1.4 - 4 pages]
5. Release of State-Owned Roads Condition Data Motion [12.1.5 - 3 pages]

Executive Summary

The next Municipal Association of Victoria (MAV) State Council Meeting is to be held on Friday, 23 October 2026.

Councils have been called on to submit their motions to MAV by 24 August 2026.

Any motions to be put forward will require a Council Resolution.

Council is also required to confirm its attendee, with Councillor Campbell and proxy Mayor Heslin appointed via resolution at the Statutory Meeting in 2025, any variation from this will require a further Council resolution.

Discussion

MAV is the peak body for Victorian Local Government sector, offering Councils a one-stop shop of services and support to help them serve their communities.

MAV advocates for local government interests, initiates projects and services across a broad range of areas and supports the development, adoptions and implementation of evidence-based research and policy.

The MAV Rules require motions to be of strategic relevance to the MAV or significant to the sector and encourage Councils to align motions with the ten priorities outlined in the MAV Strategy 2024-2027 to ensure motions address issues across the local government sector in Victoria.

Motions must be submitted no less than 60 days prior to the meeting, with the agenda and business papers being forwarded to MAV delegates no less than 30 calendar days before the date of the meeting.

The 10 enabling priorities set out in the strategy include:

1. Active local democracy
2. Connected places
3. Health and Wellbeing
4. Sustainable economy
5. Future Gen
6. First Peoples local government relations
7. Climate and regenerative design
8. Diversity, equity and inclusion
9. Resilience and recovery
10. Intergenerational infrastructure

The key dates for the meeting are below.

Event	Date
State Council Registrations open (Cvent)	Friday 3 July 2026
Motions submission open (Survey Monkey)	Friday 3 July 2026
Motions submission close	Monday 24 August 2026 (midnight)
Adjustments to motions due (submitting Council)	Friday 28 August 2026
Distribution of State Council Business Papers	Wednesday 23 September 2026
Pre-State Council Briefing	Thursday 8 October 2026 (6.00pm-7.00pm)
State Council Registrations close	Friday 9 October 2026
Nomination of Substitute Representative	Friday 9 October 2026
Amendments to Motions received by MAV	Friday 16 October 2026
State Council Meeting	Friday 23 October 2026 (9.00am – 2.30pm)

Following discussion with Councillors, Officers have identified four priority areas that would benefit from a statewide focus. These are:

- Glass Bin Standards
- State Funding for Department for Energy, Environment and Climate Action (DEECA) Crown Land Committees of Management
- Statewide Pool Condition Audit
- Release of State-Owned Roads Condition Data.

The proposed motions are attached to this report and outlined below as part of the recommendation and include:

- Flexibility in glass bin standards.
- Funding for DEECA owned assets.
- Funding for statewide pool condition audit.
- Release of state-owned road condition data.

Financial and Resource Implications

Council is a MAV member, as agreed annually and set in the budget.

Expenses to attend the State Council Meeting are assessed in accordance with the Council Expense Policy and makes allowance for Councillor representatives to attend meetings and assist them to meet their duties.

Council Plan, Community Vision, Strategies and Policies

Leadership and Governance - We will demonstrate strong leadership and sound financial management through transparent decision-making, clear communication and meaningful engagement that builds community trust.

5.2 Communicate clearly about Council decisions, projects and services to increase awareness, confidence and trust in the community.

5.5 Advocate for community priorities.

Legislation

MAV operate under their own Meeting Rules and adoption of motions and representative to attend are in compliance with the Rules and subject to Council's own decision-making processes.

Gender Equality Act 2020

There are no gender equality considerations as part of the discussion paper.

Risk Management

There are no risk management considerations as part of the discussion paper.

Climate Change, Environmental and Sustainability Considerations

There is no climate change, environmental, or sustainability considerations as part of the discussion paper.

Community Engagement, Communication and Consultation

MAV have circulated advice to the sector regarding the State Council Meeting.

Youth Charter

There are no Youth Charter considerations as part of this discussion paper.

Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Karly Herring, Governance Coordinator

RECOMMENDATION

That Council:

1. Approve the following motions for submission at the Municipal Association of Victoria State Council on Friday 23 October 2026:
 - a. That the MAV lobby the State Government for the release of the state road condition data. the public swimming pools across Victoria.
 - b. That the MAV advocate to the Ministers for the Victorian Department of Energy, Environment and Climate Action (DEECA) to:
 - i. Ensure the mandated standardised four bin system provides flexibility for Council's to decide what service levels are appropriate for their community.
 - ii. Call on the Victorian Government to provide greater investment for the Container Deposit Scheme (CDS) to increase the accepted glass type of material.
 - iii. Call on Victorian Government to increase recycling glass separation targets at the Materials Recovery Facilities (MRFs) across the State.
 - c. That the MAV advocate to the State Government, State Opposition and Cross Benchers requesting the Victorian State Government:
 - i. Provide adequate funding streams to the DEECA Crown Reserve Committees of Management to address maintenance and renewal needs of these state-owned assets.
 - ii. Develop a strategy to support intergenerational hand over of these committees to a younger generation of volunteers
 - d. That the MAV advocate to the State Government, Opposition and Cross Benchers requesting the State Government to fund and undertake a statewide

condition audit of all public pools in Victoria, with this data used to inform funding programs to where appropriate renew these important community assets.

2. Nominate Cr Helen Henry as Council's delegate at the 23 October 2026 State Council Meeting, and Cr _____ as a proxy.
3. Authorise the CEO, Cr Henry and proxy Cr _____ to amend the State Council motions, without altering their intent, in discussion with other Councils to gain regional and sector wide support.

COUNCIL RESOLUTION

MOVED: Cr Campbell

SECONDED: Cr Manning

That Council:

1. **Approve the following motions for submission at the Municipal Association of Victoria State Council on Friday 23 October 2026:**
 - a. **That the MAV lobby the State Government for the release of the state road condition data.**
 - b. **That the MAV advocate to the Ministers for the Victorian Department of Energy, Environment and Climate Action (DEECA) to:**
 - i. **Ensure the mandated standardised four bin system provides flexibility for Council's to decide what service levels are appropriate for their community.**
 - ii. **Call on the Victorian Government to provide greater investment for the Container Deposit Scheme (CDS) to increase the accepted glass type of material.**
 - iii. **Call on Victorian Government to increase recycling glass separation targets at the Materials Recovery Facilities (MRFs) across the State.**
 - c. **That the MAV advocate to the State Government, State Opposition and Cross Benchers requesting the Victorian State Government:**
 - i. **Provide adequate funding streams to the DEECA Crown Reserve Committees of Management to address maintenance and renewal needs of these state-owned assets.**
 - ii. **Develop a strategy to support intergenerational hand over of these committees to a younger generation of volunteers**
 - d. **That the MAV advocate to the State Government, Opposition and Cross Benchers requesting the State Government to fund and undertake a statewide condition audit of all public pools in Victoria, with this data used to inform funding programs to where appropriate renew these important community assets.**

- 2. Nominate Cr Helen Henry as Council's delegate at the 23 October 2026 State Council Meeting, and Cr Heslin as a proxy.**
- 3. Authorise the CEO, Cr Henry and proxy Cr Heslin to amend the State Council motions, without altering their intent, in discussion with other Councils to gain regional and sector wide support.**

CARRIED

12.2 Contract 2024244 - Lonsdale Street Demolition - Contract Variation

Directorate: Infrastructure and Sustainability
Report Approver: Marg Scanlon (Director Infrastructure and Sustainability)
Report Author: Clare Oswald (Executive Officer to the Director Infrastructure and Sustainability)
Attachment(s): Nil

Executive Summary

The purpose of this report is to update Council on the Lonsdale Street Hamilton Demolition works and contract, specifically contamination detected on site which was not factored into the project scope of works, nor the project contract. This report seeks approval to allocate additional funds to address the contract variations 1, 2, and 3 associated with the demolition works and approve the variation.

Discussion

One of the main challenges when it comes to demolition projects, especially with old sites, is the unknown factors that may be hidden and buried underneath the building that cannot be assessed or identified until the demolishment of the built structure. This project is a case in point with the identification of contamination within a double concrete slab which has resulted additional costs that could not been identified by Council or the contractor until the demolition works were well advanced.

The project scope included demolition the buildings that were located at 90-92 Lonsdale Street, Hamilton and surface grading. The contract was awarded to Murihy Demolitions with the value of \$234,600 (ex GST). As the demolition works commenced and the building floor was exposed, several issues were identified such as a redundant underground fuel tank, contaminated soil, and an additional layer of concrete on the slab foundation. These unforeseen findings triggered a request for three contract variations, specifically relating to costs associated with the asbestos assessment, removal and disposal.

On 26 February 2026, Murihy Demolitions identified material considered to be contaminated and subsequently a hygienist was engaged to undertake a contamination assessment of stockpiled material on site. Asbestos-containing material was later identified within the foundations of the original shop floor. This foundation was covered by the floor slab subsequently not able to be identified during the initial contamination assessment or included in the original scope of works.

On 7 April 2026, the soil samples collected were analysed and reported against the Fill Material category in accordance with EPA Victoria publication with approximately 280 cubic metres of spoil, or contaminated soil identified. The contaminated soil needed to be transported to a landfill registered to take the asbestos, and Stawell Landfill managed by CleanAway is the nearest certified facility to receive this waste.

On 18 April 2026, the CEO approved Variation 1 being \$75,000 enabling the works to continue onsite and the necessary actions to manage the contamination, based on the projected contaminated soil volume. The cost estimates provided at that time are as follows:

- \$25,010 removal from site and transport to Stawell landfill (1 Day)
- \$44,000 Stawell Landfill fees
- \$5,090 contingency

Total: \$75,000 (ex GST)

As the contamination soil removal commenced, the actual volume of contaminated soil was more than originally estimated so the final cost exceeded the original estimate by \$11,410 (Variation 2). The actual costs were as follows

- Day 1: \$25,010 contamination removal from site and transport to Stawell
- Day 2: \$9,100 contamination removal from site and transport to Stawell
- \$52,300 Stawell Landfill fees

Variation 1 + Variation 2 Total: \$86,410 (ex GST)

On 17 June 2026, Murrihy Demolitions identified a concrete slab beneath the original 92 Lonsdale Street shop floor, not shown on available records and not identified within the scope of the original contract or the earlier hygienist's contamination assessment (which was limited to the demarcated stockpile area).

The contractor has lodged an estimate (Variation 03) for the removal of this concrete slab and the associated contaminated soil, as follows.

Variation 3 Item	Cost \$
Asbestos concrete removal (10 tonne max allowed), including transport	\$4,100
Removal and disposal of approximately 110 cubic metres of concrete	\$6,050
Fleet hire (Truck, excavator and float)	\$4,500
Labour	\$1,100
Consumables	\$350
Hygienist	\$2350
TOTAL (ex GST)	\$18,450

Currently the site is inaccessible due to the recent rainfall. Council's Project Manager and the contractor continue to monitor weather forecast and the site condition seeking to secure an opportunity to complete these final works.

Financial and Resource Implications

The table below defines the project budget and the additional costs detailed within this report.

Budget

Endorsed Budget	Amount (ex GST)	Comment
Forecast Budget 24/25	\$40,000	
Forecast Budget 25/26	\$234,600	
Contingency Allowance	\$23,460	10% Contingency
TOTAL	\$298,060	

Expenditure		
Item	Amount (ex GST)	Comment
Site Mobilisation 2024/2025	\$39,000	Asbestos sample analysis & report, disconnection to services
Murrihy Demolitions Contract	\$234,600	Contract works awarded to Murrihy Demolitions
Soil removal and transport to Stawell Landfill	\$34,110	Part of Variation 1 + Variation 2 - Soil transport from demolition site to Stawell Landfill
Stawell Landfill fees	\$52,300	Part of Variation 1 + Variation 2 - Soil Disposal by Stawell Landfill
Other Expense	\$42,910	Contingency for signage, lawyer fee, fuel tank removal, fencing + Variation 3 (Estimate)
Project Management Cost	\$28,000	Not included in the initial project budget
Sub Total	\$430,920	

Requested Additional Budget		
Contamination removal and disposal	\$75,000	Variation 1 (Approved by ELT 18 April 2026)
Budget shortfall for works undertaken on 18-19 April 2026	\$11,410	Variation 2 Day2 soil removal cost + portion of landfill.
Project Management Costs	\$28,000	6% of Total Budget
Hygienist, concrete slab and contamination removal	\$18,450	Variation 3 (Estimate) - Projected Cost for remaining works
Budget shortfall	\$132,860	

Projected Adjusted Budget	\$430,920	
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This results in this request to Council for the additional budget allocation of \$132,860 to be funded through capital savings identified over the course of 2026/2027.

Council Plan, Community Vision, Strategies and Policies

- ***Social and Community - We will promote a healthy community by ensuring people are safe, active and connected.***
- 1.3 Promote and create spaces and places that bring people together
-
- **Legislation**
-
- This report and the works described are subject to the following legislation and guidance:
 - • Environment Protection Act 2017 (Vic) and Environment Protection Regulations 2021 governing the management, classification and disposal of contaminated soil and fill material.
 - • EPA Victoria publication IWRG 1828.2 Soil Hazard Categorisation and Management, which provides the classification criteria applied to the sampling results referred to in this report.
 - • Occupational Health and Safety Act 2004 (Vic) governing safe handling, removal and transport of contaminated material, including newly discovered asbestos-containing concrete.
 - • Local Government Act 2020 (Vic) governing Council's financial management, procurement and delegation framework, and the requirement for Council approval where variations exceed the CEO's delegated financial authority.

Gender Equality Act 2020

No adverse gendered impacts have been identified within this project or the associated works.

Risk Management

While the project has a risk management assessment and associated plan, the volume and location of the identified contamination during construction was not anticipated, subsequently impacting the project timelines and budget as detailed within this report.

There is further potential risk of further contamination or redundant infrastructure under the remaining slab however this will not be determined until the final works progress.

Climate Change, Environmental and Sustainability Considerations

Contaminated material identified on site is being managed and disposed of in accordance with EPA Victoria requirements, at appropriately licensed facilities. This supports the site's future beneficial reuse for the community and minimises environmental impact.

Community Engagement, Communication and Consultation

Council's standard communications have been released various updates over the course of the project works and will continue through to the project completion.

Youth Charter

Guiding Principle 5: Respect

- Strengthen relationships, Respect fosters participation in programs and decision making.

Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Rishabh Sharma, Project Manager
Marg Scanlon, Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Approve an additional budget allocation of \$132,860 to be funded through identified savings over the course of 2026/2027.
2. Approve Contract Variations 1, 2, and 3 for \$104,860 excl GST (variation within the request for additional budget).

COUNCIL RESOLUTION

MOVED: Cr Manning
SECONDED: Cr Barber

That Council:

1. Approve an additional budget allocation of \$132,860 to be funded through identified savings over the course of 2026/2027.
2. Approve Contract Variations 1, 2, and 3 for \$104,860 excl GST (variation within the request for additional budget).

CARRIED

12.3 Annual Plan Actions - April to June 2026

Directorate:	People and Performance
Report Approver:	Darren Barber (Director People and Performance)
Report Author:	Karly Herring (Governance Coordinator)
Attachment(s):	1. Annual Plan Reporting 1 July 2025-30 June 2026 - Council Plan 2025-2029 [12.3.1 - 66 pages]

Executive Summary

The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives and demonstrate to the community the key projects to be delivered each year of the Council Plan.

The Annual Plan Report for the period 1 July 2025 to 30 June 2026 has been prepared to provide information regarding the performance of the organisation against the Council Plan 2025-2029.

Discussion

The Annual Plan sets out specific actions and includes a detailed list of Council's activities and initiatives for the upcoming financial year. These initiatives are projects undertaken over and above normal service delivery and are intended to attain important outcomes for Council and the community.

Reports on the progress of the Annual Plan are reported to Council quarterly. This allows Council to receive timely, relevant and measurable information about how the organisation is performing. This in turn allows Council an opportunity to raise concerns about performance in a timely manner. The Annual Plan reporting also helps formulate the Annual Report and support the reporting against the Council Plan each year.

There are 83 actions in the Annual Plan for 2025-2026, of these 83 actions:

- 72 actions (87%) are on track - at least 90% of the target achieved;
- 6 actions (7%) require monitoring –between 70% and 90% of the target achieved; and
- 5 actions (6%) are off track – less than 70% of target achieved.

Details about the specific performance of the Annual Plan actions is detailed in the attached Action and Task Progress Report.

For the 1 July 2025 – 30 June 2026 year, 65 actions (78%) were completed.

As this is the final report for the first year of the Council Plan, Governance is seeking annual plan actions for the 2026-2027 financial year and advice has been circulated for ELT, SLT and Coordinators. Where items have not been marked as complete in 2025-2026, this will require advice from officers as to whether the actions are to be rolled over.

Financial and Resource Implications

There are no direct financial or resource implications associated with this reporting and where there are financial or resource implications relating to specific projects, these will be addressed through relevant business cases.

Council Plan, Community Vision, Strategies and Policies

Leadership and Governance - We will demonstrate strong leadership and sound financial management through transparent decision-making, clear communication and meaningful engagement that builds community trust.

- 5.1 Improve effective governance and public accountability
- 5.2 Communicate clearly about Council decisions, projects and services to increase awareness, confidence and trust in the community.
- 5.5 Advocate for community priorities
- 5.8 Ensure the community are at the forefront of decision making

Legislation

Council is required to adopt a Council Plan in accordance with Section 90 of the *Local Government Act 2020*. The Council Plan is supported by the development of an Annual Plan which details the actions that will be undertaken to achieve the strategic objectives in the Council Plan.

Gender Equality Act 2020

There are no direct *Gender Equality Act 2020* implications associated with this reporting and any strategies, policies or programs will have individual and tailored Gender Impact Assessments undertaken as they develop.

Risk Management

Reporting on the Annual Plan is presented to Council quarterly so Council can regularly monitor the performance of the organisation against the Council Plan.

Climate Change, Environmental and Sustainability Considerations

No direct implications as part of the Annual Plan reporting, environment is a pillar within the Council Plan 2025-2029 and has standalone objectives and strategies.

Community Engagement, Communication and Consultation

The Annual Plan quarterly progress reports are publicly available for viewing on Council's website.

Youth Charter

There are no direct implications as part of the reporting itself and youth objectives and strategies are identified within the Council Plan 2025-2029 and Annual Plan actions. Youth

were consulted during the development of the Council Plan and below outlines the guiding principles during that consultation:

Guiding Principle 1 – Collaboration

- Innovation and creativity - Youth input inspires fresh ideas and approaches.

Guiding Principle 2 – Listen

- Understand needs - Ensures programs and services align with youth priorities.
- Respond- Confirm our understanding and engage. Youth perspectives bring creativity and new ideas.

Guiding Principle 3 – Empower

- Support future leaders – Prepares the next generation to shape the region.

Guiding Principle 4 – Advocate

- Promote fairness – Supports equal opportunities and access.

Guiding Principle 5 – Respect

- Strengthen relationships – Respect fosters participation in programs and decision making.

Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Karly Herring, Governance Coordinator
Tania Quinn, Acting Governance Coordinator

RECOMMENDATION

That Council receive the Annual Plan report for 1 July 2025 – 30 June 2026.

COUNCIL RESOLUTION

MOVED: Cr Barber
SECONDED: Cr Manning

That Council receive the Annual Plan report for 1 July 2025 – 30 June 2026.

CARRIED

12.4 CCTV Policy

Directorate: People and Performance
Report Approver: Matthew Tulloch (Manager Business Systems & Transformation)
Report Author: Joel Thewlis, Acting Coordinator IT Services
Attachment(s): 1. Draft CCTV Policy - June 2026 [12.4.1 - 7 pages]

Executive Summary

Southern Grampians Shire Council currently has two operational Closed-Circuit Television (CCTV) policies:

- CCTV in Public Spaces – Adopted 28 Jan 2020
- CCTV Policy – Adopted Oct 2018

These policies are substantially similar, and the reason for maintaining two separate internal operational policies is no longer clear. Given the importance of CCTV and its potential impact on community members, Council's Executive Management Team confirmed that the updated CCTV Policy should be established as a Council Policy.

Additionally, Council also has a Memorandum of Understanding with Victoria Police, commencing 1 April 2020, which provides Victoria Police with direct access to a limited number of Council CCTV cameras for live monitoring at various public locations including key traffic intersections.

To simplify Council's CCTV governance and operational requirements, two new documents an operational CCTV procedure and this CCTV Policy have been developed to replace the existing policies with this proposed Policy, now being brought to Council for adoption.

This document aligns with privacy and data security legislation, incorporate relevant elements from the current policies and MOU, and clearly separates Council's policy position from day-to-day operational requirements within a procedural document providing a clearer and more consistent framework for the effective management of Council's CCTV network as per the purpose extract below from the CCTV Policy.

The purpose of this Policy is to provide a single, consistent framework for the installation, use, operation, and management of all Council Closed-Circuit Television (CCTV) systems, including those installed on Council buildings, facilities, infrastructure, and in public spaces.

The objectives of this Policy are to:

- *Protect the safety of Council employees, Councillors, contractors, volunteers, and members of the public.*
- *Protect Council assets and property.*
- *Deter unlawful and antisocial behaviour and support the investigation of incidents.*
- *Ensure CCTV systems are managed lawfully, ethically, and transparently.*
- *Ensure appropriate management of CCTV footage, including access, privacy, security, retention, and disposal.*
- *Ensure Council's use of CCTV is compliant with relevant legislation.*

This Policy is supported by the CCTV Procedure, which sets out the operational, technical, and administrative requirements for the day-to-day management of CCTV systems.

The CCTV Policy is attached, and the officer's recommendation is that Council adopt the CCTV Policy.

Discussion

The proposed CCTV Policy establishes a single governance and operational framework for the use of CCTV across Council. The Policy sets the overarching principles, confirming that CCTV is used to support community safety, protect Council assets and assist with incident investigations, while ensuring all activities remain lawful, proportionate and transparent. It also confirms that CCTV must not be used for routine staff monitoring and must balance safety objectives with privacy and human rights obligations.

The framework applies to all Council-managed CCTV systems, including public spaces, Council buildings and vehicle-based systems. It also applies to staff, contractors and authorised third parties involved in the operation, management or use of CCTV. The documents are aligned to relevant legislation, including the Privacy and Data Protection Act, Surveillance Devices Act and Public Records Act. Governance responsibilities are clearly defined, with the CEO retaining overall accountability, the Executive Leadership Team responsible for strategic oversight and approvals, and the Manager Business Systems and Transformation overseeing operational delivery, system integrity and compliance activities.

The operational CCTV Procedure translates these principles into practical controls and processes. CCTV will generally operate as a reactive system, with proactive or live monitoring only permitted where there is a defined need and CEO approval. Access to footage is controlled through authorised users, role-based permissions, logging and regular audit. Footage may only be used for legitimate Council purposes, such as incident investigation, risk management and safety, with external disclosure managed through formal processes, including requests from law enforcement agencies and Freedom of Information applications.

The framework also introduces a structured approach to new CCTV installations, requiring documented justification, privacy and risk assessments, consideration of alternatives, and stakeholder consultation before requiring final approval of Councils Executive Leadership Team. Data security and lifecycle management are addressed through defined retention periods, secure storage and controlled disposal in line with records management obligations. Additional safeguards include mandatory signage, restrictions on audio recording, annual access audits and compulsory training for authorised users to support consistent and compliant application across the organisation.

Overall, the proposed Policy and its accompanying Procedure, provide Council with a robust, compliant and auditable CCTV framework. They strengthen community safety outcomes while protecting privacy, improving accountability and supporting consistent decision-making across all CCTV-related activities.

Financial and Resource Implications

The proposed Council - CCTV Policy and Operational - CCTV Procedure are expected to be implemented within existing operational resources. The updated framework supports a more consistent and controlled approach to the management of Council's CCTV systems, helping reduce privacy, security and compliance risks associated with inconsistent access, use,

retention or disclosure of CCTV footage. Any future expansion, upgrade or replacement of CCTV infrastructure would be considered through normal budget, procurement and approval processes.

Council Plan, Community Vision, Strategies and Policies

Social and Community - We will promote a healthy community by ensuring people are safe, active and connected.

1.1 Partner with community, agencies and other levels of government to ensure our community facilities and services are welcoming, safe, accessible and inclusive so people can live healthy, resilient lives.

Leadership and Governance - We will demonstrate strong leadership and sound financial management through transparent decision-making, clear communication and meaningful engagement that builds community trust.

5.1 Improve effective governance and public accountability.

5.2 Communicate clearly about Council decisions, projects and services to increase awareness, confidence and trust in the community.

Legislation

The proposed Council - CCTV Policy supports Council's compliance with relevant Victorian and Federal legislation and regulatory obligations, including privacy, surveillance, records management and human rights requirements. The updated framework provides clearer controls for the installation, operation, access, use, disclosure, retention and disposal of CCTV footage, helping ensure Council's CCTV systems are managed lawfully, transparently and consistently.

Gender Equality Act 2020

Potential gender equality risks associated with CCTV include differences in perceptions of safety, privacy impacts, and the extent to which surveillance locations address the needs of people of different genders. However, this policy is primarily a governance and operational framework governing the lawful use, management, security, and retention of CCTV footage. It does not introduce a new public-facing service or disproportionately affect people of any particular gender. Accordingly, gender equality risks are considered low and no Gender Impact Assessment is required at this time.

Risk Management

The Policy strengthens Council's overall approach to CCTV management by providing clearer governance, access controls and operational requirements. This helps minimise risks associated with inappropriate, inconsistent or unlawful use of CCTV footage, including privacy, security, records management and human rights risks. The updated framework also ensures CCTV cameras are used for legitimate and proportionate purposes, supporting the safety of Council staff, Councillors, Contractors, Volunteers, Council assets and the broader community.

Climate Change, Environmental and Sustainability Considerations

The implementation and operation of CCTV systems have limited environmental impacts. The primary environmental considerations relate to the energy consumption of CCTV cameras, network infrastructure, servers and storage systems used to retain footage. Council will seek to minimise these impacts through the use of energy-efficient equipment, appropriate retention periods, and lifecycle management practices that support responsible procurement, maintenance, replacement and disposal of ICT assets.

Community Engagement, Communication and Consultation

The updated Policy clarifies Council's position on CCTV systems and related activities by elevating the framework from an internal operational policy to a Council Policy. It is informed by sector-wide best practice and aligned with legislative requirements. This strengthens governance oversight and improves transparency for the community in relation to Council's CCTV network. Once endorsed, the Policy will be made available to the public through Council's website and media releases, and to staff through internal noticeboards and Council's intranet, ensuring appropriate access for those who may be affected by the use of CCTV.

Youth Charter

There are no youth charter considerations as part of this report.

Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Matthew Tulloch, Manager Business Systems and Transformation.

RECOMMENDATION

That Council adopt the CCTV Policy.

COUNCIL RESOLUTION

MOVED: Cr Campbell
SECONDED: Cr Barber

That Council adopt the CCTV Policy.

CARRIED

13 Notices of Motion

13.1 Lake Hamilton 50th Anniversary

Councillors: Cr Manning (co-signed by Cr Barber)

Attachment(s): Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 11 August 2026.

MOTION

That Council Officers provide a report on the feasibility of holding an event in November 2027 to celebrate the 50-year anniversary of Lake Hamilton.

COUNCIL RESOLUTION

MOVED: Cr Manning

SECONDED: Cr Barber

That Council Officers provide a report on the feasibility of holding an event in November 2027 to celebrate the 50-year anniversary of Lake Hamilton.

CARRIED

14 Urgent Business

There was no Urgent Business.

15 Mayor, Councillors and Delegate Reports

Address from the Mayor and Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees and delegates Committees, advocacy on behalf of constituents, and other topics of significance.

15.1 Cr Afton Barber

Cr Barber provided a verbal report which can be viewed in the livestream of the Meeting on Council's Facebook page or website.

15.2 Cr Adam Campbell

Cr Campbell provided a verbal report which can be viewed in the livestream of the Meeting on Council's Facebook page or website.

15.3 Cr Helen Henry

Cr Henry was an apology.

15.4 Cr Dennis Heslin

Cr Heslin provided a verbal report which can be viewed in the livestream of the Meeting on Council's Facebook page or website.

15.5 Cr Jayne Manning

Cr Manning provided a verbal report which can be viewed in the livestream of the Meeting on Council's Facebook page or website.

15.6 Cr Katrina Rainsford

26 July I attended a New Residents Community event at Coleraine with local clubs and services providing a snapshot of their activities and memberships

28 July Conversations with Coleraine Community with Southern Grampians Shire Council at The National Hotel which was well attended.

1 Aug I enjoyed attending a creative new exhibition in Hamilton by local artist Sarah Hope titled Arcadian displaying painting, pottery and home products.

1 Aug I attended the remake of the Hamilton Sheepvention Rural Expo Fashion Parade in the Showgrounds Exhibition Centre. Well attended by all ages, the local models and

designers and diverse sponsorship brought a refreshing touch to this even which has been missing from our calendar for 8 years. Congratulations to everyone involved from concept to implementation. And congratulations too on an excellent coverage by our local media the Hamilton Spectator.

2/3 Aug I attended Sheepvention Rural Expo, with so many highlights and much I missed seeing only reading about due to my Rotary Lambar and Footprints community choir commitments. The Peter Schroeder guest Lecture from journalist Chris Ulmann was well attended, interesting and sobering.

4 Aug I attended a Rail Freight Alliance Executive Meeting online. As Southern Grampians Shire Council has decided not to continue supporting and being involved in this State wide Council based Rail Freight advocacy network this was a farewell meeting where I thanked the group and Executive Reid Mather for his excellent work as I stood down from my role as Deputy Chair to Cr Michael Carr of Glenelg Shire Council.

5 Aug I attended the DEECA Portland Community Information session on Bird Flu H5N1 I also responded to a community member seeking attending to a suspect infected Greater Crested Tern on the Portland Wharf where they had been recreational fishing alongside the trawler wharf.

It was distressing to see the impact of this virus on this bird and I attended using PPE, gloves mask, double bagging including contaminated coat used to cover bird and disposed of in a dedicated bird flu freezer to limit any spread Then when I attended the community information forum i was concerned that the public were advised to double bag dead birds and place in rubbish bin. With EPA approval and Councils would manage the biosecurity. There is some good news that the Federal Government has commenced trial H5N1 vaccination trials on at risk populations at zoos where vaccination requires double dosing. Maybe this could be a good use of drone technology.

6 Aug attended Hamilton Alexandra College production of Chicago which was a brilliant production. Our local schools produce some amazing performances well worth attending.

And on local community level I am part of a Save the Wannon River project to restore our much-loved Wannon River to a healthy condition.

15.7 Cr Tam Ramsay-Grounds

I have received concerns from our community about the arrival of H5 bird flu in south-west Victoria. While no cases have yet been confirmed within Southern Grampians Shire and the risk to humans and farmed animals remains low, the threat to wildlife is serious.

The factors that have contributed to the spread of H5 bird flu globally, highlight the relationship between intensive animal production, animal welfare and environmental health. The ways in which we confine, breed and transport other animals can intensify zoonotic risks, and extend those risks to across wildlife, farmed animals, workers and ecosystems. Intensive animal farming is a breeding ground for such disease. This can spread to our

wildlife and birds, particularly those who may prey on carcasses of affected animals, like eagles. This disease can visit extraordinary suffering on birds, causing respiratory and neurological problems as well as the inability to stand or fly. The death, suffering and loss within animal communities, plus the ecological harm caused by the loss of our complex symbiotic wildlife communities should not be overlooked in favour of solely human or commercial interests. This arrival of this H5 bird flu is a reminder that how we treat other animals has consequences beyond what may be immediately obvious.

I acknowledge the work of Wildlife Victoria who have been liaising with State Government to ensure wildlife rescuers, transporters and carers are well equipped with extra information and personal protective equipment. Our volunteer wildlife rescuers, transporters, shelters, and foster carers are all working hard to prevent the spread of H5 to our wildlife community.

Also, the work of local veterinarians and Council staff has been important in helping everyone in our Shire stay prepared and informed. Stay vigilant and watchful. Look after the animals you live amongst, and look after each other.

We are all encouraged not to touch sick, dying or dead birds. Photograph the birds and note the location before double bagging the carcasses and placing them into general trash. Report them to the Emergency Animal Disease Hotline on 1800 675 888.

16 Confidential Reports

There are no Confidential Matters listed on the agenda.

17 Close of Meeting

This concludes the business of the meeting.

The Council Meeting of 11 August 2026 closed at 2:54pm.

To be confirmed by Resolution at the next Council Meeting.