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# SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Minutes**

**Tuesday 10 March 2026**

Held in Council Chambers

5 Market Place Hamilton at 5:30 pm





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**The Meeting opened at 5:30pm.**

## **1 Membership**

### **Councillors**

Cr Dennis Heslin, Mayor  
Cr Afton Barber  
Cr Albert Calvano  
Cr Adam Campbell  
Cr Helen Henry, Deputy Mayor and Chair  
Cr Jayne Manning

### **Officers**

Mr Tony Doyle, Chief Executive Officer  
Mr Nick Templeton, Acting 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 Deputy Mayor, Cr Henry 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**

Cr Campbell led the meeting in a prayer.



*"Almighty God grant to this Council, wisdom, understanding and sincerity of purpose for the good governance of this Shire."*

## 4 Apologies

Cr Calvano was an apology for this Meeting.

Cr Heslin attended this Meeting virtually.

## 5 Confirmation of Minutes

### RECOMMENDATION

That the Minutes of the Council Meeting and Confidential Council Meeting held on 10 February 2026 be confirmed as a correct record of business transacted.

### COUNCIL RESOLUTION

**MOVED:** Cr Barber  
**SECONDED:** Cr Campbell

**That the Minutes of the Council Meeting and Confidential Council Meeting held on 10 February be confirmed as a correct record of business transacted.**

**CARRIED**

## 6 Declaration of Interest

Nil declared.

## 7 Leave of Absence

There were no requests for a leave of absence on the agenda.



## 8 Questions on Notice

Questions from the public must be submitted prior to the commencement of Council Meetings.

All questions must be submitted through completion of the Public Question Time form and be forwarded to the Chief Executive Officer at 111 Brown Street, Hamilton. All questions must be received by no later than 5pm on the Monday before the Council Meeting.

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Council Meeting at which the question is asked.
2. Not refer to matters designated as confidential under the *Local Government Act 2020*.
3. Be clear and unambiguous and not contain argument on the subject.
4. Not be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public, nor relate to a matter beyond the power of Council.

If the member of the public is in attendance at the Council Meeting the Mayor will read the question aloud and provide a response. If a question cannot be answered at the meeting, a written response will be prepared and forwarded to the person raising the question.

Residents do not need to attend the meeting for a question to be answered. If they do not attend the meeting a written response will be provided.

There were two questions on notice.

### 8.1 Dr Katrina Rainsford

**Q1:**

What will the impact on the cost of living for Southern Grampians Residents and Ratepayers if the assumptions in the 2025-2035 Long Term Financial Plan are fulfilled when inflation is much higher, will Revenue via Rates, Fees and Charges be increased or will Council services and maintenance be reduced?

**Q1 Response:**

Rate revenue is subject to rate capping and the long term financial plan assumes a rate cap of 2% from 2027/28 onwards. Fees and charges are set using the pricing basis and principles, which take into account the user benefit and nature of the charge. The Long term Financial Plan is based on approximately 3.5% increase in future years for fees and charges.

Council services are continually assessed for level of service provided and the cost of that service delivery to ratepayers to ensure benefit to the community at an appropriate cost.

The cost of living for our community is a significant factor in setting of any charges to the community and costs to ratepayers. Council has in place a Financial Relief and Hardship Policy that provides support where there is difficulty in the payment of rates and other charges.

There is no doubt an inflationary environment makes long term financial planning challenging. Our current adopted LTFP is conservative and provides some flexibility, but the LTFP is reviewed each year as we, like every other organisation and business, operate in a



dynamic environment and need to be able to respond to market conditions.

**Q2:**

What is the community engagement process as “ Council has decided that as it prepares each annual iteration of the Financial Plan ( Annual Budget) it will amend the Long Term Financial Plan...and will incorporate any new information regarding longer term matters...and the latest inflation and escalation data” (p.35 of 11 June 2025 Agenda) and timeline for this important process?

**Q2 Response:**

Each year Council will review and update the assumptions for the calculation of the revenue and expenditure included in the Annual Budget and Long Term Financial Plan.

The community engagement has included inviting the community to undertake a survey for their service priorities for the Annual Budget. This was invited in November 2025 and closed on 9 January 2026. In addition the community were invited to provide submissions to the Annual Budget, which had the same timeframes.

Council will consider each submission for the Annual Budget and where appropriate the dollar amounts relating to the submissions will be included. The Annual Budget will be available to the community for review prior to Council considering the adoption of the Annual Budget, Pricing Register and Long Term Financial Plan in June.



## **9 Public Deputations**

There was one request to speak to an agenda item on the agenda.

### **9.1 Jason Thomas, Hamilton Basketball Association.**

Request to speak to agenda item 12.1, 'HILAC Users Consultation and Review.'



Council Meeting - 10 March 2026 - Minutes

## 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:

- Briefing Session – 3 February 2026
- Briefing Session – 10 February 2026
- Briefing Session – 17 February 2026
- Briefing Session – 24 February 2026

This agenda was prepared on 4 March 2026. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 3 February 2026
Date:	3 February 2026
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Henry Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Daniel Shaw, Economic Development Support Officer Eda Williamson, Community Partnership Officer Alison Quade, Manager Communication and Engagement Susannah Milne, Manager Community Wellbeing Di Dixon, HILAC Manager

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Economic Development Activities	Nil
2	Hear Budget Submissions	Cr Manning declared a conflict of interest.
3	GWM Water Update	Nil
4	Community Engagement Calendar	Nil
5	HILAC User Fee Review	Nil

The Informal Meeting concluded at 5:15pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 10 February 2026
Date:	10 February 2026
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell - Virtual Cr Henry Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Karly Herring, Governance Coordinator

The Informal Meeting commenced at 3:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Council Only Meeting	Nil
2	Council Meeting Items	Nil

The Informal Meeting concluded at 5:00pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 17 February 2026
Date:	17 February 2026
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell - Virtual Cr Henry Cr Heslin Cr Manning
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Nick Templeton, Head of Finance Daryl Adamson, Manager Shire Strategy and Regulation Susannah Milne, Manager Community Wellbeing Robyn McArthur, Finance Coordinator Revenue

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Finance Workshop <ul style="list-style-type: none"> <li>• Draft Pricing Register 2026-2027</li> <li>• Proposed Rates 2026-2027</li> </ul>	Nil
2	Advocacy Program 2026	Nil

The Informal Meeting concluded at 3:30pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 24 February 2026
Date:	24 February 2026
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Campbell - Virtual Cr Henry Cr Heslin Cr Manning
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Rejoice De Vera, Senior Project Manager Daryl Adamson, Manager Shire Strategy and Regulation Anita Collingwood, Planning Coordinator

The Informal Meeting commenced at 1:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Newpolis Presentation – Library/Hub Architects	Nil
2	Planning Scheme Amendment C63sgra	Nil
3	Lakes Edge	Nil
4	Councillor Only	Nil

The Informal Meeting concluded at 5:00pm.



## 12 Management Reports

### 12.1 HILAC Users Consultation and Review

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Susannah Milne (Manager Community Wellbeing), Rory Neeson (Director Wellbeing, Planning and Regulation)
<b>Report Author:</b>	Diana Dixon (Coordinator Leisure Facilities)
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - Attachment B Confidential User Group Consultation and Prospective Users [12.1.1 - 7 pages]</li> <li>2. CONFIDENTIAL - Attachment C - Confidential - Leisure Service Benchmarking [12.1.2 - 2 pages]</li> <li>3. Attachment A Consultation Outcomes [12.1.3 - 4 pages]</li> </ol>

#### Executive Summary

The purpose of this report is to present to Council the outcomes of the analysis of HILAC User Groups and space allocations which was a key recommendation of the independently conducted Hamilton Indoor Leisure and Aquatic Centre (HILAC) Service Review.

This report presents the key findings and makes recommendations in relation to User Group fees options, provides a summary of key consultation outcomes identified from community engagement and recommended opportunities to increase activation and offerings for the community.

The analysis of the costs of providing facilities has been undertaken and this information along with bench marking has informed the recommended approach to developing user fees options for the Centre. Analysis has identified with a number of models for user group fee structures, from full to partial recovery. Community consultation with both user groups and the general community strongly expressed the need for affordability to be a key consideration in a review of fees and access.

The adoption of a new fee model will assist in increasing centre activation and participation through the introduction of new activities and new potential user groups. It will also remove the disparity between operational costs, current user group fees, peak time usage by user groups and the impact of historical space allocations which have limited the opportunity to engage new recreational offerings.

This will respond to the key findings of the community consultation which was:

- More activities and access opportunities for younger people.
- Keeping older people active through affordable access and suitable programming.
- Increase more family friendly activities.
- Affordable access.
- Providing a variety of different sports and recreation offerings; and
- Improved marketing and promotion.

#### Discussion



### Background

In 2023, to help address some of the issues at the centre around the operational costs and the difficulty recruiting to roles that was impacting on service delivery, a Service Review was undertaken by an external contractor to examine operating efficiency with a view to reduce costs and increase activation across the facility.

Final reports and recommendations were received from this review in March 2024. From this Council supported a three staged approach to implementation of the service review recommendations. These were:

1. Restructure of staffing and services.
2. Implementation of recommendations relating to development of KPIs, training and marketing calendars, review of processes and costings, and customer service experience frameworks.
3. Review of user groups and space allocations.

With stage one and two complete, this report discusses the outcomes and recommendations from Stage 3, review of user groups and space allocations.

### Consultation findings

An extensive consultation process was undertaken in July - September 2025 that engaged current user groups, stakeholders such as sporting associations and the wider community to consult on items around access to HILAC areas, services, and participation.

140 responses were received with respondent demographics being reflective of HILAC membership data. 56% of respondents stated no affiliation with an existing user group within the centre. The spread of the remaining 44% was reflective of user group membership data provided.

Key issues identified from community consultation were:

- More activities and access opportunities for younger people.
- Keeping older people active through affordable access and suitable programming.
- Increase more family friendly activities.
- Affordable access.
- Providing a variety of different sports and recreation offerings; and
- Improved marketing and promotion.

Facility improvements, including changeroom refurbishments and heating and cooling throughout the centre, were items that community note could improve activation throughout the Centre.

A full and detailed overview of consultation outcomes is available in attachment A.

All Centre user groups have been consulted through face-to-face meetings and the provision of a detailed survey where the groups could detail activities, challenges, future opportunities, and outline requests to changes to future user agreements. User groups have also been provided with the further opportunity to discuss potential fee models and impact with additional meetings with both Council Officers and Councillors. A full summary of the consultation for each user group has been provided in Attachment B (confidential).



User group consultation identified the key themes and challenges:

- Participation numbers, particularly in squash and table tennis.
- Volunteer burden and burnout, particularly in office bearing roles.
- Attracting and retaining junior members, particularly young women.
- Skills in marketing, promotion and supporting talent development.
- Costs and fundraising.

Current activation level and space allocations

Space within HILAC is currently allocated as agreed within user group agreements. Exclusive use of areas by user groups has arisen out of historic agreements at the time of construction of HILAC into its current format. Some sports that were once popular with high participation rates are no longer thriving and their exclusive use allocation is resulting in the under activation of areas. Exclusivity of areas is decreasing the Centre’s activation and community participation opportunities.

Table 1 below demonstrates, the rate of participation with active memberships, areas used, what percentage of area (space allocation), time used, when it is used, occupation rate and the contribution to HILAC’s overall income.

Hamilton Basketball Association (HBA) is the HILAC’s largest user, with respect to area used, membership, space, and times booked, utilising 37% of the available court time during operational hours, whilst other user groups occupy less space and time during operational hours. User group fees only contribute to 7.5% of income generated at HILAC, however they utilise collectively 69% of space for more than 53% of occupational time available. This occupation occurs within the majority of what is considered peak time (outside work/school hours), which impacts the ability to accommodate alternative users and activity offerings to community spaces.

Where a user group, has been historically allocated a dedicated space where it is set up for exclusive use on a permanent basis, this prevents alternative use of the area by an alternative user, decreasing activation of this space. This community have identified for the need for this to change through responses received from the public consultation process. Continued exclusive access perceived or actual will be changed through the renegotiation of user group agreements to provide more activations and offerings to the community.

It should be noted that user group access to the centre is required to be during operational hours (6am – 8pm weekdays) unless a request is made by a user group for additional access outside business hours. Three of the above four user groups regularly book times outside of centre operating hours for club or association activities. The centres inclusion of aquatic facilities, shared spaces, multiple entry and exit points, and child safe requirements presents a high-risk profile and to mitigate this risk the current organisational position is that two staff are always required onsite for group usage. After hours activities requested by user groups and associated costs are currently subsidised by Council at no additional cost to the user groups.

*Table 1: User Group space usage and active memberships*

User Group	Members	Areas used	Space Allocation	Usage	Peak Time Usage	Occupation Rate (% - time used/operating hours)	Contribution to income
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<b>Hamilton Basketball Association</b>	595	4 multipurpose courts, office space, first aid room and storage	47%	5 days	100%	37%	6.2%
<b>Hamilton Olympic Swimming Club</b>	100	3 lanes (from 8), storage time, exclusive use periodically.	5%	4 days	58%	6%	0.3%
<b>Hamilton Squash Club</b>	34	4 Squash courts	6%	2 evenings	27%	6%	0.2%
<b>Hamilton Table Tennis Association</b>	39	Table Tennis Room	11%	2 days	23%	10%	0.8%

Prospective user groups and activation opportunities

Through analysing space allocations, occupancy rates, current user groups arrangements and feedback from the engagement, there is opportunity to increase activation of the centre including responding to challenges that user groups have around volunteerism and financial sustainability.

Discussions with user groups have indicated that they would like to explore opportunities that increase participation within their clubs by holding come and try days, alternative formats of their activity that encourage social and informal participation and greater engagement with school curriculums, but, indicate that the volunteer capacity within clubs to enact this is minimal. They need increased assistance from HILAC staff to facilitate, coordinate and organise. This would require additional resources from Council to facilitate and could be explored to see what larger activation and income generation opportunities could elevate the dry areas of the Centre (multipurpose courts/table tennis room/ squash courts and program room) following the completion of the work on user agreements.

There are also opportunities to meet identified community engagement priorities through the provision of family friendly activities or services during non -peak usage at the site, which could be attracting third parties to provide activity and services from HILAC such as entertainment or professional services. An example of this is outlined in the confidential attachment B which details a proposal from a private company to provide family friendly activities during non-peak usage times within the centre. The benefits of this activation opportunity would result in improved career pathways for junior staff through the opportunity for weekend work and improve participation within the centre during low-usage periods. In combination with providing low-cost implementation and ability to earn additional income for the Centre, this opportunity would provide an active based offering not yet seen in Hamilton or surrounds, providing an economic boost from families travelling from outer towns and neighbouring Shires.

It is recommended that Council Officers, explore and develop activation opportunities for implementation in 2026 through the existing operational policy and process.

Benchmarking with similar centres with respect to operations/activation, user groups, and fee models



Benchmarking was undertaken to compare HILAC against six other regional leisure centres across South West Victoria. This benchmarking included operational management, facility and service availability, user groups hosted and their usage and management, unstaffed afterhours access, and fee structures. A detailed analysis can be found in Attachment C (confidential).

Ability to compare Centres overall is unachievable due to the differing nature, size, location, and population reach of each Centre. Due to the variance in operational models and service methods, benchmarking has been completed on the comparable areas and users of each centre.

In summary the key findings of the benchmarking are as follows:

- Variances are noted in group agreements and models for fee charging as no two centres operate the same.
- Majority of centres charge fees to user groups based on booked hours, with variances noted in charging in advance on predicted hours or post on actual usage.
- Centres charging on predicted bookings, also charge additional fees or different pricing tier to user groups that change or add to these bookings after nominated dates throughout the year.
- All Swim Clubs were charged utilising a user pays model with variances noted in methods of charging. Summarised by:
  - Lane hire charges
  - Casual entry by visit
  - Purchasing of aquatic membership.
- 24/7 access at centres beyond gym facilities was not common where aquatic facilities were incorporated within the centre due to the inherent risk around aquatic areas.
- Other centres cited decreased responsiveness to emergency incidents and increased liability around child safe standards as another unacceptable risk profile with respect to 24/7 access.
- User group agreements and fees differed across all facilities with respect to historical arrangements, access, and service provision.
- Centres report user pay models based on predicted bookings are the most workable and predictable expense for user group planning.
- Benchmarked fees around user group, casual and commercial bookings are similar across all centres.

Review of operational costs and user group fees

Current user group fees have been historically set and raised by CPI each year. This has created a disparity between group fees, space allocations, and peak time usage, reviewing these fees was identified through the March 2024 HILAC Service Review as a high priority.

Through public question time, HBA also requested that Council determine the cost of service provision and use of the Centre to determine if the fees currently charged were fair and equitable across all user groups, querying incorporation of operational overheads for centre areas not used by HBA within current fees.



HILAC User Groups operate under a three-year user group agreement cycle with all groups currently operating under extensions until 31 March 2026.

With User Group income accounting for 7.5% of overall Centre revenue, a review of fees and spaces utilised could decrease losses associated with peak time usage.

Table 2 provides a summary of current user group fees, areas used and associated calculated full operational costs of these areas. These have been calculated utilising 24/25 actual figures. It can be seen that the total costs based on area and usage are higher than current user group fees.

*Table 2: Operational Costs*

User Group	Current Fees (annum)	Peak time usage	Overall Centre usage (time)	Centre usage (area)	Operational Costs – Area Specific (annum)	Centre Operating Costs – Facility (annum)	Cost/m2 (base)	Cost/m2 (full)	Total Operational Cost/annum	Cost/Surface# (serviceable hour <sup>^</sup> )
Hamilton Basketball Association	\$78,500	100%	32%	47%	\$86,889	\$104,526	\$24.80	\$58.90	\$191,415	\$47.66
Hamilton Squash Club	\$2,500	27%	6%	6%	\$6,724	\$2,581	\$15.41	\$21.07	\$9,305	\$9.29
Hamilton Olympic Swimming Club*	\$4,250	58%	6%	5%	\$13,440	\$2,566	\$40.69	\$45.41	\$16,908	\$10.54
Hamilton Table Tennis Association	\$9,800	23%	10%	11%	\$7,990	\$7,421	\$9.84	\$19.89	\$15,411	\$5.28

\*Calculations for Hamilton Olympic Swim Club have been revised to align with known area specific operational cost savings in the 25/26 financial year.

#Surface refers to court, lane, or table dependent on area.

<sup>^</sup>Serviceable hour relates to hours available for booking during Centre operating hours per annum.

- Operational cost/annum has been calculated on Cost/m2 multiplied by Areas used (m2).
- Operational Cost - Area specific and Centre Operating costs are calculated on time and area utilised by each user group.

Table 3 further demonstrates the Council’s current subsidisation of user group activities. There is variance across user groups with basketball being the most heavily subsidised user group per booked hour.

*Table 3: Operational cost Vs User Group Income*



User Group	Cost/Surface/Serviceable Hour	#Surfaces booked/hour	Current Hourly income/surface	Variance/Surface/Hour	Total subsidy per booked hour
Hamilton Basketball Association	\$47.66	4	\$18.13	-\$29.53	-\$118.12
Hamilton Squash Club	\$9.29	4	\$2.53	-\$6.76	-\$27.04
Hamilton Olympic Swimming Club	\$9.12	3	\$2.42	-\$6.70	-\$20.10
Hamilton Table Tennis Association	\$5.28	8	\$3.20	-\$2.08	-\$16.64

#### Proposed user group fee structure options

Officers have developed and analysed a number of possible methodologies with respect to the costs of service and facility provision at HILAC for user groups. It was determined that the most fair and equitable methodology to recommend was calculating cost for area used, and centre hours utilised (*as outlined in Table 2*), this is referred to as the base rate.

The *base rate* includes lighting, court or playing surface recoating, area specific cleaning wages and equipment, insurance, repairs, specific maintenance, and depreciation. This cost is specific to each user group and has been calculated on usage (current booking) and area (metres squared of used space).

*Centre operating costs* include items such as changeroom and building maintenance, centre management and operations, general centre cleaning, and corporate overheads. The percentage of operating cost applied to each user group is proportioned on the time and area usage of the group.

In considering this methodology, Council can elect the level of cost recovery they are seeking, if any. Table 4 below presents options where *centre operating costs* have been included as a percentage to model possible cost recovery options (*See options 1-4*). Alternatively council can opt to do nothing and apply CPI to the existing fees, which is demonstrated as Option 5.

**Table 4: Fee Options**

Option	Base Rate	Percentage of Centre Operating Costs
Option 1	100%	0 %
Option 2	100%	25%
Option 3	100%	50%
Option 4	100%	100%
Option 5	0	0



Table 5 demonstrates the application of each of these options based on 2025 user group booking data.

*Table 5: Example application of fee options 1-4 determined on 2025 actual usage and 24/25 operational costs.*

Note: All figures have been calculated for each user group according to the Centre time and area usage as outlined in Table 1.

Group	Current Fees	Current income per booked surface hour	Current booked hours (annum)	Cost/serviceable hour				Total Fees (annum)			
				Base	Partial (25%)	Partial (50%)	Full (100%)	Base	Partial (25%)	Partial (50%)	Full (100%)
Hamilton Basketball Association	\$78,500	\$18.13	4435	\$20.07	\$26.97	\$33.87	\$47.66	\$89,016	\$119,605	\$150,195	\$211,373
Hamilton Squash Club	\$2,500	\$2.53	990	\$6.79	\$7.42	\$8.04	\$9.29	\$6,724	\$7,342	\$7,959	\$9,195
Hamilton Olympic Swimming Club*	\$4,250	\$2.42	1755	\$8.17	\$8.41	\$8.65	\$9.12	\$14,342	\$14,758	\$15,174	\$16,006
Hamilton Table Tennis Association	\$9,800	\$3.20	3060	\$2.61	\$3.28	\$3.94	\$5.28	\$7,990	\$10,030	\$12,070	\$16,150

\*Calculations for Hamilton Olympic Swim Club have been revised to align with known area specific operational cost savings in the 25/26 financial year.

Fees across models would change based on usage and all pricing would be subject to annual CPI increases. Options 2-4 would also allow for the consideration of employee provision to support user groups in governance, administration, planning and marketing to decrease volunteer burden and increase stadium activation as discussed in the *Prospective user groups and activation opportunities*.

Table 6 outlines the expected revenue if Council proceed with Option five and elect to not change the current fee structure allocation.

*Table 6: Option 5 using current model with CPI increases applied.*

Group	2024/25 Fee	2025/26	2026/27	2027/28
Hamilton Basketball Association	\$78,500	\$80,855	\$83,281	\$85,780
Hamilton Squash Club	\$2,500	\$2,575	\$2,652	\$2,732
Hamilton Olympic Swimming Club	\$4,250	\$4,378	\$4,509	\$4,644
Hamilton Table Tennis Association	\$9,800	\$10,094	\$10,397	\$10,709



Table 7 outlines the possible impact of fee increases associated with Options 1- 4 on a per member basis for each current user group. These increases would be minimal to each member, even if Option 4 full cost recovery was considered, and allows user groups to remain an affordable sporting option for community members.

*Table 7: Option 1-4 impact per member. Calculated over a 40 week period to align with current user group usage.*

Group	Current Members	Current		Base (Option 1)		Partial 25% (Option 2)		Partial 50% (Option 3)		Full 100% (Option 4)	
		Current Fees (annum)	Total Cost/ member (week)	Total Cost/ member (week)	Increase (member/ week)	Total Cost/ member (week)	Increase (member/ week)	Total Cost/ member (week)	Increase (member/ week)	Total Cost/ member (week)	Increase (member/ week)
Hamilton Basketball Association	596	\$78500	\$3.29	\$3.73	\$0.44	\$5.02	\$1.72	\$6.30	\$3.01	\$8.87	\$5.57
Hamilton Squash Club	34	\$2500	\$1.84	\$4.94	\$3.11	\$5.40	\$3.56	\$5.85	\$4.01	\$6.76	\$4.92
Hamilton Olympic Swimming Club	50	\$4250	\$2.13	\$7.17	\$5.05	\$7.38	\$5.25	\$7.59	\$5.46	\$8.00	\$5.88
Hamilton Table Tennis Association	39	\$9800	\$6.28	\$5.12	-\$1.16	\$6.43	\$0.15	\$7.74	\$1.45	\$10.35	\$4.07

It is recommended that Option 1 be adopted by Council to apply in the next three year user group agreement cycle. This option would still recognise the important social and wellbeing outcomes and volunteer contributions that these user groups provide to the community whilst ensuring participation remains affordable. Council could elect to increase to a higher level option under the next agreement cycle beginning in 2029, if they were seeking to increase cost recovery whilst still subsidising community access.

This option is transparent and equitable by apportioning cost on the use and activity of the user group. Where a user group has perceived exclusive use, through permanent set up of equipment, inclusion of all set up hours within base rates should be taken into consideration in their agreement, due to the decreased opportunity for activation within that space.

#### **Financial and Resource Implications**

Through this consultation and review process it identified that there are opportunities to increase activation which will in turn increase revenue. Pursuing additional user groups and activation opportunities for the centre will provide new income streams decrease annual net losses. Addition and reallocation of resources to provide these services is required and has been taken into consideration within net profit calculations.

The review of operational costs has shown that a user pays model is the most equitable and fair option for the community, however as demonstrated in the community and user group



consultation affordability is key to service accessibility for participants. As with most Council services, there is an element of health and wellbeing return that physical activity and social interaction provide to the wider community. HILAC is seen as a community resource by the community and therefore officers recommend that a partial cost recovery methodology is acceptable. Under the proposed model Council can choose how much that subsidy is provided to the community.

If Council choose to do nothing the current fee structure would remain in place, with respect to user group fees and activation levels, thus accepting that HILAC will continue to operate at a net loss consistent with current budget figures.

### **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
- 1.2 Facilitate and encourage opportunities for people to participate in community and civic life
- 1.3 Promote and create spaces and places that bring people together
- 1.5 Promote safety and inclusion for whole of community including children, first nations, multicultural and gender diverse people

#### ***Business, Economy and Tourism - We will create a thriving and diverse local and regional economy that supports our businesses and strengthens our position as a desirable place to live, work, and visit.***

- 2.4 Attract, support and deliver events that align with community values, drive visitation and economic activity

#### ***Community Infrastructure and Assets - We will deliver well-planned, high-quality infrastructure and spaces that connect people and respond to community needs.***

- 3.3 Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs

### **Legislation**

There are no direct implications to legislation because of this report. Any actions taken from recommendations will be subject to the *Public Health and Wellbeing Act 2008* and the *Public Health and Wellbeing Regulations 2019*, and *Occupational Health and Safety (OHS) Act 2004*.

### **Gender Equality Act 2020**

There are no direct implications to the *Gender Equality Act 2020* because of this report. Any actions taken from recommendations will be subject to Gender Impact Assessments, Fair Access Policy and have intersectional lens' applied.



Through this review officers and user groups have identified that there is opportunity to improve equity through increased activation and service offering around gender, ability and age.

### **Risk Management**

Within this review that may result in change to current agreements, there are risks that Council should be aware of prior to change fee structures, space allocations, and new users to the Centre. The highest risk is reputational damage cause by the implementation of the recommendations are outlined below.

- Increase in fees may result in User group no longer being able to access the centre, particular groups with small memberships and low-income streams.
- Decrease in space access for smaller user groups may lead to club descent.
- Change of historical use and area agreements.
- Increase in fees may result in lobbying or threat to cease operating at the centre.

There is also potential financial risk in the activation opportunities outlined if it is not supported through attendance.

### **Climate Change, Environmental and Sustainability Considerations**

With increased usage there may be increased electricity usage in the stadium area. This is not foreseen as being significant based on current usage times by user groups. Lighting within the Centre has been changed to energy saving models and solar structures are utilised to offset.

### **Community Engagement, Communication and Consultation**

Extensive Community and User Group Consultation has been undertaken across multiple modalities and stages as outlined below and in attachment A.

Four main stages of consultation have been undertaken.

- d) Initial consultation (survey) with user groups and community.
- d) Individual User Group consultations (information, data and needs gathering, pre-community consultation results)
- d) Individual User Group consultation (discussion of results, post-community consultation results)
- d) User Group direct discussions with Council.

Actions taken from recommendations may be subject to further specific consultation which will be undertaken at the time.

### **Youth Charter**

The are no direct implications as a result of this report in relation to the Youth Charter however as detailed above extensive engagement has been completed with younger users



of HILAC. In response to consultation, Officers recommend that increasing activation targeting activities to provide offerings for our younger residents be pursued.

**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.

Rory Neeson, Director Wellbeing, Planning and Regulation  
Susannah Milne, Manager, Community Wellbeing  
Diana Dixon, HILAC Centre Manager

**RECOMMENDATION**

That Council:

1. Move to utilisation of fee structure Option 1 base cost recovery for the next three-year user group agreement cycle, with agreement to move to option 2, base cost recovery items plus 25% of centre operating costs for all HILAC user group agreements in subsequent user group agreement cycle beginning 2029;
2. Officers pursue new user group activation and opportunities through existing operational policy and process; and
3. Endorse the introduction of an hourly after-hours staff rate to be applied for activities outside of standard centre operating hours.

**PROCEDURAL MOTION**

**MOVED: Cr Manning**  
**SECONDED: Cr Campbell**

**Extension of speaking time.**

**CARRIED**

**COUNCIL RESOLUTION**

**MOVED: Cr Barber**  
**SECONDED: Cr Campbell**

That Council:

1. **Move to utilisation of fee structure Option 1 base cost recovery for the next three-year user group agreement cycle, with agreement to move to option 2, base cost recovery items plus 25% of centre operating costs for all HILAC user group agreements in subsequent user group agreement cycle beginning 2029;**
2. **Officers pursue new user group activation and opportunities through existing operational policy and process; and**



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- 3. Endorse the introduction of an hourly after-hours staff rate to be applied for activities outside of standard centre operating hours.**

**CARRIED**



## 12.2 Planning Scheme Amendment C63sgra- Adoption

- Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Daryl Adamson (Manager Shire Strategy and Regulation), Rory Neeson (Director Wellbeing, Planning and Regulation), Susannah Milne (Manager Community Wellbeing)  
**Report Author:** Scott Elliott (Senior Strategic Planning Officer)
- Attachment(s):**
1. C63sgra Explanatory Report Authorisation Final Exhibition (1) [12.2.1 - 18 pages]
  2. C 63 sgra Planning Scheme Review report [12.2.2 - 410 pages]

### Executive Summary

This report provides Councillors with information regarding Planning Scheme Amendment C63sgra – Southern Grampians Planning Scheme review and recommends that the amendment be adopted and submitted to the Minister for Planning for approval.

The amendment implements the policy neutral findings and recommendations of the Southern Grampians Planning Scheme Review (2023) by making changes to the Municipal Planning Strategy, local policies, and local schedules to zones, overlays, and general and operational provisions to improve the overall performance of the Southern Grampians Planning Scheme and incorporate policy from the Southern Grampians Small Towns Strategy (2024), Southern Grampians Rural Land Use Strategy (2023) and Southern Grampians Plan for Nature 2023-2033 (2024).

### Discussion

#### Key dates

- 8 May 2024 - Council resolved to request the Minister for Planning to authorise the preparation and exhibition of Amendment C63sgra.
- 30 October 2025- Authorisation granted by the Minister for Planning.
- 24 December 2025 to 2 February 2026 - Amendment C62sgra was publicly exhibited.
- Post-exhibition - No submissions were received.

#### Options

As no submissions have been received to the amendment, Council has the following options to consider at the April Council Meeting:

1. Adopt Amendment C63sgra and submit it to the Minister for Planning for approval (recommended).
2. Abandon Amendment C63sgra and take no further action.

Council also has the option to adopt the amendment with changes; however, as no changes are required, this option is not necessary.

### Financial and Resource Implications



There are no immediate financial implications associated with the amendment. All work on the amendment to date has undertaken by Council officers with support from relevant DTP officers.

### **Council Plan, Community Vision, Strategies and Policies**

***Business, Economy and Tourism - We will create a thriving and diverse local and regional economy that supports our businesses and strengthens our position as a desirable place to live, work, and visit.***

- 2.1 Build business confidence, encourage private investment and decrease vacancy rates by investing in public assets
- 2.3 Grow the visitor economy through enhanced promotion of Southern Grampians Shire as a tourist destination and increased investment in tourism infrastructure
- 2.5 Sustain and grow agricultural sector through diversification of farming practices and water usage

***Community Infrastructure and Assets - We will deliver well-planned, high-quality infrastructure and spaces that connect people and respond to community needs.***

- 3.4 Ensure appropriate and connected residential, business and industrial development which encourages liveability

***Environment - We will protect and enhance our natural landscapes and advance a clean, green, and sustainable future in Southern Grampians Shire.***

- 4.1 Manage, enhance and protect our natural environment, landscapes, green and open spaces, respecting cultural heritage
- 4.2 Enhance climate resilience through improved risk management, emissions reduction, knowledge sharing and climate adaptation

***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.

### **Legislation**

The review has been undertaken to meet requirements established in Section 12B of the *Planning and Environment Act 1987*.

### **Gender Equality Act 2020**

There are no direct implications to the *Gender Equality Act 2020*.

### **Risk Management**

Risks are mitigated by ensuring compliance with the relevant Ministerial Directions, Planning Practice Notes, and the *Planning and Environment Act 1987*.



**Climate Change, Environmental and Sustainability Considerations**

In undertaking the review, policy relating to climate change, environment and sustainability has been considered, and any gaps in the Southern Grampians Planning Scheme identified.

**Community Engagement, Communication and Consultation**

The amendment was prepared in consultation with stakeholders, referral agencies, and government departments.

The amendment was exhibited from 24 December 2025 to 2 February 2026. No submissions were received.

**Youth Charter**

There are no direct implications to the Youth Charter.

**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.

Scott Elliott, Principal Strategic Planner  
Anita Collingwood, Planning Coordinator  
Daryl Adamson, Manager Shire Strategy and Regulation  
Rory Neeson, Director Wellbeing, Planning and Regulation

**RECOMMENDATION**

That Council:

1. Adopts Amendment C63sgra in accordance with Section 29 of the Planning and Environment Act 1987; and
2. Submits the adopted amendment and prescribed information to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.

**COUNCIL RESOLUTION**

**MOVED:** Cr Campbell  
**SECONDED:** Cr Barber

**That Council:**



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- 1. Adopts Amendment C63sgra in accordance with Section 29 of the Planning and Environment Act 1987; and**
- 2. Submits the adopted amendment and prescribed information to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.**

**CARRIED**



## 12.3

## MAV Motions

<b>Directorate:</b>	Chief Executive Office
<b>Report Approver:</b>	Tony Doyle, Chief Executive Officer
<b>Report Author:</b>	Tony Doyle, Chief Executive Officer
<b>Attachment(s):</b>	Nil

### Executive Summary

This report seeks to table a proposed motion for Council's consideration to be lodged for the Municipal Association of Victoria's State Council meeting to be held on 29 May 2026.

### Discussion

The Municipal Association of Victoria (MAV) is Victoria's legislated peak body representing all 79 local councils in the state. The State Council is the governing body of the MAV and is composed of one delegate from each member council with its responsibilities including the determining the rules of the association, electing the president and board directors, setting the strategic direction of the MAV, and appointing the auditor.

The State Council meets at least twice a year at which member Councils can propose motions which delegates vote on at meetings. Accepted motions help shape MAV policy and advocacy priorities.

The State Council is an important opportunity for Councils to put forward motions on matters that are important to their local communities and gain the support of the MAV to advocate for these items.

It is important to note that a motion to MAV must be the subject of a council resolution, is of strategic relevance to the MAV, or alternatively, if your motion does not align with the MAV's Strategic Plan, but is of significance to the local sector, the Council must outline how your motion addresses an issue of state-wide importance.

In addition, a motion must not be repetitive in form or substance of a motion or item considered at the most recently held meeting of the State Council.

Council's proposed motion is:

**Motion Title:** Modernised Country Towns Water Supply and Sewerage Program (CTWSSP) – Enabling Regional Housing and Public Health Outcomes.

### Motion:

That the Municipal Association of Victoria advocates to the Victorian and Australian Governments for the establishment of a modernised Country Towns Water Supply and Sewerage Program (CTWSSP) to provide dedicated, long-term co-funding for wastewater and potable water infrastructure in small regional and rural towns, enabling councils to meet mandated housing targets, protect public and environmental health, and address longstanding infrastructure gaps.



### Rationale:

Southern Grampians Shire Council, like many rural and regional municipalities across Victoria, faces significant challenges with ageing and inadequate water and wastewater infrastructure in small towns. Many of our communities rely on legacy onsite wastewater systems that are now well beyond their functional life and cannot meet contemporary public health, environmental, or regulatory standards. In several townships, particularly those situated on small lots, shallow soils, or sensitive groundwater systems, traditional onsite systems are no longer viable, resulting in widespread non-compliance, elevated environmental and public health risk, and the inability to support even modest residential growth.

Recent investigations, including the Peshurst Adaptive Wastewater Pilot Project Review, highlighted that approximately 93% of onsite wastewater systems in Peshurst were non-compliant, demonstrating a systemic and urgent need for town-scale wastewater solutions across affected rural communities. These constraints directly impede new housing supply, restrict subdivision, limit economic development, and prevent councils from meeting State-mandated housing targets under the Victoria Housing Statement and Plan for Victoria – Housing Targets.

While local governments carry statutory responsibilities under the Public Health and Wellbeing Act and the Environment Protection Act, there is currently no dedicated State or Federal funding mechanism to assist councils or regional water authorities to address these systemic small-town wastewater challenges. The former Country Towns Water Supply and Sewerage Program (CTWSSP) once filled this gap, supporting the delivery of essential water and sewerage infrastructure in underserved towns, but no equivalent program exists today. As a result, councils and water corporations are left to shoulder multi-million-dollar infrastructure burdens that far exceed the rate base and financial capacity of small rural communities and councils.

With increasing financial pressures, councils are facing the stark reality that without a renewed funding partnership, many small towns will remain locked out of growth, unable to meet regulatory requirements, and permanently disadvantaged compared with larger regional centres and metropolitan areas. The absence of investment threatens not only public health and environmental protection, but also the liveability, economic vitality, and long-term sustainability of rural Victoria.

Southern Grampians Shire Council is therefore calling on the Municipal Association of Victoria to advocate strongly to the Victorian and Australian Governments for the establishment of a modernised Country Towns Water Supply and Sewerage Program, a dedicated, long-term co-funding mechanism to assist regional and rural councils in delivering essential water and wastewater solutions.

This motion directly aligns with the MAV's Shaping Our Future 2024–2027 Strategic Plan ([MAV Strategic Plan - Shaping Our Future | MAV website](#)), particularly the priorities of:

- Connected Places – by ensuring rural communities have the essential infrastructure needed to remain viable and attractive.
- Health and Wellbeing – by reducing public health risks associated with failing wastewater systems.



- Sustainable Economy – by enabling housing growth, business development, and population retention.
- Intergenerational Infrastructure – by investing in critical long-term services that support future generations.

A modernised CTWSSP is necessary to secure the resilience, safety, and prosperity of rural towns, ensuring that regional Victorians are not left behind in the State's broader housing, health, and infrastructure reform agenda.

### **Financial and Resource Implications**

The motion in this report does not carry any financial implications for Council.

### **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
- 5.4 Provide the community a strong voice through meaningful and accessible engagement
- 5.5 Advocate for community priorities

### **Legislation**

The Municipal Association of Victoria (MAV) is established under the *Municipal Association Act 1907* in the Victorian parliament. This legislation formally recognises MAV as the state's legislated peak body for local government, defining its purpose, powers, and governance framework—including the establishment of the State Council to oversee its rules, leadership, and strategic activities.

### **Gender Equality Act 2020**

There are no *Gender Equality Act 2020* implication as a result of this report.

### **Risk Management**

There are no risk management issues arising from this report.

### **Climate Change, Environmental and Sustainability Considerations**

There are no climate change, environmental or sustainability considerations as a result of this report however what is proposed as part of the motion to the MAV as the ability to have a positive impact on both environmental and sustainability issues in our Shire.

### **Community Engagement, Communication and Consultation**



The motion proposed in this report is consistent with the Council Plan. The Council Plan is developed following significant community consultation.

### **Youth Charter**

There are no direct implications to Council's Youth Charter 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.

Tony Doyle, Chief Executive Officer  
Rory Neeson, Director Wellbeing, Planning and Regulation

## **RECOMMENDATION**

That Council endorse the following motion to be submitted to the MAV for tabling at the State Council Meeting on Friday 29 May 2026.

That the Municipal Association of Victoria advocates to the Victorian and Australian Governments for the establishment of a modernised Country Towns Water Supply and Sewerage Program (CTWSSP) to provide dedicated, long-term co-funding for wastewater and potable water infrastructure in small regional and rural towns, enabling councils to meet mandated housing targets, protect public and environmental health, and address longstanding infrastructure gaps.

## **COUNCIL RESOLUTION**

**MOVED:** Cr Campbell  
**SECONDED:** Cr Manning

**That Council endorse the following motion to be submitted to the MAV for tabling at the State Council Meeting on Friday 29 May 2026.**

**That the Municipal Association of Victoria advocates to the Victorian and Australian Governments for the establishment of a modernised Country Towns Water Supply and Sewerage Program (CTWSSP) to provide dedicated, long-term co-funding for wastewater and potable water infrastructure in small regional and rural towns, enabling councils to meet mandated housing targets, protect public and environmental health, and address longstanding infrastructure gaps.**

**CARRIED**



## 12.4 Audit and Risk Committee Minutes - 11 February 2026

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Nadine Rhook, Executive Assistant Director People and Performance  
**Attachment(s):** 1. 11-02-2026 - ARC Minutes - Final [**12.4.1** - 13 pages]

### Executive Summary

The Minutes from the 11 February 2026 meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

### Discussion

Under Section 53 of the *Local Government Act 2020* the Council must establish an Audit and Risk Committee, as an Advisory Committee of the Council. This Committee fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council on both Risk and Financial matters in accordance with the committee charter.

Items discussed listed below:

ITEM	
<b>1</b>	<b>Membership</b>
<b>2</b>	<b>Committee &amp; Auditors in Camera</b>
<b>3</b>	<b>Welcome</b>
<b>4</b>	<b>Apologies</b>
<b>5</b>	Committee Secretariat
<b>5.1</b>	- Confirmation of Minutes – 27 November 2025
<b>5.2</b>	- Conflicts of Interest Disclosure & Register of Committee Members Interests
<b>5.3</b>	- CEO Report
<b>5.4</b>	- Governance & Risk Management Disclosures
<b>5.5</b>	- Summary Table of Outstanding Matters
<b>5.6</b>	- Audit and Risk Committee Self Assessment
<b>6</b>	<b>Annual Financial Reporting</b>
<b>6.2</b>	- Finance Report October to December 2025
<b>6.3</b>	- Quarterly Councillor's Expenditure Report (For Information)
<b>7</b>	<b>Internal Audit</b>
<b>7.1</b>	- Progress Report of Internal Audit Actions (Interplan)
<b>7.2</b>	- Internal Audit Status Report
<b>7.3</b>	- Internal Audit Charter Review
<b>7.4</b>	- Internal Audit – Corporate Governance – Final Report



<b>7.5</b>	- Internal Audit – Payroll – Final Report
<b>7.6</b>	- Report and Correspondence of Note: VAGO, Ombudsman and IBAC Reports
<b>8</b>	<b>Compliance Management</b>
<b>8.1</b>	- Compliance Framework Review & Quarterly Compliance Reporting
<b>9</b>	<b>Risk Management</b>
<b>9.1</b>	- OHS Quarterly Report - Summary
<b>9.2</b>	- Risk Management Quarterly Report
<b>10</b>	<b>External Audit</b>
<b>10.1</b>	- Annual VAGO Audit Strategy
	- Nil
<b>12</b>	<b>Other Items</b>
<b>13</b>	<b>Next Meeting</b>

**Financial and Resource Implications**

Preparation of reports, agenda and minutes of the Audit and Risk Meeting utilises Council resources. Council Officers and Chief Executive Officer attend the Audit and Risk Committee meeting to present reports and provide information to the committee.

Independent members of the Audit and Risk Committee are paid a sitting fee as members of the Committee and internal auditors are engaged to conduct audits in accordance with the endorsed audit schedule throughout the year.

**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.

**Legislation**

The Audit and Risk Committee is established in accordance with the *Local Government Act 2020* (Section 53).

**Gender Equality Act 2020**

There are no *Gender Equality Act 2020* implications through the noting of the Audit and Risk Committee minutes.

**Risk Management**



The Audit and Risk Committee has clear function in review of Councils Risks as per the Committee Charter.

**Climate Change, Environmental and Sustainability Considerations**

Whilst there is no direct implication in this category associated with the report, it should be noted that Council and the committee are committed to producing documentation and data through systems that have the least impact in the environment. Agendas, reports and minutes are produced electronically and distributed via email. Presenters are encouraged to attend meetings virtually to reduce the need for travel.

**Community Engagement, Communication and Consultation**

Changes in membership will be communicated to the relevant stakeholders when a change in membership has occurred.

**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.

Darren Barber, Director People and Performance  
Nadine Rhook, Executive Assistant Director People and Performance

**RECOMMENDATION**

That Council note the Minutes for the Audit and Risk Committee Meeting held on 11 February 2026.

**COUNCIL RESOLUTION**

**MOVED:** Cr Barber  
**SECONDED:** Cr Manning

**That Council note the Minutes for the Audit and Risk Committee Meeting held on 11 February 2026.**

**CARRIED**



## 12.5

### Finance Report as at 31 December 2025

<b>Directorate:</b>	People and Performance
<b>Report Approver:</b>	Nick Templeton, Acting Director People and Performance
<b>Report Author:</b>	Nick Templeton, Acting Director People and Performance
<b>Attachment(s):</b>	1. Finance Report as at 31 December 2025 [12.5.1 - 16 pages]

#### Executive Summary

The Finance Report for the period ended 31 December 2025 is presented for the information of Council.

The performance of Council for the first six months is marginally below the forecast, with the operating result anticipated at 31 December being \$8.963m surplus compared to an actual result of \$7.757m surplus, which is a negative variance of \$1.206m.

#### Discussion

The Finance Reports set out actual results compared to Budget for the first six months of the 2025/26 financial year and contains the Standard Statements namely:

- Comprehensive Income Statement,
- Balance Sheet,
- Statement of Cash Flows, and
- Statement of Capital Works.

The Report also includes information on cash balances, current borrowing ratios and debtor balances.

Included in the December 2025 quarterly report is a summary of the key components of the Finance Report with key information available for readers of the report. Narratives also accompany each of the statements.

The Comprehensive Income Statement result for the three months to 31 December is a surplus of \$7.757m and the forecasted result for the same period was a surplus of \$8.963m. During the December quarter there was total revenue recognised of \$6.135m while the total expenditure for the three months was \$15.020m.

Cash and investment held at 31 December 2025 was \$12.011m.

Key narratives to 31 December 2025 include:

#### Income Statement

The Comprehensive Income Statement result for the six months to 31 December is a surplus of \$7.757m and the forecasted result for the same period was a surplus of \$8.963m. The actual and forecasted result for the period is positive and is impacted by the rates for the full



year being raised in the first quarter, which means that 99% of the annual forecasted rates revenue is recognised in this period. Rate revenue makes up 48% of the total forecast revenue of Council for 2025/26.

The main variances within the report are identified with an explanation provided for what has transpired, which includes:

#### REVENUE

- Contributions to projects and reimbursement of expenditure is recognised under contributions and includes amounts received for the Pedrina Park Cricket Nets and Balmoral Bowling Club.
- Capital grants were received, in particular \$1m for the Regional Precinct and Partnerships Program that was not anticipated during this period. Funding expected for capital projects under the Local Roads and Community Infrastructure Program were forecast to be received however the project funding requirements are not fully completed so final instalments will be received after requirements are satisfied.
- Asset sales revenue is below expected levels as sale of excess property anticipated for the six months of 2025/26 has not yet occurred, however the properties are listed with agents for sale and are expected to be sold during the financial year.
- Reimbursements for Workcover claims of \$113k has been received that is not budgeted, which offsets salary-related expenditure for these claims. Transfer Station revenue exceeds budget by \$345k for internal charges relating to disposal of kerbside waste.

#### EXPENDITURE

- Wage and salary costs exceed budget by 10% with additional costs incurred due to three pay periods falling in December along with bulk payment of leave loading to applicable staff. As noted above, Workcover expenditure has been incurred that was not budgeted however is offset by reimbursements shown in revenue.

Areas above budget include road maintenance with costs incurred early in the financial year that are expected to reduce as the capital construction season has now commenced which will improve the negative budget variance. In addition the capital works schedule includes projects that will incur staffing costs that will be allocated to capital after December and will improve the variance by in excess of \$200k.

- External Works is impacted by the timing of works to be undertaken by contractors for road maintenance and fire prevention which has not reached the forecast amounts and is \$194k below forecast at 31 December. Tree clearing including power line works were budgeted in External Works however actual expenditure is included in the Support Services and Supplies category.
- Utility costs include electricity, gas and water charges which are all below budget for the first six months. Hamilton Indoor Leisure and Aquatic Centre costs are below anticipated by \$67k.



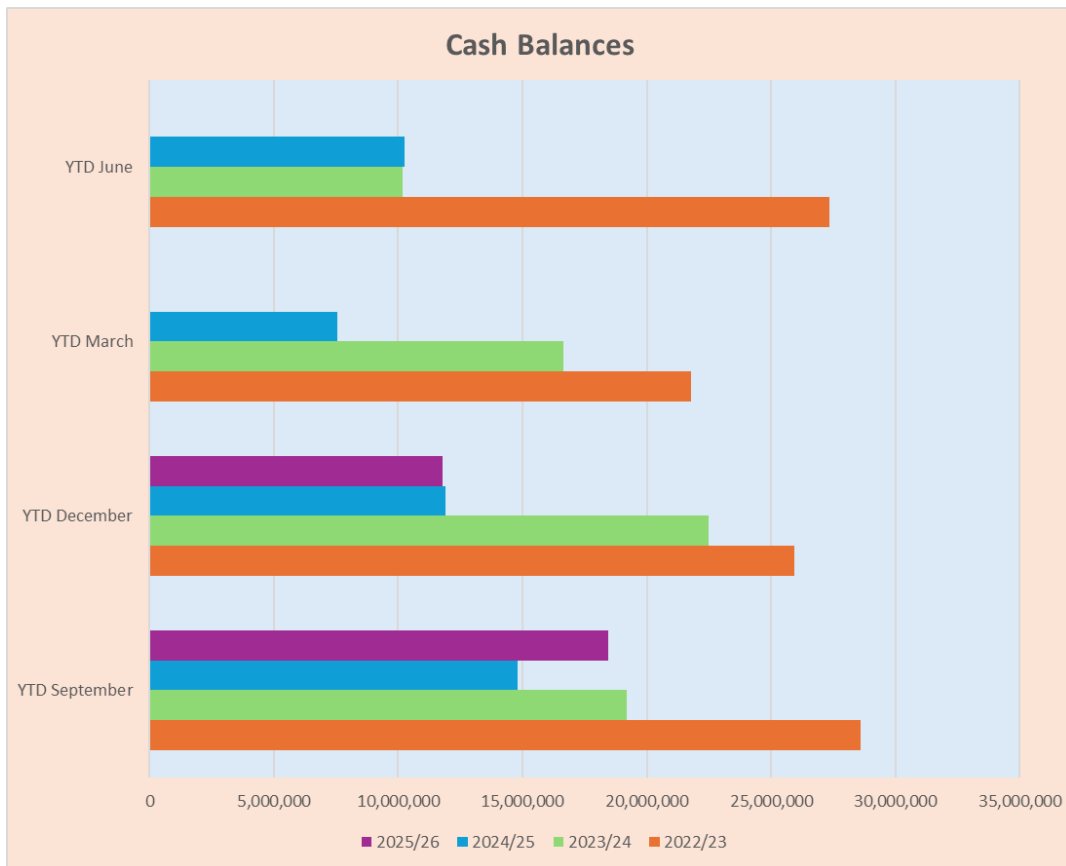
- Waste disposal costs are below budget by \$105k for the year to date, due in part to timing of the payment of supplier invoices. This timing impacts the variance to the forecast and is expected to align by year end.

Statement of Cash Flows and Balance Sheet

Council is holding \$12.011m in cash and investment at 31 December 2025. The forecast at 31 December was for cash and investments of \$12.949m. Impacting the cash and investments at 31 December is the payments received for the first rates instalment which included the Primary Producer Support Payment.

Debt servicing and debt commitment ratios are both strong, being well below the acceptable maximum level which is due to the low level of borrowings. Council drew down \$2m of loan funds from Treasury Corporation of Victoria during the first three months of the year and in the October these funds were repaid.

Four year cash balance comparison.



Rates Debtors



The level of debtors for rates has shown a decline compared to the same period in the previous financial year. In both years Council is mindful of the financial pressures on ratepayers from both the cost of living and the significant challenges to our primary producers and other businesses. A one-off rates payment was made on behalf of ratepayers for the Primary Producer Support Payment, which has aided in the reduction of rates owing at 31 December compared to the prior year.

#### Statement of Capital Works

Detailed reports on the financial progress of the capital works and major projects are also provided for information. Capital works expenditure for the YTD to 31 December was \$6.328m compared to a YTD forecast of \$7.466m. The capital works carried forward from 2024/25 was a total net amount of \$4.226m.

Expenditure incurred included the replacement of fleet items, completion of the stairs replacement project at Nigretta Falls, rehabilitation works in particular at Vic Point Road, Sobey's Road and Hensley Park Road. Works commenced on the Road Safety Improvement Program and there was final seals done at Gallie Road, Hamilton-Chatsworth Road and Mt Napier Road.

Items carried forward from the 2024/25 year was a total amount of \$4.226m and included the following projects:

- Lonsdale Street building demolition,
- Art Gallery design (multi year project),
- Heavy fleet replacement,
- Storm event rectification works,
- Louth Swamp bridge,
- Hamilton entrance signs,
- Cox Street streetscape project completion, and
- Nigretta Falls stair replacement.

#### **Financial and Resource Implications**

The report communicates our financial sustainability and compliance with our annual budget.

#### **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.
- 5.3 Ensure balanced and responsible financial decision making meets long-term financial sustainability



## Legislation

Section 97 of the *Local Government Act 2020* requires that after the end of each quarter, the Chief Executive Officer (CEO) must ensure that a quarterly budget report is presented to the Council. The report must include a comparison of the actual and budgeted results to date and an explanation of material variations, and any other matters prescribed by the regulations.

In addition, the second quarterly report of a financial year must include a statement by the CEO as to whether a revised budget is, or may be, required. The June report is indicative only with the final report being Council's official financial report which is audited and then included as part of Council's Annual Report.

Council is also required to implement the financial management principles detailed in Section 101 of the *Local Government Act 2020* which states:

- (1) The following are the financial management principles:
  - (a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
  - (b) Financial risks must be monitored and managed prudently having regard to economic circumstances;
  - (c) Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;
  - (d) Accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following:
  - (a) The financial viability of the Council;
  - (b) The management of current and future liabilities of the Council;
  - (c) The beneficial enterprises of the Council

## Gender Equality Act 2020

There are no direct implications to the *Gender Equality Act 2020* in preparing the Financial Report, however, Council casts a strong gender lens across all of its operations, programs and projects throughout the year and the budget allows for provisions that support gender equality initiatives.

## Risk Management



The report measures financial risk and compliance with our annual budget.

**Climate Change, Environmental and Sustainability Considerations**

The report measures financial sustainability and compliance with our annual budget.

**Community Engagement, Communication and Consultation**

The report communicates Council's financial sustainability and compliance with its annual budget.

**Youth Charter**

There are no direct implications to the Youth Charter in preparing the Financial Report, however, Council casts a strong youth lens across all of its operations, programs and projects throughout the year and the budget allows for provisions that support youth initiatives.

**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.

Nick Templeton, Acting Director People and Performance

**RECOMMENDATION**

That Council receive the Finance Report for the quarter ended 31 December 2025.

**COUNCIL RESOLUTION**

**MOVED:** Cr Barber  
**SECONDED:** Cr Manning

**That Council receive the Finance Report for the quarter ended 31 December 2025.**

**CARRIED**



## 12.6 s6 Instrument of Delegation from Council to Members of Council Staff

**Directorate:** People and Performance  
**Report Approver:** Darren Barber (Director People and Performance)  
**Report Author:** Karly Herring, Governance Coordinator

**Attachment(s):** 1. UPDATED S6 Instrument of Delegation from Council to members of Council staff [12.6.1 - 73 pages]

### Executive Summary

The *Local Government Act 2020* and a variety of other legislation, makes express provision for the appointment of delegates to act on behalf of Council. The delegation of powers is essential to enable day to day decisions to be made and for the effective operation of the organisation.

The s6 Instrument of Delegation from Council to Staff has been updated and is attached for consideration.

### Discussion

The s6 Instrument of Delegation was last adopted by Council on 27 May 2025. Through this delegation, Council delegates certain statutory provisions directly to the relevant Council staff within the organisation.

The changes to the s6 Instrument include amendments to s201(3) of the *Planning and Environment Act 1987* which required delegates to be appointed:

- Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent
- Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent
- Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council

### Financial and Resource Implications

Council subscribes to the Delegations and Authorisations service provided by Maddocks Lawyers, the cost of which is provided for in Council's budget.

There are no other financial implications in reviewing the Instrument of Delegation.

### 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.
- 5.6 Improve service delivery and efficiency through sustainable leadership

### **Legislation**

The power of delegation is provided for under Section 11 of the *Local Government Act 2020*.

### **Gender Equality Act 2020**

There are no gender equality implications resulting from updating the s6 Instruments of Delegations and the appointments are made based on the relevant staff who need to exercise the power(s) or duties.

### **Risk Management**

The use of the Maddocks service alleviates the potential risk of staff not being appropriately authorised in the exercise of various powers and functions. Maddocks update their Instruments twice a year and capture any legislative changes. The service is available to all Victorian Councils which enables consistency.

### **Climate Change, Environmental and Sustainability Considerations**

Many of the activities undertaken by staff on behalf of Council have social, economic or environmental effects, including many of the powers included in the instruments of delegation. The Instruments of Delegation ensure that the decisions are made by the most appropriate person or persons with the organisation.

### **Community Engagement, Communication and Consultation**

There is no requirement for community consultation in relation to the review of the Delegations.

The Instrument is available for viewing on Council's website and is also available for public inspection.

Staff have been consulted regarding the amendments to this Instrument and will be provided with an updated copy once it has been considered by Council.

### **Youth Charter**

There are no Youth Charter implications in reviewing or approving the s6 Instrument of Delegation.

### **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

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Council resolves that -

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument, the previous delegation is revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### COUNCIL RESOLUTION

**MOVED:** Cr Manning  
**SECONDED:** Cr Barber

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Council resolves that -

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument, the previous delegation is revoked.



Council Meeting - 10 March 2026 - Minutes

- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

**CARRIED**



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## **13 Notices of Motion**

There were no Notices of Motion listed on the agenda.



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## 14 Urgent Business

There was no Urgent Business listed on the agenda.



## **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.

### **15.3 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.

### **15.4 Cr Helen Henry**

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

### **15.5 Cr Dennis Heslin**

Cr Heslin did not provide a report.

### **15.6 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.



Council Meeting - 10 March 2026 - Minutes

## 16 Confidential Reports

There were no Confidential Matters listed on the agenda.



Council Meeting - 10 March 2026 - Minutes

## **17 Close of Meeting**

This concludes the business of the meeting.

The Council Meeting closed at 6:44pm.

To be confirmed by Resolution at the next Council Meeting.



**Southern Grampians**  
SHIRE COUNCIL

# Action and Task Progress Report - New

Southern Grampians Shire Council



Print Date: 05-Mar-2026

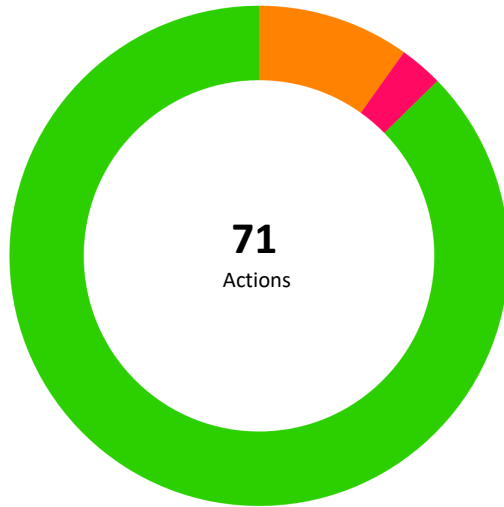
## Report Filters

<b>Hierarchy</b>	Planing
<b>Show Actions linked to selected hierarchy nodes only</b>	No
<b>Grouping Hierarchy</b>	Planning
<b>Hierarchy Level</b>	Objective
<b>Hierarchy Node</b>	All
<b>Date Select</b>	From 01-Jul-2025 To 31-Dec-2025
<b>Action Responsible Officer</b>	All
<b>Action Status</b>	All
<b>Action Filter</b>	Council Plan
<b>Action Related Plan</b>	All
<b>Agency</b>	All
<b>Governance</b>	All
<b>Task Responsible Officer</b>	All
<b>Task Related Plan</b>	All

<b>Hide Staff Names</b>	No
<b>Show Confidential Action</b>	No
<b>Show Filter Page</b>	Yes
<b>Show Overview</b>	Yes
<b>Show Action Plan</b>	Yes
<b>Show Timeframe</b>	Yes
<b>Show Comments</b>	Yes
<b>Show Action Details</b>	No
<b>Show Linkages</b>	No
<b>Show Financials</b>	No
<b>Show Tasks</b>	No

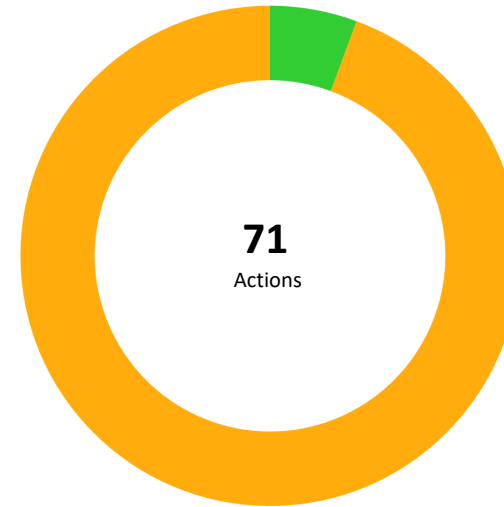
## Overview

Action Performance

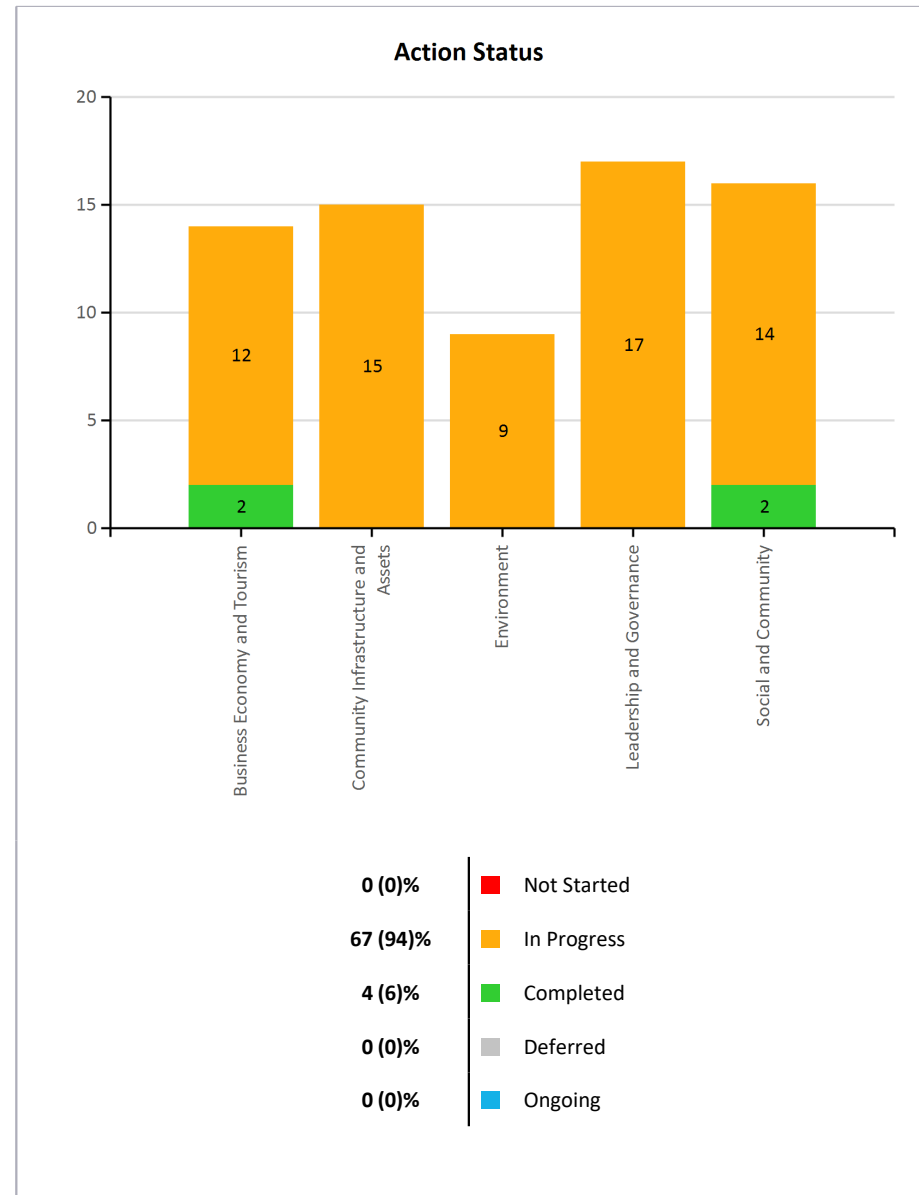
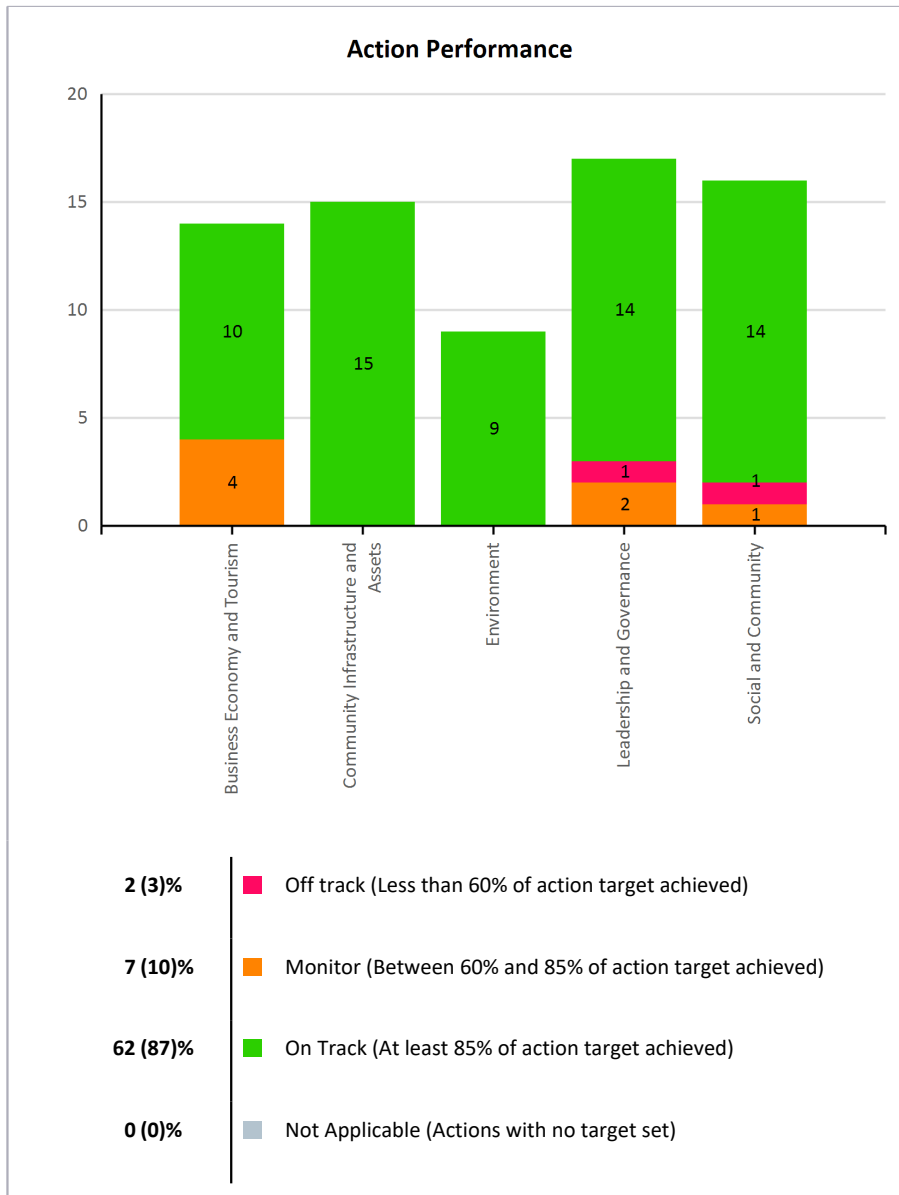


- 2 (3)%** ■ Off track (Less than 60% of action target achieved)
- 7 (10)%** ■ Monitor (Between 60% and 85% of action target achieved)
- 62 (87)%** ■ On Track (At least 85% of action target achieved)
- 0 (0)%** ■ Not Applicable (Actions with no target set)

Action Status

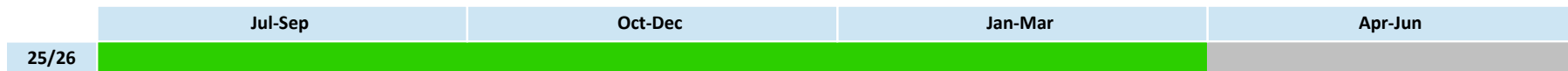


- 0 (0)%** ■ Not Started
- 67 (94)%** ■ In Progress
- 4 (6)%** ■ Completed
- 0 (0)%** ■ Deferred
- 0 (0)%** ■ Ongoing





No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.1.2	Facilitate learning opportunities for all organisation to broaden scope of understanding strategies for health and wellbeing promotion and prevention	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	Community Support	Susannah Milne	01-Oct-2025	30-Jun-2026	In Progress	65	10.00	<span style="color: green;">●</span>



**Progress Comments:** 05/01/2026 Community Wellbeing team have facilitated Barwon South West undertaking 'Introduction to Prevention and Population Health Workshop' with SGSC staff which was attended by 20 staff members, with a cross sectional representation from the Organisation. The workshop developed understanding and skill set to allow staff to understand how they can influence health and wellbeing in their workplace and service delivery. A short version was also delivered to Executive Leadership Team.

**Last Updated:** 12-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.2.1	Work with South West Sports to deliver facilitated workshops to assist sporting and community groups to be more sustainable	Facilitate and encourage opportunities for people to participate in community and civic life	Community Development	Susannah Milne	01-Oct-2025	30-Jun-2026	In Progress	50	35.00	<span style="color: green;">●</span>



**Progress Comments:** 05/01/2026 - The team have worked with South West Sports to deliver a 'Sponsorship' workshop in person at Melville Oval 13-Oct followed by virtual opportunity 12-Nov, for Sporting and Community Groups.

A further workshop covering club development workshop is booked for 19th August 2026.

**Last Updated:** 12-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.2.2	Develop Summer Sessions program that activates and showcases facilities and activities provided by our Community Wellbeing team	Facilitate and encourage opportunities for people to participate in community and civic life	Community Development	Susannah Milne	01-Oct-2025	28-Feb-2026	In Progress	75	50.00	<span style="color: green;">●</span>
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun					
25/26										

**Progress Comments:** 05/01/2026 The Community Wellbeing Team have work together with sporting and community clubs to develop a 'Feel Good Feb' program developed to provide a range of opportunities for our community to get active, try and learn about opportunities to be active and connected across the Shire.

**Last Updated:** 12-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.2.4	Review the Mobile Library service to determine the most suitable future operating model	Facilitate and encourage opportunities for people to participate in community and civic life	Community Development	Alison Quade	01-Nov-2025	30-Jun-2026	In Progress	15	25.00	<span style="color: orange;">●</span>
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun					
25/26										

**Progress Comments:** 27/01/2026 - Business case for 2026-27 submitted for a refurbishment and upgrade of the mobile library facility. This would enable increased utilisation for engagement and customer service. Community engagement survey on Mobile library services has been developed but yet to be delivered.

**Last Updated:** 27-Jan-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.2.5	Deliver the Senior's Festival to celebrate and engage older residents, fostering social connection, inclusion, and wellbeing	Facilitate and encourage opportunities for people to participate in community and civic life	Community Development	Alison Quade	01-Oct-2025	31-Oct-2025	Completed	100	100.00	<span style="color: green;">●</span>
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun					
25/26										
<p><b>Progress Comments:</b> 27/01/2026 - The Seniors Festival was delivered in Southern Grampians Shire throughout October with great success. Approximately 27 events were held throughout the months with everything ranging from physical pursuits like Aqua Aerobics, Table Tennis, Croquet and guided walks through the Botanic Gardens; to historical appreciation at the Dunkeld Museum, Glenthompson historical society and the Hamilton History Centre. There were also many social events with all of the men's sheds, senior citizens groups and the old time dance centre hosting events and opportunities for learning with digital support session held at Hamilton Library and Aged Care assistance provided by WDHS.</p> <p><b>Last Updated:</b> 27-Jan-2026</p>										
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.2.6	Develop and deliver programs at Hamilton Library to enhance lifelong learning, digital inclusion and connection	Facilitate and encourage opportunities for people to participate in community and civic life	Community Development	Alison Quade	01-Jul-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun					
25/26										
<p><b>Progress Comments:</b> 27/01/2026 - Year to date, the library has run 180 programs with a total of 3065 attendees across a range of interest areas including regular programs of early childhood literacy sessions, adult social connection and craft, bookclubs, writing workshops, author events, digital education and support, lego club, document signing, school and kinder education and school holiday programs.</p> <p><b>Last Updated:</b> 27-Jan-2026</p>										



Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.4.1	Deliver on Youth events and activities for 12–25-year-olds in Southern Grampians	Ensure youth led engagement drives events, activities and programs for young people	Community Development	Alison Quade	01-Jul-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/01/2026 - A huge range of youth events have taken place in the latter half of the year, following the commencement of new Youth Officer Jesse Shannahan:

- Showcasing young local musicians through Christmas busking program.
- YUMCHA Hamilton events including social gatherings, Karaoke, YUMCHA day camp in Port Fairy for regional councils
- Pool Parties in summer holiday at Hamilton and Dunkeld (upcoming) - events with DJs, games, and BBQs with attendance at Hamilton of over 300 people.
- Creative and skills building workshops including car maintenance, RSA and barista course.
- School Holiday Programs & Workshops with free movies, fishing workshops, art classes, and much more.
- Facilitated mental health mural with Live 4 Live

Facilitation of the Youth Network has also recommenced with the Youth Engagement officer role now being filled.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.4.2	Develop a Youth Charter and Review Youth Policy	Ensure youth led engagement drives events, activities and programs for young people	Community Development	Alison Quade	01-Jul-2025	01-Jan-2026	Completed	100	100.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 22/01/2026 - Youth Charter and revised Policy were adopted at the 10 December Council Meeting.

**Last Updated:** 22-Jan-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.4.3	Grow L2P Program, increasing learner places and mentoring opportunities	Ensure youth led engagement drives events, activities and programs for young people	Community Development	Alison Quade	01-Oct-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/01/2026 - Advertising campaign was undertaken throughout the holidays to encourage new mentors. Two L2P Mentor Training Sessions are scheduled for February and May 2026 to increase learner mentor match positions, with an ongoing partnership with Good Shepherd College and Baimbridge College to develop models that will directly benefit students and support positive educational and community outcomes.

**Last Updated:** 19-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.5.1	Commence development of Council's second stage Reconciliation Action Plan	Promote safety and inclusion for whole of community, including children, first nations, multicultural and gender diverse people	Community Development	Alison Quade	01-Jul-2025	30-Jun-2026	In Progress	25	50.00	<span style="color: red;">●</span>

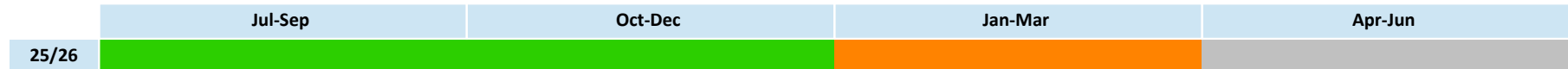
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/01/2026 - Work has commenced on the second stage Reconciliation Action Plan, although progress has slowed with the resignation of the First Nations officer in October. Recruitment for this role is now underway.

**Last Updated:** 27-Jan-2026

Southern Grampians Shire Council Action and Task Progress Report - New

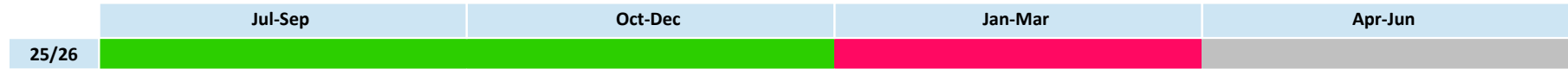
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.5.1	Work with Winda Mara to ensure that First Nations People feel safe and supported to access our Maternal and Child Care Services	Promote safety and inclusion for whole of community, including children, first nations, multicultural and gender diverse people	Community Support	Susannah Milne	01-Oct-2025	30-Jun-2026	In Progress	50	35.00	<span style="color: green;">●</span>



**Progress Comments:** 05/01/2026 Winda Mara Maternal Child Health (MCH) Nurse has facilitated information session on referral procedure for Clients who would prefer the option for First Nations run practice. Personal development offered for MCH nurses to increase knowledge of First Nations culture.

**Last Updated:** 12-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
1.1.6.1	Education campaign to remove stigma for staff members accessing Domestic Violence leave	Encourage dialogue and increase awareness and action to address family violence	Information Management	Tahlia Homes	01-Jul-2025	30-Jun-2026	In Progress	35	30.00	<span style="color: green;">●</span>



**Progress Comments:** 14/01/26 - Enterprise Agreement negotiations are well underway, and the negotiations group agree that reduction of stigma and a change in process to access Domestic and Family Violence leave is crucial. The Enterprise Agreement provides up to 20 days leave for staff in these situations. It has been agreed that the process and any changes will be discussed at the Staff Consultative Committee, communicated and implemented accordingly once the new Enterprise Agreement has been approved.

**Last Updated:** 14-Jan-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance	
1.1.6.1	Develop Southern Grampians Shire Council Family Violence Statement of Commitment	Encourage dialogue and increase awareness and action to address family violence	Community Support	Susannah Milne	01-Oct-2025	30-Jun-2026	In Progress	30	15.00	<span style="color: green;">●</span>	
		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun						
25/26											
<p><b>Progress Comments:</b> 05/01/2026 SGSC Facilitated a domestic violence forum with Councilors, key stakeholders and agencies that are active in working with victims of domestic violence, to increase understanding of local context, impacts and barriers and challenges. Using this initial forum learning the Community Wellbeing team will commence work on coordinating the SGSC statement of commitment to family violence as detailed in our Council Plan. Currently the team are undertaking initial assessment/environmental scan and coordinating reference group to commence development.</p> <p><b>Last Updated:</b> 12-Feb-2026</p>											

**Business Economy and Tourism**

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.1.1	Complete concept planning for the Hamilton CBD Project	Build business confidence, encourage private investment and decrease vacancy rates by investing in public assets	Strategic Planning	Rory Neeson	01-Sep-2025	30-Jun-2026	In Progress	40	25.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 At the December Council Meeting Councillors endorsed the report from the Project Advisory Group to remove trees from Stage One of the Project. Further consultation is planned with the community on the updated designs in March 2026.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.1.2	Deliver the Business Façade Improvement Program	Build business confidence, encourage private investment and decrease vacancy rates by investing in public assets	Strategic Planning	Rory Neeson	01-Sep-2025	30-Jun-2026	Completed	100	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 At the September 2025 Council Meeting, Councillors endorsed the awarding of grants to 24 businesses from across the Shire with a total value of \$60,000

**Last Updated:** 27-Jan-2026

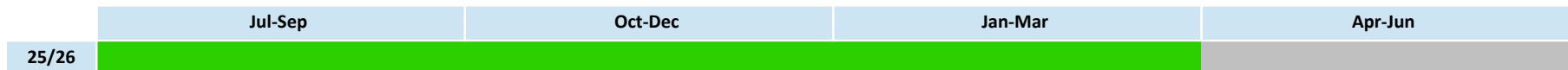
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.1.3	Deliver mobile connectivity audit and engagement survey to identify blackspots across the Shire	Build business confidence, encourage private investment and decrease vacancy rates by investing in public assets	Strategic Planning	Rory Neeson	01-Sep-2025	30-Jun-2026	In Progress	30	50.00	



**Progress Comments:** 27/1/2026 - Planning has commenced with this project with engagement planned to occur in March 2026 which will feed into our advocacy documentation and grant submissions.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.2.1	Conduct an annual Southern Grampians business survey to guide an action plan	Support and promote local businesses, reducing barriers for success, development and growth	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	40	25.00	



**Progress Comments:** 27/1/2026 Draft survey has been developed and will be distributed to all businesses in the first quarter of 2026.

**Last Updated:** 27-Jan-2026

**Southern Grampians Shire Council** **Action and Task Progress Report - New**

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.2.2	Complete an investment prospectus to advocate and demonstrate to prospective investors opportunities within the Shire	Support and promote local businesses, reducing barriers for success, development and growth	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	30	50.00	<span style="color: orange;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
25/26										

**Progress Comments:** 27/1/26 Investigation on the project has commenced to be completed by June 2026.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.3.1	Finalisation of Volcanic Business Case to support tourism development	Grow the visitor economy through enhanced promotion of Southern Grampians Shire as a tourist destination and increased investment in tourism infrastructure	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	95	25.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
25/26										

**Progress Comments:** 27/1/2026 Business case is with the State Government awaiting final approval

**Last Updated:** 27-Jan-2026

**Southern Grampians Shire Council** **Action and Task Progress Report - New**

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.4.1	Attract a major new event to the Shire to establish the Shire as a regional event destination	Attract, support and deliver events that align with community values, drive visitation and economic activity	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 Women on Farms event planned for 2026, collateral to assist with attraction currently being investigation.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.4.2	Community grants allocated to community led events	Attract, support and deliver events that align with community values, drive visitation and economic activity	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 \$37,000 of the \$50,000 allocated to community led events was allocated through the September Meeting.

**Last Updated:** 27-Jan-2026

**Southern Grampians Shire Council** **Action and Task Progress Report - New**

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.5.1	To engage with the livestock agents to understand their growth targets and help support any initiatives through a collaborative approach	Sustain and grow agricultural sector through diversification of farming practices and water usage	Works Management	Trevor Haley	01-Jul-2025	30-Jun-2026	In Progress	70	50.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>			<b>Apr-Jun</b>			
<b>25/26</b>										

**Progress Comments:** Engagement underway and happening quarterly.

**Last Updated:** 26-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.5.1	Ensuring Council has a strong voice in the Western Victorian Water Strategy	Sustain and grow agricultural sector through diversification of farming practices and water usage	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	40	50.00	<span style="color: orange;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>			<b>Apr-Jun</b>			
<b>25/26</b>										

**Progress Comments:** 27/1/2026 Senior Council staff have met with the State Government to ensure a strong involvement in this project however it is still in its early stages.

**Last Updated:** 27-Jan-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.5.2	Advocacy for on-farm productivity research	Sustain and grow agricultural sector through diversification of farming practices and water usage	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	40	50.00	<span style="color: orange;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 Council has met with senior State Government staff advocating for increased investment in the Shire. A tour of the existing facilities at RIST and the Hamilton Smart Farm has also occurred in December 2025.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.6.1	Deliver the annual Jobs & Skills Pathways Expo	Partner with large employers and industry to encourage recruitment of skilled workforce and assist young people transitioning to employment	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	Completed	100	10.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 The expo was held in July 2025 with over 450 students in attendance. Planning for the 2026 event is currently underway.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.6.2	Develop of a business case for a bus service for consideration in the 2026/2027 budget, to assist in bus service gaps for youth/education	Partner with large employers and industry to encourage recruitment of skilled workforce and assist young people transitioning to employment	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 Draft business case has been developed for consideration as part of the 2026-2027 budget

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
2.1.6.3	Active involvement in the establishment of the Country University Centre in Hamilton	Partner with large employers and industry to encourage recruitment of skilled workforce and assist young people transitioning to employment	Strategic Planning	Rory Neeson	01-Jul-2025	30-Jun-2026	In Progress	52	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/1/2026 Director Wellbeing, Planning and Regulation is a board member of the Hamilton CUC and has been actively involved in its establishment with the centre to open in January 2026.

**Last Updated:** 27-Jan-2026



**Southern Grampians Shire Council** **Action and Task Progress Report - New**

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.1.8	Develop 5 year capital renewal plan for Roads	Ensure transport infrastructure, roads and paths enable safe, accessible and efficient movement across the region	Asset Management and Property Services	Aaron Smith	01-Oct-2025	30-Jun-2026	In Progress	50	0.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
25/26										

**Progress Comments:** 05/02/2026 - 5 Year Capital Renewal plan being developed in consultation with Finance and Works teams.

**Last Updated:** 05-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.1.9	Develop a framework to control defects in compliance with the Road and Footpaths Management Plan	Ensure transport infrastructure, roads and paths enable safe, accessible and efficient movement across the region	Asset Management and Property Services	Aaron Smith	01-Oct-2025	30-Jun-2026	In Progress	40	0.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
25/26										

**Progress Comments:** 05/02/2026 - Defect PowerBI has been drafted for feedback from works team leaders.

**Last Updated:** 05-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.2.2	Review and implement the Domestic Wastewater Management Plan	Advocate for better investment from State and Federal Government in our community infrastructure and assets	Strategic Planning	Daryl Adamson	01-Nov-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>



**Progress Comments:** 23/01/2026 - Procurement process has been completed and a contractor has been appointed to review the Domestic Wastewater Management Plan.

**Last Updated:** 23-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.2.3	Advocate to Government for targeted investment to secure affordable access to reticulated sewerage to address legacy onsite wastewater systems	Advocate for better investment from State and Federal Government in our community infrastructure and assets	Environmental Health	Daryl Adamson	01-Nov-2025	30-Jun-2026	In Progress	15	10.00	<span style="color: green;">●</span>



**Progress Comments:** 10/02/2026 - As part of the Domestic Wastewater Management Plan, Council has commenced investigations into improving affordable access to reticulated sewerage by involving Wannon Water in the project control group. Council will also prepare and submit a paper to the MAV outlining the concerns of rural and regional councils regarding the limited reticulated sewer infrastructure proposed, and the need for a clear strategy to support future investment in line with housing targets.

**Last Updated:** 10-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.2.5	Advocate to state and federal government for targeted investment in local and state road infrastructure and public transport to support business and tourism	Advocate for better investment from State and Federal Government in our community infrastructure and assets	Asset Management and Property Services	Aaron Smith	01-Oct-2025	30-Jun-2026	In Progress	50	0.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 05/02/2026 - Advocacy brief has been drafted.

**Last Updated:** 05-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.3.1	Complete a review of heritage overlays within the Southern Grampians Shire Planning Scheme	Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs	Strategic Planning	Daryl Adamson	01-Oct-2025	30-Jun-2026	In Progress	30	0.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 23/01/2026 - Planning has commenced with our Strategic Planner and Heritage Consultant to review Heritage Overlays in the Southern Grampians Planning Scheme.

**Last Updated:** 23-Jan-2026

Southern Grampians Shire Council

Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.3.3	Develop the Asset Management Framework, including a review of councils asset management plans, systems and tools that are used to ensure Councils assets remain sustainable and fit for purpose	Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs	Asset Management and Property Services	Aaron Smith	01-Oct-2025	30-Jun-2026	In Progress	15	0.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 05/02/2026 - Asset Management Plans currently being reviewed with the intention to bring a review back to council by June 2026.

**Last Updated:** 05-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.3.4	Property Strategy to be developed to guide Council decisions with regards to its property holdings, including leases and the rationalisation of property holdings. This will ensure a consistent approach to council's lease agreements as well as a process for identifying and divesting in excess property held by council	Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs	Asset Management and Property Services	Aaron Smith	01-Oct-2025	30-Jun-2026	In Progress	67	0.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 05/02/2026 - Property strategy well progressed.

**Last Updated:** 05-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.3.5	Following the 24/25 completion of the Building Condition Assessments, a comprehensive 5 year capital renewal plan is to be developed to ensure sustainable, fit for purpose investment in building assets	Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs	Asset Management and Property Services	Aaron Smith	01-Oct-2025	30-Jun-2026	In Progress	25	0.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 05/02/2026 - Building planned maintenance strategy being developed. Work commencing on 5 year capital plan.  
**Last Updated:** 05-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.3.6	Progress the design process of the new community Hub facility for the future site of the library, digital hub Council offices and other partner organisations offices	Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs	Street Beautification	Bill Scott	01-Jul-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				


**Progress Comments:** The concept design development has progressed for both one and two-storey options, including massing studies and spatial planning for the library, digital hub, office spaces and partner organisations.

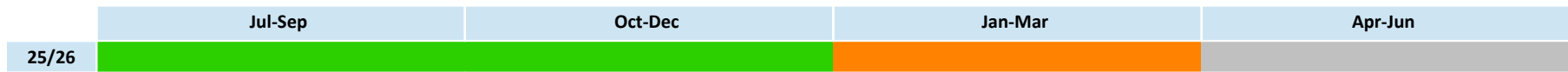
Preliminary reports for the car park precinct have also been prepared and circulated to internal stakeholders. These will be further refined once the preferred design option is confirmed.

To date, three ELT workshops have been undertaken, along with two workshops involving library and office staff, with additional sessions planned for both internal and external stakeholders in the near future.

The consultant is scheduled to present the first Councillor workshop at the 24 February Council briefing. This session will discuss the New Library and Community Hub reverse brief, including indicative functional requirements, spatial analysis, siting within the precinct, and its inter-relationship with the New Gallery, the Church, Melville Oval and the central car park area.

**Last Updated:** 19-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.3.7	Adopt concept plans for the Hamilton CBD Streetscape redevelopment and commence detailed designs for progression of the project towards construction in Feb 2027	Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs	Asset Management and Property Services	Bill Scott	01-Jul-2025	30-Jun-2026	In Progress	50	30.00	



**Progress Comments:** 19/2/26 - The concept design development for Gray Street (middle block) has progressed following Council’s endorsement not to retain any trees, in accordance with the Tree Audit Report prepared by the external consultant.

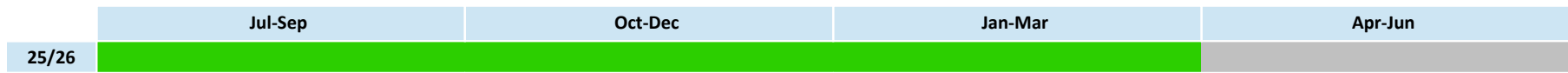
The Architect is currently finalising the design report, addressing previous Council comments and incorporating feedback from the Project Advisory Group iterations.

It is anticipated that consultant will present the alternative concept plan on 3rd March 2026 council briefing.

**Last Updated:** 19-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.4.1	Prepare and implement Structure Plans for the townships of Coleraine and Cavendish to guide future residential, commercial, and industrial development. These plans will ensure land use is appropriately zoned, infrastructure is coordinated, and growth supports liveability, economic activity, and community needs	Ensure appropriate and connected residential, business and industrial development which encourages liveability	Strategic Planning	Daryl Adamson	01-Oct-2025	30-Jun-2026	In Progress	75	50.00	<span style="color: green;">●</span>



**Progress Comments:** 23/01/2026 - Coleraine and Cavendish Structure Plans adopted by Council at the December Council meeting. Work is being undertaken to implement actions from both plans in 2026.

**Last Updated:** 23-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
3.1.4.2	Review of Development Plan Overlays in the Southern Grampians Planning Scheme	Ensure appropriate and connected residential, business and industrial development which encourages liveability	Strategic Planning	Rory Neeson	01-Oct-2025	30-Jun-2026	In Progress	45	50.00	<span style="color: green;">●</span>



**Progress Comments:** 27/1/2026 This work is underway to ensure current Development Plan Overlays are fit for purpose and achieving desired outcomes.

**Last Updated:** 27-Jan-2026

Environment

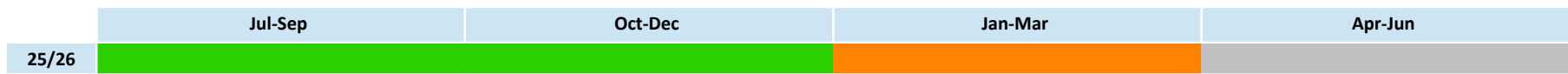
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.1.3	Implement biodiversity strategies from Plan for Nature, focusing on targeted revegetation, weed control, and habitat restoration projects that enhance ecological resilience and community connection to natural spaces	Manage, enhance and protect our natural environment, landscapes, green and open spaces, respecting cultural heritage	Strategic Planning	Daryl Adamson	01-Oct-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>



**Progress Comments:** 23/01/2026 - Targeted weed control and habitat restoration projects are underway. An example of this is recent work along the Grangeburn. Further work is scheduled at the Wannan Reserve in the first quarter of 2026,

**Last Updated:** 23-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.2.2	Development of Carbon Emission Framework and Net Zero Action Plan	Enhance climate resilience through improved risk management, emissions reduction, knowledge sharing and climate adaptation	Environmental Sustainability	Juan Donis	01-Oct-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

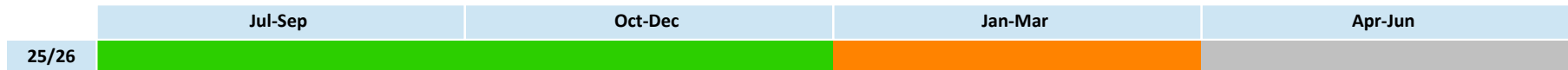


**Progress Comments:** 10/02/2026 - Initial draft of the carbon emission action plan and net zero action plan developed, the only missing component is the integration with current carbon emissions reporting software.

**Last Updated:** 10-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

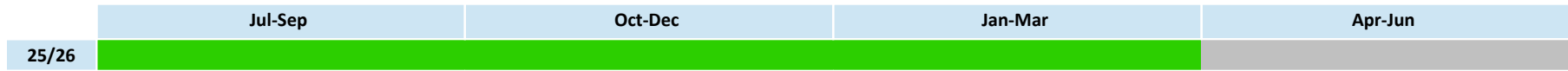
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.2.3	Development of a carbon emission baseline for Council operations	Enhance climate resilience through improved risk management, emissions reduction, knowledge sharing and climate adaptation	Environmental Sustainability	Juan Donis	01-Oct-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>



**Progress Comments:** 10/02/2026 - Scope 1 and 2 carbon emission have been well defined and data been captured accurately. Scope 3 will be developed over the second half of the year.

**Last Updated:** 10-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.2.4	Deliver the 2025/2026 Sustainability Schools Competition Program	Enhance climate resilience through improved risk management, emissions reduction, knowledge sharing and climate adaptation	Environmental Sustainability	Juan Donis	01-Oct-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>

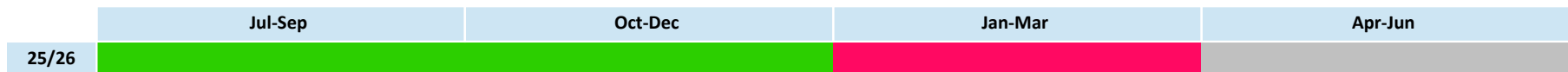


**Progress Comments:** 10/02/2026 - Winning projects from FY24/25 has been completed and the competition is currently open for schools to submit ideas.

**Last Updated:** 10-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.2.5	Development of Tree Strategy	Enhance climate resilience through improved risk management, emissions reduction, knowledge sharing and climate adaptation	Environmental Sustainability	Juan Donis	01-Oct-2025	30-Jun-2026	In Progress	25	25.00	<span style="color: green;">●</span>



**Progress Comments:** 10/02/2026 - Discussion paper has been created to commence internal consultation in the developing of the strategy. Base line data from tree canopy cover has been obtained.  
**Last Updated:** 10-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.3.1	Waste education and engagement campaign roll out across the Shire	Advance local circular economy initiatives and support smart regional waste strategies that reduce waste and pollution by promoting recycling and re-use	Environmental Sustainability	Juan Donis	01-Oct-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>



**Progress Comments:** 10/02/2026 - Community educational campaign has been rolled out, including waste audits which are indicating a reduction in waste contamination.  
**Last Updated:** 10-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.3.2	Increase waste separation at Council transfer stations	Advance local circular economy initiatives and support smart regional waste strategies that reduce waste and pollution by promoting recycling and re-use	Environmental Sustainability	Juan Donis	01-Oct-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 10/02/2026 - Cardboard separation has now been introduced permanently at the Hamilton transfer station. A tender has been released to see market demand for different waste stream that Council could be collecting.

**Last Updated:** 10-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
4.1.4.2	Collaborate through the Municipal Emergency Management Planning Committee (MEMPC) with local emergency services and community groups to develop and regularly update Municipal Emergency Management Plans (MEMP) that reflect local risks, priorities, and capacities	Support communities to prepare for, respond to and recover from emergencies, including natural disasters	Strategic Planning	Daryl Adamson	01-Oct-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 23/01/2026 - Schedule MEMPC meetings have taken place during the reporting period. Collaboration with external agencies has continued over the Fire Danger Period. Over 300km of roadsides have been prepared for the CFA,

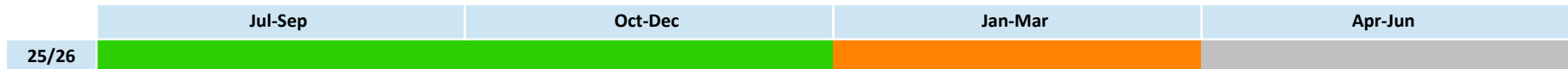
**Last Updated:** 23-Jan-2026





Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.1.3	Strengthening the role of Councillors through governance training and education	Improve effective governance and public accountability	Governance Administration	Darren Barber	01-Jul-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>

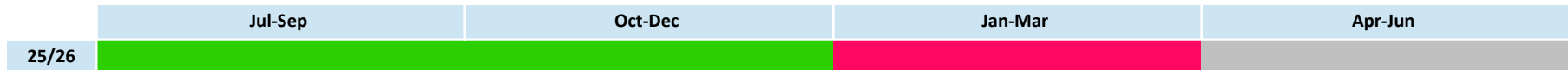


**Progress Comments:** 27/1/2026 - Councillors completed their annual professional development training on 21 November 2025 by attending the collaborative regional day hosted by Warrnambool City Council.

The 2026 program will be developed in consultation with Councillors in early 2026 and the program will be staggered throughout the year to meet the annual attestation date of 31 December 2026. The program will cover all mandatory legislated professional development requirements.

**Last Updated:** 27-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.2.2	Deliver a new HILAC website to improve visitor access and user experience	Increase confidence and trust with the community by clearly communicating what Council does and why	Communications	Alison Quade	01-Jul-2025	30-Jun-2026	In Progress	25	25.00	<span style="color: green;">●</span>



**Progress Comments:** 27/01/2026 - Initial meetings have been held with the supplier Granicus, compatibility with Perfect Gym system has been established and currently exploring options for layout and design. Review of current site has also commenced and an initial site plan is being developed. Branding and theme is also being determined and is expected to be finalised shortly.

**Last Updated:** 27-Jan-2026

**Southern Grampians Shire Council** **Action and Task Progress Report - New**

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.3.1	Update procurement policy and procedures in line with the new MAV Procurement Policy	Ensure balanced and responsible financial decision making meets long-term financial sustainability	Procurement	Nick Templeton	01-Jul-2025	30-Jun-2026	In Progress	75	50.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
25/26										

**Progress Comments:** 10/2/26 - The Procurement Policy will be provided to Council at the March meeting for adoption.

**Last Updated:** 10-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.3.2	Increasing community engagement through improved exposure to the budget and long term financial plan development	Ensure balanced and responsible financial decision making meets long-term financial sustainability	Financial Services	Nick Templeton	01-Oct-2025	30-Jun-2026	In Progress	75	25.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
25/26										

**Progress Comments:** Community were invited to complete survey from November 2025 - January 2026 for feedback on the Budget, the process and priorities. In addition submissions for the budget were invited. Following preparation of the Draft Budget this will be provided to the Community for comment.

**Last Updated:** 20-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.4.2	Design an engagement plan for outer townships that includes regular place-based engagement opportunities to ensure their voices are heard and valued	Provide the community a strong voice through meaningful and accessible engagement	Communications	Alison Quade	01-Oct-2025	30-Jun-2026	In Progress	50	75.00	<span style="color: orange;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
<b>25/26</b>										
<b>Progress Comments:</b> 27/01/2026 - Councillor Engagement program for 2026 has been developed and will go the February Council briefing for discussion. The program includes an engagement opportunity in each township, as well as Hamilton, along with identifying a list of community events which will provide engagement opportunities.										
<b>Last Updated:</b> 27-Jan-2026										
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.5.1	Develop Annual Advocacy Plan and provide regular community updates on progress	Advocate for community priorities	Executive and Councillor Support	Tony Doyle	01-Oct-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
<b>25/26</b>										
<b>Progress Comments:</b> The draft Advocacy Plan has been developed and will be discussed at Councillor Briefing on 17 February 2026.										
<b>Last Updated:</b> 12-Feb-2026										
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.5.2	Continue to advocate with a goal to obtain funding for Gallery, Streetscape, Library and Community Hub	Advocate for community priorities	Executive and Councillor Support	Tony Doyle	01-Oct-2025	30-Jun-2026	In Progress	50	50.00	<span style="color: green;">●</span>
		<b>Jul-Sep</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>					
<b>25/26</b>										
<b>Progress Comments:</b> 10/2/26 - Public consultation on the budget process has been undertaken with invitation for budget submissions as well as completing a survey to provide input into the budget. In addition, the budget documents will be available for public comment prior to adoption.										
<b>Last Updated:</b> 10-Feb-2026										

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.6.1	Succession planning strategies through development and implementation of the 2025 - 2029 Workforce Plan	Improve service delivery and efficiency through sustainable leadership	Organisational Development and Continuous Improvement	Tahlia Homes	01-Nov-2025	30-Jun-2026	In Progress	26	30.00	<span style="color: green;">●</span>

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 14/01/26 - Workforce Plan development is now underway, after Council submitted the final audit for Gender Equality purposes. That data is utilised in the Workforce Plan. Planning for an annual resource review, coordinated by the People and Culture Department, to understand people and training needs is underway, incorporated into the Workforce Plan actions.

**Last Updated:** 14-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.6.1	Embed Customer Service standards across the organisation to improve customer service delivery	Improve service delivery and efficiency through sustainable leadership	General Administration	Alison Quade	01-Nov-2025	30-Jun-2026	In Progress	15	25.00	<span style="color: orange;">●</span>

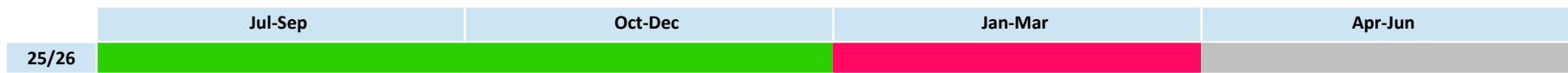
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
25/26				

**Progress Comments:** 27/01/2026 - Work has begun with the various staff across the organisation on the current process and messaging in the CRM system regarding the Customer Standards. SRV's are being examined, alongside messaging to customers. Once this has been refined, communication will commence in the organisation about the expectations.

**Last Updated:** 26-Feb-2026

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.6.8	Develop an ICT Strategy	Improve service delivery and efficiency through sustainable leadership	Training and Education	Matthew Tulloch	01-Oct-2025	30-Jun-2026	In Progress	40	25.00	<span style="color: green;">●</span>



**Progress Comments:** 29/01/2026 - The assessment of the previous ICT Strategy 2021–24 is now almost complete and is currently being reviewed by internal stakeholders prior to presentation to Council’s Executive Leadership Team. The findings from this assessment will form an essential input into the development of the new ICT Strategy.

The ICT Strategy 2026–2030 is in early draft form and is currently being workshopped with the Council IT team before broader organisational engagement begins.

**Last Updated:** 05-Feb-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.6.9	Redevelopment of the Continuous Improvement Program	Improve service delivery and efficiency through sustainable leadership	Business Analysis	Matthew Tulloch	01-Aug-2025	30-Jun-2026	In Progress	25	25.00	<span style="color: green;">●</span>



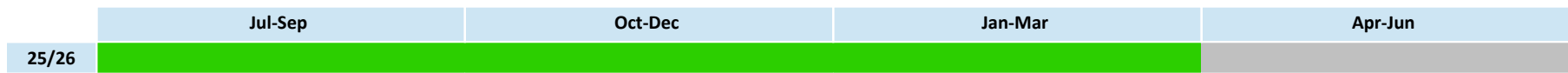
**Progress Comments:** 29/01/2026 - Initial scoping and requirements gathering have been completed. The next step is to assess the current program and make the appropriate adjustments before engaging with Councils Executive Team for feedback.

**Last Updated:** 29-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.6.10	Develop an AI Adoption Strategy	Improve service delivery and efficiency through sustainable leadership	Training and Education	Matthew Tulloch	01-Oct-2025	30-Jun-2026	In Progress	25	25.00	<span style="color: green;">●</span>
		Jul-Sep	Oct-Dec		Jan-Mar			Apr-Jun		
25/26										
<p><b>Progress Comments:</b> 29/01/2026 - Step 1. The Benchmark Survey is currently being drafted and is planned for release to all staff in early February.</p> <p style="padding-left: 40px;">Step 2. The AI Pathfinders workgroup has been established and has completed two of approximately six workshops. Insights from these sessions will support and inform the development of the AI Adoption Strategy.</p> <p><b>Last Updated:</b> 05-Feb-2026</p>										
No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.8.1	Engagement at a department level to assist staff to understand their individual and team contribution and how it aligns with the overall objectives of the Council Plan, and how this impacts on the community (customers)	Ensure the community are at the forefront of decision making	Organisational Development and Continuous Improvement	Tahlia Homes	01-Oct-2025	30-Jun-2026	In Progress	24	20.00	<span style="color: green;">●</span>
		Jul-Sep	Oct-Dec		Jan-Mar			Apr-Jun		
25/26										
<p><b>Progress Comments:</b> 14/01/26 - Final Employee Engagement (pulse) survey rollout is in planning phase. Results have been received and the Manager People and Culture has provided Directors and CEO with a draft results rollout presentation, for feedback. Manager People and Culture will coordinate the survey rollout, assisting Directors and Managers as desired, with connection to this action item.</p> <p><b>Last Updated:</b> 14-Jan-2026</p>										

Southern Grampians Shire Council Action and Task Progress Report - New

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.8.1	Develop a Customer Request Management Improvement Action Plan and implement the 2026-27 action plan items	Ensure the community are at the forefront of decision making	Business Analysis	Matthew Tulloch	01-Aug-2025	30-Jun-2026	In Progress	50	25.00	<span style="color: green;">●</span>



**Progress Comments:** 29/01/2026 - A detailed review of Council’s Customer Request Management system and processes was conducted with a selected working group of staff who have high customer-service touchpoints. This review identified 11 actionable items, each of which has since been assessed to determine the most appropriate approach for resolution. This work is now being incorporated into the Customer Request Management Improvement Action Plan.

**Last Updated:** 29-Jan-2026

No.	Title	Strategy	Service	Responsible Person	Start Date	End Date	Status	% Complete	Target	Performance
5.1.8.2	Design a centralised organisational reporting platform to give easy access to reliable information and supporting better data driven decisions	Ensure the community are at the forefront of decision making	Business Analysis	Matthew Tulloch	01-Jul-2025	30-Jun-2026	In Progress	10	50.00	<span style="color: red;">●</span>



**Progress Comments:** 29/01/2026 - Due to staffing availability, limited progress has been made on this work, aside from some initial scoping undertaken with internal staff and the Council Executive Team. Now that key staff are available again, progress is expected to accelerate.

**Last Updated:** 05-Feb-2026



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## Council Policy

<h3>PUBLIC TRANSPARENCY POLICY</h3>	Date Adopted:	
	Adopted By:	Council
	Review Due:	
	Responsible Officer:	Governance Coordinator
	Directorate:	People and Performance
	EDRMS No:	

#### PURPOSE

Council must adopt and maintain a Public Transparency Policy under section 57 of the *Local Government Act 2020* ('the Act') and has developed this policy to ensure Southern Grampians Shire Council gives effect to the public transparency principles in the Act and describes what, and how, Council information is made publicly available.

#### DEFINITIONS

<b>Closed Meetings</b>	Under section 66(5) of the Act, Council may determine that a meeting is to be closed to the public to consider confidential information. A meeting may therefore be closed to the public if Council resolves to close the meeting, in order to consider a confidential matter regarding issues of a legal, contractual or personnel nature and other issues deemed not in the public interest.
<b>Council</b>	means Southern Grampians Shire Council
<b>The Act</b>	means <i>Local Government Act 2020</i>
<b>Confidential Information</b>	as defined under section 3(1) of the Act
<b>Municipal Community</b>	includes people who live in the municipal district of the Council, people and bodies who are ratepayers of the Council, traditional owners of the lands in the municipal district of Council and people and bodies who conduct activities in the municipal district of the Council.
<b>Transparency</b>	<b>Transparency occurs when there is</b> a lack of hidden agendas or conditions and all the information needed in order to collaborate, cooperate and make decisions effectively is available. Importantly, transparency is also a human right under the <i>Charter of Human Rights and Responsibilities Act 2006</i> , namely, "the right to have the opportunity, without

discrimination, to participate in the conduct of public affairs, directly or through freely chosen representatives.

**Public interest test**

Council is not required to make information publicly available if the release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982*. Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, the Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the Council from performing its functions.

**APPLICATION AND SCOPE**

This policy applies to Councillors, Delegated Committees and Council staff of Southern Grampians Shire Council.

**GENERAL PROVISIONS**

**PUBLIC TRANSPARENCY PRINCIPLES**

Council is committed to the principles of public transparency.

As defined in Section 58 of the Act the following public transparency principles must be met:

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- (b) Council information must be publicly available unless—
  - (i) the information is confidential by virtue of this Act or any other Act; or
  - (ii) public availability of the information would be contrary to the public interest;
- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) public awareness of the availability of Council information must be facilitated.

**HOW IS COUNCIL INFORMATION MADE PUBLICLY AVAILABLE**

Information will be made available:

- (a) on Council's website;
- (b) via Council's social media platforms;
- (c) in person at Council Business Centres;
- (d) through the public participation processes at Council Meetings;
- (e) through community engagement and consultation processes;
- (f) via Council Meeting agendas and minutes;
- (g) by publishing policies, plans and reports on the Council website;
- (h) via public registers;

- (i) in accordance with the Part II statement made under the *Freedom of Information Act 1982*.

Members of the public have the right to make any request for information or documents to Council if that information is not readily available to the public on Council's website or at Council's offices. Council will respond to requests for information or documents in alignment with the Act, the *Public Transparency Principles* of the Act, this policy, the *Freedom of Information Act 1982* and the *Privacy and Data Protection Act 2014*.

Consideration will always be given to accessibility and cultural requirements in accordance with the *Charter of Human Rights and Responsibilities Act 2006*.

In relation to Freedom of Information (FOI), the *Freedom of Information Act 1982* gives an applicant the right of access to documents that Council holds, subject to any exemptions that may apply. If documents required cannot be located on Council's website, Council's FOI Officer should be contacted prior to lodging an FOI application to check whether the document is readily available without an FOI application being necessary. Council's FOI Officer can be contacted on telephone (03) 5573 0425 or via email [foi@sthgrampians.vic.gov.au](mailto:foi@sthgrampians.vic.gov.au)

#### **PUBLICLY AVAILABLE INFORMATION UNDER ACTS AND REGULATIONS**

Part II of the *Freedom of Information Act 1982* requires government agencies and local councils to publish a number of statements designed to assist members of the public in accessing the information it holds. A list of available information is provided in the Part II Statement published on Council's website at [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au) under the Freedom of Information page. This information includes, but is not limited to:

**Council information required under the Act (and the *Local Government Act 1989*) to be made available on Council's website:**

- Agendas and Minutes of Council Meetings and Delegated Committees;
- Local Laws and Governance Rules;
- Council Plan and Annual Report;
- Council Budget and Strategic Resource Plan;
- Model Code of Conduct – Councillors;
- Summary of Election Campaign Donation Returns;
- Summary of Personal Interest Returns; and
- Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

**Other Council documents and information to ensure the community is informed about Council's operations and functions:**

- Adopted Council policies, plans and strategies;
- Project and service plans;
- Terms of Reference or Charters for Council Committees and Groups;
- Consultations and community engagement processes undertaken by Council to the extent individuals cannot be identified;
- Reporting from Advisory Committees, Delegated Committees and User Groups to Council;
- Audit and Risk Committee performance reporting;
- Relevant technical reports and/or research that informs decision making;

- Application processes for approvals, permits, grants and access to Council services;
- Submissions made by Council;
- Register of planning permits and applications;
- Register of Building Permits, Occupancy Permits and temporary approvals;
- FOI Part II Statement; and
- Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

**Council documents and information to ensure the community is informed about Council's operations and functions** that will be made available for inspection on request:

- Registers of Delegation;
- Register of gifts, benefits and hospitality offered to Councillors or Council staff;
- Register of overseas and interstate travel undertaken by Councillors or Council staff;
- Register of conflicts of interest disclosed by Councillors or Council staff;
- Register of donations and grants made by Council;
- Register of leases entered into by Council, as lessor and lessee;
- Register of authorised officers;
- Submissions received through a community engagement process undertaken by Council (if those submissions are not part of a Council report and to the extent individuals cannot be identified); and
- Any other registers or records required to be made available for public inspection under legislation.

**Publications**

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Council. For more information, call Council on 03 5573 0444 for a copy.

**TRANSPARENCY AND COUNCIL DECISION MAKING**

Council will be transparent with Decision Making at Council held Meetings:

- Will be undertaken in accordance with the Act and the Governance Rules.
- Will be conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules.
- Will be informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy.
- Will be made fairly and on the merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered.

**CONFIDENTIALITY**

Some Council information is not made publicly available. This will only occur if the information is confidential information, if its release would be contrary to the public interest, if its release does not comply with the *Privacy and Data protection Act 2014* or if it is exempt under the *Freedom of Information Act 1982*.

“Confidential information” is defined in Section 3 of the *Local Government Act 2020*. It includes the following types of information:

Type of Information	Description
Council business	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged	Information to which legal professional privilege or client legal privilege applies.
Personal	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting	Records of a Council and/or Delegated Committee meeting that are closed to the public to consider confidential information.
Internal arbitration	Confidential information relating to internal arbitration about an alleged breach of the Model Code of Conduct – Councillors.
Councillor Conduct Panel	Confidential information relating to a Councillor Conduct Panel matter.
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i> .

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law, in breach of contractual requirements or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

**COUNCILLOR BRIEFING SESSIONS**

Council also has in place a “Confidential Information” Policy which outlines the way in which confidentiality is balanced with the public transparency principles, with a particular focus on Councillor Briefing Sessions.

The confidentiality of Councillor Briefing Session items is important, as the provision of information in confidence enables Council officers to provide frank and fearless views to Councillors and facilitate open and candid discussion. It is also necessary to comply with confidentiality provisions in law relating to confidential, personal or health information.

Councillor Briefing Sessions enable Councillors to be informed and educated about Council business prior to making a decision at a Council Meeting or for information purposes only. Councillors may ask questions to clarify or seek further information on matters presented to the Councillor Briefing Sessions.

Councillor Briefing sessions must not be used to:

- Make decisions
- Enter into debate on any matter
- Negotiate or come to any agreement on Council decision making or any position of Council.

A record must be kept for all Councillor Briefings which must include the attendees at the session, any conflicts of interest declared, and a list of the topics discussed. Records of Councillor briefing sessions must be made available for public inspection and are also included in Council Meeting agendas for information (unless they contain confidential information).

#### **IMPLEMENTATION**

This policy will be made available on the Council website.

#### **NON-COMPLIANCE WITH THIS POLICY**

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If the member of the community is still not satisfied and would like to contest the decision, this can be reported to Council's Freedom of Information Officer on 5573 0425.

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222 or via the website [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

#### **CHARTER OF HUMAN RIGHTS COMPLIANCE**

It is considered that this policy is compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

#### **REVIEW**

This Policy must be reviewed a minimum of every four years and was last adopted in 2020.

#### **AUTHORISED**

Authorised by Resolution of Council on XXXXX

**END**



## Council Policy

<p style="text-align: center;"><b>PROCUREMENT POLICY</b></p> <p style="text-align: center;">(Effective from date of approval of the associated 2026 Procurement Guidelines)</p>	Date Adopted:	
	Adopted By:	Council
	Review Due:	
	Responsible Officer:	Head of Finance
	Directorate:	People & Performance
	SharePoint Ref:	

### PURPOSE

The purpose of this Policy is to guide Council's procurement activities in a manner that promotes open and fair competition, ensures Value for Money, and upholds the principles of transparency, probity, and accountability. It supports ethical, efficient, and effective procurement practices that deliver value to the community and align with Council's strategic objectives.

Council is required under sections 108 and 109 of the *Local Government Act 2020* (The Act) to prepare, adopt and comply with its procurement policy.

This Policy has been developed collaboratively by the Municipal Association of Victoria (MAV) in partnership with a working group of procurement professionals across the Victorian Local Government Procurement Sector. It builds upon previous policies developed by both the Northern and Southern Regions group of Councils with the aim of supporting effective and consistent collaborative procurement practices aligned with legislative requirements.

While based on a shared template, this policy has been tailored to reflect the specific needs and context of Southern Grampians Shire Council and may differ slightly from policies adopted by other Councils. It applies solely to procurement activities undertaken by Southern Grampians Shire Council.

### DEFINITIONS

<b>Aggregate Purchasing</b>	Is the strategic consolidation of procurement activities for identical or similar goods, services, or works across multiple departments, projects, or entities. This approach is intended to optimise Value for Money by leveraging combined purchasing power, improving contract outcomes, and reducing duplication of effort.
<b>Authorised Agent</b>	A person or organisation formally empowered to act on behalf of the Council in relation to procurement activities.

<b>Best Practice</b>	As defined in the Local Government Best Practice Procurement Guidelines or any other document specified by Council.
<b>Collaborative Procurement – also known as Approved Purchasing Scheme</b>	<p>Refers to a pre-established arrangement with a panel of suppliers or contractors, formed through a public tender process in accordance with the Local Government Act 2020 (Vic), associated regulations and relevant procurement thresholds.</p> <p>These arrangements may be established by:</p> <ul style="list-style-type: none"> <li>• Individual Councils;</li> <li>• A group of Councils or public bodies working collaboratively; or</li> <li>• Recognised external agents such as Procurement Australia, Municipal Association of Victoria or State Government Agencies.</li> </ul> <p>Collaborative procurement enables Councils to procure goods, services, or works that have been market tested and achieves best value by leveraging combined economies of scale, provided the engagement complies with the scheme's terms and conditions.</p>
<b>Commercial in Confidence</b>	Information that, if released, may prejudice the business dealings or commercial interests of the Council or another party (e.g. prices, discounts, rebates, profits, methodologies, and process information etc.)
<b>Conflict of Interest</b>	Any general or material conflict as defined in sections 127–128 of the Act, where personal, professional or financial interests may, or may appear to, influence impartial decision-making.
<b>Contract Management</b>	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, to deliver the contract objectives and provide Value for Money.
<b>Contract Variation</b>	A Contract Variation refers to any modification made to the original terms and conditions of an executed contract. Variations may be financial or non-financial in nature and must be managed transparently, appropriately documented and assessed to ensure they do not undermine the principles of value for money, probity, equity, or open and fair competition.

<b>Contract Variation - Financial</b>	<p>A variation that alters the contract's monetary value. This includes:</p> <ul style="list-style-type: none"> <li>• Increases or decreases in contract cost,</li> <li>• Whether within or exceeding approved contingencies,</li> <li>• Subject to approval in line with Council's financial delegation limits and governance requirements</li> </ul>
<b>Contract Variation - Non-Financial</b>	<p>A variation that does not result in a financial adjustment but alters other contractual parameters, such as:</p> <ul style="list-style-type: none"> <li>• Project timelines or milestones,</li> <li>• Scope, specifications or design details,</li> <li>• Working hours or access arrangements,</li> <li>• Location or quantity changes or</li> <li>• Any other aspect of the contract provided it doesn't impact cost</li> </ul>
<b>Council</b>	Means Southern Grampians Shire Council
<b>Council Staff</b>	Any Council employee, volunteer, contractor or consultant authorised to act on behalf of the Council, including Councillors in their official capacity.
<b>Emergency</b>	A sudden or unexpected event requiring immediate action, including the occurrence of a natural disaster, such as flooding, fire event or epidemic; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
<b>Local Supplier</b>	<p>Is defined as a commercial business that meets at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Maintains an operational premises that is physically located within the municipal boundaries of Council; or</li> <li>• Delivers, sources or undertakes the majority of their goods, services or works within the Council area; or</li> <li>• is located within adjoining municipalities and where geographic proximity clearly contributes to local, economic, social or community outcomes.</li> </ul>
<b>Material breach</b>	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption, and occupational health and safety.

<b>Panel Contract</b>	<p>A panel contract (or standing offer arrangement) is a procurement method where a council selects multiple suppliers through a tender process for works, goods and services on a regular basis over a specified time. They allow Council staff to purchase from these panel suppliers without a public procurement process for each individual purchase.</p> <p>Panel contracts cannot be used to purchase works, goods or services that fall outside the scope of the original arrangement. Any other service outside of the original scope would need to be procured via a different procurement process.</p>
<b>Probity</b>	<p>Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a particular process. Probity is a defensible process which can withstand internal and external scrutiny, which achieves both accountability and transparency, providing respondents with fair and equitable treatment.</p>
<b>Procurement</b>	<p>Refers to the end-to-end process of acquiring external goods, services, or works. It encompasses the entire lifecycle, from initial planning and concept development through to contract completion, asset disposal, or the conclusion of a service. Procurement also includes the organisational structures, governance, and compliance frameworks that support and guide procurement activities within the council operations.</p>
<b>Procurement Guidelines</b>	<p>Supporting document to the Procurement Policy. It provides detailed procedures, guidance, tools, and templates to assist staff in implementing the Policy. It outlines the "how to" for undertaking procurement activities in a compliant, efficient, and consistent manner across the organisation.</p>
<b>Purchase Order</b>	<p>A form of contract, which is an official document used to authorise and record the purchase of goods or services or works by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier. A purchase order may be used in conjunction with an agreement for the supply of goods, services or works, or to instigate supply against an agreement.</p>
<b>The Act</b>	<p>The Local Government Act 2020</p>

## APPLICATION AND SCOPE

### 1. COUNCIL POLICY AND APPLICABILITY

This policy applies to all procurement activities undertaken by Council and is binding upon all employees, including Councillors, Contractors, Consultants, Volunteers, Trainees and or third parties acting on behalf of Council to comply with the principles and framework set out in this policy.

In accordance with *The Act*, this Policy seeks to ensure open and fair competition and Value for Money whilst upholding the principles of transparency, probity and accountability.

Key terms used throughout this policy are defined in the Definitions section within this policy.

#### 1.1 Treatment of GST

- All monetary values stated in this policy Exclude GST unless specifically stated otherwise.

#### 1.2 Procurement during the Caretaker Period

In accordance with section 69 of The Act, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council.

All procurement activities during the caretaker period must:

- Be assessed for political or commercial risk;
- Be clearly and appropriately documented; and
- Comply with all relevant probity principles and legislative requirements.

Further guidance will be provided by Council through caretaker period protocols and/or be referenced within Council's procurement guidelines.

## GENERAL PROVISIONS

### 2. GUIDING PRINCIPLES

Council's procurement processes shall be based on the following principles, irrespective of the value and complexity of that procurement.

#### 2.1 Probity, Accountability and Transparency

Council is committed to upholding the highest standards of probity, accountability and transparency in all procurement activities, in line with The Act, and the Victorian Best Practice Procurement Guidelines (2024).

All Councillors, Council officers and authorised agents involved in procurement activities must act ethically, impartially and in public interest. They are individually accountable for their decisions and the outcomes of procurement processes undertaken on behalf of Council.

**All procurement activities must be conducted in a manner that:**

- Complies with The Act, this Policy, associated Guidelines, relevant legislation and applicable standards.
- Demonstrates integrity, fairness, and transparency.
- Is defensible under internal and external scrutiny.
- Manages conflicts of interest and maintains public trust.
- Prevents and mitigates risks such as fraud, corruption or collusion.

Where procurement activities are carried out by authorised agents on Council's behalf they must comply with the same legal, ethical and procedural obligations as Council officers.

To support probity and accountability, Council will:

- Apply consistent and transparent processes that ensure fair and equitable treatment of all suppliers.
- Ensure procurement criteria and conditions are not changed after public release unless formally approved in line with policy or procedure.
- Require all participants involved in procurement activities to act in good faith, declare and manage conflicts of interest, and adhere to relevant codes of conduct and ethical standards.
- Prohibit the acceptance of any gifts, benefits or hospitality from current or prospective suppliers in accordance with Council's Staff Code of Conduct Policy and Councillor Code of Conduct Policy.

**2.1.1 Disclosure of Information**

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location. Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information submitted by suppliers in tenders, quotations or during tender negotiations; and
- Information that is marked confidential, or reasonably understood to be confidential due to its nature; and
- Any details related to current or proposed contracts, particularly where disclosure could compromise Council's position or breach probity.

Discussion with potential suppliers during tender evaluations should only be to the extent necessary to resolve doubts on what is being offered by that supplier.

Discussions that may improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations, are not permitted.

## 2.2 Strategic Procurement

Council adopts a strategic approach to procurement to maximise value and efficiency.

**Each procurement activity will be planned with consideration of:**

- Opportunities for aggregated purchasing across Council or with other entities through approved purchasing schemes.
- Collaborative or joint procurement arrangements.
- Utilisation of existing internal and external supplier panels or contracts; and
- Alternative contracting models that best support the delivery of outcomes.

This Policy is supported by the Procurement Guidelines which set out further detail regarding procurement processes and practices.

## 2.3 Value for Money and Quadruple Bottom Line

Council is committed to achieving Value for Money in all procurement decisions. This means selecting the option that offers the best overall outcome - not just the lowest price, but based on a balanced assessment of cost, quality, risk, sustainability and social impact over the entire lifecycle of the goods, services or works.

Council's approach to Value for Money includes integration of Quadruple Bottom Line (QBL) principles which means ensuring that economic, environmental, social, and ethical considerations are embedded into procurement planning and decisions wherever practical and proportionate.

**In applying the Value for Money principle, Council will:**

- **Consider Whole-of-Life Costs**, including planning, acquisition, operation, maintenance, and disposal.
- **Optimise Quality and Performance**, ensuring goods, services, and works are fit for purpose, durable, and supported by service warranties where appropriate.
- **Deliver Broader Community Benefits**, encouraging procurement outcomes that generate positive social, economic, and environmental impacts, including through support of local, social, Indigenous, and inclusive suppliers.
- **Champion Sustainable and Ethical Procurement**, engaging suppliers who demonstrate compliance with fair, ethical, and socially responsible labour practices, and who meet legislative and regulatory obligations, including workplace safety and modern slavery to employees.
- **Minimise Environmental Impact**, selecting products and services that reduce resource consumption, emissions, waste, and environmental degradation.
- **Support Innovation**, encouraging new solutions, technologies, or delivery models that improve outcomes or efficiencies.
- **Promote Fair Competition and Efficiency**, ensuring open, transparent procurement processes that support innovation and reduce duplication.
- **Enable Collaboration and Aggregation**: leveraging shared services, panel arrangements, and approved purchasing schemes where appropriate.

### 2.3.1 *Quadruple Bottom Line (QBL) Principles*

Council will, wherever appropriate, incorporate the following Quadruple Bottom Line considerations into its procurement planning and decision making:

#### **1. Economic**

- Support local suppliers (as defined in this policy's definition), small to medium enterprises (SMEs), and regional businesses.
- Create local jobs and stimulate economic development within the Council area and nominated surrounding regions.
- Consider long-term value and cost-effectiveness, not just upfront price.

#### **2. Environmental**

- Reduce waste, greenhouse gas emissions, and resource use.
- Prioritise recycled, energy-efficient, or sustainably made goods and services.
- Support the circular economy and climate resilience through environmentally responsible purchasing.

#### **3. Social**

- Promote diversity, equity, and inclusion across supply chains.
- Where possible Council will identify opportunities to procure from First Nations, disability enterprises, and certified social benefit suppliers.
- Provide employment and training opportunities for disadvantaged or marginalised groups.

#### **4. Ethical Governance**

- Work with suppliers who follow ethical practices including fair labour, safe workplaces and compliance with modern slavery laws.
- Maintain transparency, integrity, and compliance in all procurement activities.

Council will apply Quadruple Bottom Line (QBL) principles in a manner that is practical, proportionate, and aligned to the size, risk and complexity of each procurement activity.

These considerations may be factored into planning, specification, evaluation, and contract management stages.

### 2.4 *Risk Management*

Procurement activities must be properly planned and executed to protect Council from risks including but not limited to; personal injury, property damage, financial loss, reputational harm, legal exposure, and disruption to the delivery of goods, services, or works.

**To minimise procurement-related risks and uphold best practice, Council implements the following risk mitigation strategies:**

- **Procurement Planning:** allowing sufficient time for procurement preparation, market engagement, and internal approvals to reduce the risk of rushed or non-compliant processes.
- **Standardised Contract Documentation:** using Council approved templates that

include legally reviewed terms and conditions to ensure consistency and reduce contractual ambiguity.

- **Securities:** requiring appropriate security deposits such as bank guarantees to protect against supplier non-performance or contract default
- **Due diligence Checks:** undertaking financial and reference checks on new and existing suppliers, with periodic reviews as needed to ensure ongoing capability and compliance.
- **Subject Matter Expert input:** referring complex or technical specifications to qualified internal or external subject matter experts to ensure clarity, feasibility, and risk mitigation.
- **Contract Execution before Commencement:** ensuring that all contracts are fully executed and documented before any goods are delivered, services commenced, or payments issued.
- **Standards and Compliance:** incorporating relevant Australian Standards, legislative requirements, and industry best practices into specifications and contract terms.
- **Ongoing Contract Management:** requiring contract managers to actively monitor contractor performance, deliverables, and compliance throughout the contract term, with issues documented and addressed promptly.

These practices are consistent with the Local Government Best Practice Procurement Guidelines 2024, which emphasises proactive risk planning, transparency, and strong governance as essential to achieving Value for Money and ensuring public confidence in procurement outcomes.

### 3. COUNCIL POLICY

#### 3.1 Procurement Structure, Processes, Procedures and Systems

**Council maintains a procurement function responsible for:**

- Maintaining the Procurement Policy and associated guidelines, processes and procedures.
- Maintaining appropriate purchasing, procurement, and contract management systems and tools.
- Providing procurement-related advice and support to the organisation as required.
- Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials).
- Promoting awareness and monitoring of compliance with this Policy.
- Ensuring Legislation is followed, reporting breaches and corrective actions in a timely manner.
- Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Council will maintain internal procurement control documents detailing the processes, procedures and systems related to procurement including maintaining details of tendered contracts.

#### 3.2 Procurement Methods

**The standard methods for procurement activities are:**

- Purchase Order.
- Corporate Card.
- Request for Information (RFI).
- Request for Quotation (RFQ) process, followed by a Contract and or Purchase Order.
- Request for Tender (RFT) process, followed by a Contract and or Purchase Order.
- Approved Purchasing Schemes or Panel Contracts.

**All procurement activities must:**

- Be supported by identified and available funding.
- Be authorised in accordance with Council's approved financial delegations and thresholds.
- Involve more than one person with appropriate documentation and approvals to ensure transparency and accountability.

All Requests for Quotation (RFQ) (\$50,001 - \$150,000) and Requests for Tender (RFT) must be published on Council's online tendering portal, e-Procure. RFT's and RFQ's may also be advertised through additional channels such as state or local newspapers, industry publications, and web-based forums depending on the scale and audience of the procurement.

In accordance with the Local Government Act 2020, Council must publish details of awarded tenders that meet or exceed prescribed thresholds on its public website to ensure legislative compliance, transparency, and community awareness.

**3.2.1 Expressions of Interest (EOI)**

Expressions of Interest may be used where:

- Multiple suppliers are likely.
- Full tendering is burdensome, or procurement is complex.
- Vendor interest or capability is uncertain.
- Council seeks preliminary advice from the market.

**3.2.2 Alternative Approaches Following an Unsuccessful Tender**

If a public tender process concludes with no submissions received, Council may consider alternative procurement approaches, including:

- Reissuing the tender in its original form.
- Revising the scope or requirements and reissuing the tender.
- Inviting a limited number of suitable suppliers to submit proposals (Select Sourcing).
- Entering direct negotiations with a supplier (Sole Sourcing).

Any alternative procurement approach must be:

- Supported by documented market analysis and a clear rationale for the selected approach.
- Demonstrated to achieve Value for Money, fairness, and probity, in line with The Act, this Policy, and best practice procurement principles.

Where public tendered procurement is not pursued, only Council endorsed panels or approved purchasing schemes established through a compliant public tender process may be used as an alternative procurement method.

### 3.3 Collaborative Procurement

In accordance with Section 108 (c) of *the Act*, Council will actively seek opportunities to collaborate with other councils and public bodies in the procurement of goods, services or works, where such collaboration can deliver economies of scale, improved value for money, or other strategic benefits.

Council officers must give due consideration to collaborative procurement opportunities as part of the planning phase for all procurement activities.

**Where a procurement recommendation is brought before the Council, the accompanying report must include:**

- An outline of any potential collaborative procurement opportunities identified, including the public bodies or councils involved; and
- A statement explaining why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

### 3.4 Tender Evaluation

**Council is committed to ensuring a fair, consistent, and transparent approach to the evaluation of tenders. To uphold these principles:**

- Late tenders will not be accepted under any circumstances to ensure procedural fairness and integrity.
- Tender evaluation criteria and weightings will be documented and approved prior to issuing any tender to ensure transparency and consistency in assessment.
- An Evaluation Panel comprising appropriately qualified and briefed members will be established for each tender process. The panel will assess submissions objectively against the pre-determined criteria. The Evaluation Panel must comprise of at least 3 persons as well as a chairperson.
- Where beneficial, external representatives with relevant expertise may be included on the Evaluation Panel or engaged as advisors to enhance capability and ensure appropriate oversight.
- All panel members must complete a Conflict-of-Interest declaration before commencing any evaluation activities. Identified conflicts must be managed in accordance with Council's policies and procedures.
- The evaluation process will be conducted in a manner that is robust, unbiased, and able to withstand internal and external scrutiny.
- A Probity Advisor should be engaged, and a Probity Plan developed for complex, high-value or high-risk procurements, particularly those exceeding \$5 million over the life of the project.

#### 3.4.1 Contract Negotiations and Best and Final Offer (BAFO) Process

To ensure the best value outcome for Council, contract negotiations may be conducted with one or more shortlisted tenderers, provided such negotiations remain consistent with the original scope, intent and probity principles of the tender process.

Council may also implement a shortlisting process as part of the evaluation. Where appropriate, shortlisted tenderers may be invited to submit a Best and Final Offer (BAFO) to allow Council to clarify, refine, or enhance proposals prior to final contract award.

Any negotiation or BAFO process will be conducted in a fair, transparent, and equitable manner, in line with The Act, relevant procurement best practice guidelines and Council's procurement guidelines.

### 3.5 Procurement Exemptions and Sole Sourcing

Council recognises that in defined and limited circumstances, procurement activities may be exempt from the standard requirements to seek tenders, quotations or expressions of interest.

A number of defined procurement exemption justifications have been identified and are detailed in Appendix 3 of this policy.

All exemptions must be:

- Submitted and endorsed by the relevant Director or CEO prior to the procurement expense being committed using the Exemption of Market Engagement form.
- Be a justified exemption as per Appendix 3.
- Documented and presented to the Audit and Risk Committee (approved exemptions only).

### 3.6 Select Sourcing and Panel Arrangements

Council may, in specific circumstances, engage a limited number of suppliers without conducting a full public tendering process. This select sourcing approach is permitted under this Policy where it is appropriate to the procurement's value, risk and complexity, and where one or more of the following conditions apply:

- Suppliers are pre-qualified under a panel contract, approved purchasing scheme or collaborative contract (e.g. MAV, Procurement Australia, State Purchase Contracts).
- The market is limited in capacity, expertise or geographical reach (e.g. niche categories or regional delivery constraints).
- An existing agreement provides clear rationale for continued engagement within defined parameters.
- The procurement risk, value, and complexity are proportionate to a streamlined sourcing approach, supported by a documented rationale.
- A previous public tender process was unsuccessful, and Council proceeds to a limited sourcing approach in accordance with Section 3.2.2.

Where Council has established an internal panel or is accessing a collaborative panel contract or approved purchasing scheme, the following provisions apply:

- Council may approve alternate procurement thresholds and sourcing methodologies specific to the panel.
- These must be documented at the time of panel formation (e.g. Panel Register), approval is sought by the appropriate Financial Delegate, and sourcing methodologies for the panel are documented.
- Once endorsed, these thresholds override the standard thresholds set out in Appendix 1 for all procurement conducted under the panel.
- All procurement activities must align with the panel's scope, terms of use, use approved templates and processes in accordance with Council's Procurement

Guidelines.

A procurement exemption may be required only where the procurement exceeds the panel's approved scope or deviates from usage rules.

#### 4. RELEVANT LEGISLATION POLICY AND OTHER DOCUMENTS

Council's procurement activities shall be undertaken to a high professional standard and in full compliance with the Local Government Act 2020 (Vic), associated regulations, and all applicable internal and external policies, procedures, and codes of conduct.

All Council procurement must also be consistent with Council's broader policy framework and strategic plans.

##### Legislation and Guidelines

This policy has clear linkages to a range of legislation, standards, and strategic documents including:

- [Local Government Act 2020 | legislation.vic.gov.au](https://legislation.vic.gov.au)
- [Local Government Best Practice Procurement Guidelines 2024](#)
- Relevant provisions of the [Competition and Consumer Act 2010 \(Cth\)](#)
- [Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
- [Gender Equality Act 2020](#);
- [Modern Slavery Act 2018 \(Cth\)](#);
- [Occupational Health and Safety Act 2004](#);
- [Working with Children Act 2005](#) and [Working with Children Regulation 2016](#)
- [Freedom of Information Act 1982](#);
- [Privacy and Data Protection Act 2014](#);
- [Public Records Act 1973](#);
- [Building & Construction Industry Security of Payment Act 2002](#);
- [Local Government \(Governance and Integrity\) Regulations 2020](#);
- [Local Government \(Planning and Reporting\) Regulations 2020](#); and
- Other relevant Australian Standards or legislation.

##### Internal Policies and Frameworks

- Council Plan, Annual Budget and Long-Term Financial Plan
- Fraud Control Policy
- Staff Code of Conduct Policy
- Model Councillor Code of Conduct Policy

#### 5. PROCUREMENT MONITORING, REPORTING AND NON-COMPLIANCE

Council is committed to transparency, accountability, and continuous improvement in all procurement activities.

**The Finance Team is responsible for monitoring procurement performance and compliance with this policy. This includes oversight of**

- Procurement activities and trends
- Use of Procurement exemptions

- Alignment with procurement thresholds and financial delegations
- Documentation and record keeping practices

**Non-compliance Management:**

- Minor or administrative non-compliance will be addressed by relevant Council staff in leadership positions, with a focus on education and corrective action.
- Serious or repeated breaches, or matters involving probity, integrity, or public interest concerns, will be escalated to the relevant Director or the Executive Leadership Group and reported to Council where required.

Any breach of this Policy may be considered a breach of organisational policy and could result in disciplinary action. Breaches will be assessed in accordance with relevant internal policies and frameworks, including those governing:

- Staff and Councillor conduct
- Fraud and corruption prevention
- Ethical and accountable behaviour

**IMPLEMENTATION**

This policy was adopted by Council on \*\* \*\*\*\*\* 2026.

**CHARTER OF HUMAN RIGHTS COMPLIANCE**

It is considered that this policy Choose an item. compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

**GENDER EQUALITY COMPLIANCE**

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

- Yes
- No

**REVIEW**

This Policy will be reviewed at least once every four (4) years in accordance with the Local Government Act 2020 (Vic), or earlier if required.

**AUTHORISED**

**CEO** Tony Doyle      **Signature**  
**Date**



END

DRAFT

**APPENDICES**

All policy requirements contained within these Appendices are only applicable to Southern Grampians Shire Council and are to be reviewed and updated in line with internal governance and legislative obligations.

**APPENDIX 1 - PROCUREMENT THRESHOLDS**

Threshold (exc GST)	Minimum Procurement Requirement	Additional Guidance (Methodologies)
\$0 - \$5,000	One written quote, local supplier if possible	Council Officers are encouraged to consider local or pre-approved suppliers where practical.
\$5,001 - \$20,000	Two written quotes, local supplier(s) if possible	Retain quotation evidence and attach to the purchase order within the finance system. The rationale for accepting the quotation must be documented.
\$20,001 - \$50,000	Request for Quotation (RFQ) sent direct to minimum three suppliers including one local supplier if possible	RFQ to be issued through Council's Contract Management software. Documentation to be retained in accordance with records and auditing requirements. The rationale for accepting the quotation must be documented.
\$50,001 - \$150,000	Request for Quotation (RFQ) advertised on Council's tendering portal	RFQ to be issued through Council's Contract Management Software. Documentation to be retained in accordance with records and auditing requirements. The rationale for accepting the quotation must be documented.
Over \$150,000	Public Tender required	Tender to be issued through Council's Contract Management software. A publicly advertised open tender process must be undertaken, unless procurement is conducted through an existing panel, collaborative arrangement, or exemption has been approved.

**General principles**

- Thresholds refer to the total contract sum, including extension options and recurrent spend with the same supplier.
- Thresholds represent the minimum standards – Council officers may choose a more rigorous approach if it is in the best interests of Council
- Procurement transactions must not be split to circumvent the above thresholds.
- Where Council has established panels, alternate thresholds and methodologies may apply as approved at the time of panel formation.
- Where it is difficult to obtain sufficient quotations (e.g. due to limited suppliers or specialised work), an approved Procurement Exemption may be applied in accordance with Section 3.5 and Appendix 3.
- Preference must be given to Local business where a quotation for purchases <\$150,000 has been sought and price difference is within 10%.

*A1.1 Purchase Order Requirement "No PO or Claim, No Payment" Policy*

Council operates under a strict "No PO or Claim, No Payment" policy. A Council Purchase Order or correct claim must be created and provided to a supplier before commencement of any engagement for the supply of goods, services or works.

Council will not be able to pay suppliers if they do not have a Purchase Order.

This policy ensures financial control, transparency, and compliance with procurement and budgetary requirements.

## APPENDIX 2 – FINANCIAL DELEGATIONS

Delegations define the limitations within which Council Staff are permitted to commit Council to the procurement of goods, services or works and the associated costs.

The Instrument of Delegation allows specified Council Staff to undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council has delegated responsibilities relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotations and tenders and for contract management activities to the CEO. The CEO has further delegated some of those responsibilities to other members of Council Staff, subject to specified conditions and limitations. These Council Staff and the associated delegation level are outlined in Attachment 1 of the Procurement Guidelines.

Delegation Level	Financial Delegation (exc GST)
Level 1	\$2,000
Level 2	\$5,000
Level 3	\$15,000
Level 4	\$50,000
Level 5	\$100,000
Level 6	\$350,000
CC1*	\$1,000
CC2*	\$5,000

\*Corporate card delegations are based on the need of the individual. All corporate card holders are listed in Attachment 1 of the Procurement Guidelines.

### General principles

- The total procurement value must be taken into account when determining the appropriate financial delegation. Total procurement value includes the total contract sum, extension options and financial variations which may arise throughout the contract.

**APPENDIX 3 – PROCUREMENT EXEMPTION JUSTIFICATIONS**

Category	Description
<p><b>A contract made because of genuine emergency or hardship</b></p>	<p>The CEO may enter into a contract under the following conditions to provide immediate response to a natural disaster or declared emergency or an event:</p> <p>Emergency events &amp; post-emergency procurement activities should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the Value for Money principals will still be applicable.</p>
<p><b>A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party. (collaborative agreements)</b></p>	<p>This general exemption allows engagements:</p> <ul style="list-style-type: none"> <li>• With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>• In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA).</li> </ul>
<p><b>Extension of contracts while Council is at market</b></p>	<p>Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected. This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.</p>
<p><b>Novated Contracts</b></p>	<p>Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.</p>
<p><b>Information technology resellers and software developers</b></p>	<p>Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software, who holds the intellectual property rights to the software and where Council have assessed the current solution is continuing to demonstrate value for money.</p>
<p><b>Operating Leases</b></p>	<p>Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle after it has been demonstrated that the process provides a value for money judgement.</p>

<p><b>Sole Source of Supply</b></p>	<p>Sole Sourcing can be considered where the purchase is:</p> <ul style="list-style-type: none"> <li>• of an artistic nature, eg performances</li> <li>• art purchases</li> <li>• specialised education and training,</li> <li>• advertising with local media constitutes</li> <li>• support from the original supplier, e.g. servicing of plant/equipment, extended project consultancy</li> </ul>
<p><b>Utilities</b></p>	<p>Where there is only a single provider.</p>
<p><b>Statutory Compulsory Monopoly Schemes</b></p>	<p>Where there is only a single provider such as:</p> <ul style="list-style-type: none"> <li>• Motor vehicle Registrations and Third Party Insurance</li> <li>• Australia Post (Postage only)</li> </ul>
<p><b>Other Insurance premiums, Claims &amp; Associated Expenses</b></p>	<p>Where there are multiple providers such as:</p> <ul style="list-style-type: none"> <li>• Council insurance premiums</li> <li>• WorkCover</li> <li>• Medical Expenses</li> </ul> <p><i>These purchases should be reviewed on a regular cycle to ensure "Value for Money" is still being obtained.</i></p>
<p><b>Services unsuitable for tendering</b></p>	<p>These services are either passed on to others or of such a manner, would be difficult to evaluate. All attempts should be made to ensure that "Value for Money" is obtained</p> <ul style="list-style-type: none"> <li>• Debt Collection services</li> <li>• Banking &amp; Lending services</li> <li>• Surplus Funds Investments</li> <li>• Professional Memberships &amp; Subscriptions</li> <li>• Advertising – general and Recruitment</li> <li>• Venue Hire</li> <li>• Professional workshop and conference registration fees and associated costs</li> <li>• Accommodation associated with provision of employment</li> <li>• Auditor General's Office</li> <li>• Legal Services</li> </ul>
<p><b>Disbursements of funds collected on behalf of / levies fees or fines due to another government agency</b></p>	<p>Council often collects funds and is then required to forward these funds (under certain conditions) to another level of Government.</p>

<b>Disbursement of funds collected on behalf of a third party</b>	Council often collects funds on behalf of third parties such as community groups to be disbursed as funding conditions are met.
<b>Reimbursements of funds</b>	Council will reimburse expenditure incurred on behalf of Council, where correct procurement processes were followed at the time expenditure occurred.
<b>Councillor expenses</b>	<ul style="list-style-type: none"> <li>• Allowances</li> <li>• Reimbursements</li> </ul>
<b>Decisions made under Council resolution</b>	Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption may be sought from Council.
<b>Social Enterprises</b>	Where a specific procurement activity's main purpose is to promote the benefits of a social enterprise.
<b>Conditional Grant Expenditure</b>	Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2 Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.
<b>Decisions made under CEO delegation</b>	Should the nature of the requirement and the characteristics of the market be such that it is considered a public RFQ /tender process is not appropriate, an exemption may be sought from the CEO.



**COUNCIL POLICY**

<b>CORPORATE SERVICES – LOANS TO COMMUNITY GROUPS</b>		<b>Adopted by Council:</b>	11/12/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99 June 2013, 09/04/14

**1. PURPOSE**

The purpose of this policy is to provide an equitable and consistent basis for the provision of loans and/or bridging finance to community groups.

**2. POLICY STATEMENT**

- 2.1 Loans may be provided to community groups within the Shire to assist in the provision of new facilities, the extension or modification of existing facilities, the purchase of plant and equipment, or major maintenance considered by Council to be of a capital nature.
- 2.2 Eligibility for assistance under this policy will be limited to community groups providing facilities on Crown land, Council owned land or land vested in trustees for public purposes.
- 2.3 All applications shall be submitted in writing to the Chief Executive Officer who shall recommend approval or non-approval to the Council.  
  
The Chief Executive Officer shall be authorised to request the provision of such further details as are considered necessary to enable a thorough assessment to be made of each application prior to recommendation to the Council.
- 2.4 Application shall be made prior to the commencement of any project. Projects already commenced will not be eligible for assistance under this policy.
- 2.5 All applications shall be supported by either:
  - (i) a detailed business plan which clearly demonstrates the financial viability of the project once completed to repay the loan within the agreed period, or
  - (ii) a detailed plan of the fund raising arrangements to repay the loan within the agreed period.
- 2.6 Any contribution to be made by the community group (less the amount of any loan from the Council) shall be cash in hand prior to the commencement of the project and such amount shall be fully expended prior to the payment of any loan by the Council.

- 2.7 All loans shall be documented by a formal agreement between the duly authorised officers of the community group and the Council.
- 2.8 All loans shall bear interest at the Indicative borrowing rates (TCV yield curve) as published on the State Government of Victoria, Department of Treasury & Finance Website at the date immediately prior to the signing of the agreement plus an additional one per cent per annum and shall be repayable over a fixed term by equal quarterly instalments of interest and principal.
- 2.9 The maximum period for the repayment of any loan shall be ten years.
- 2.10 All loans in excess of \$10,000 shall require personal guarantees to be given by one or more representatives of the community group to the full value of such loan or advance.
- 2.11 Loans provided by Council shall not exceed two-thirds of the community contribution toward any project.

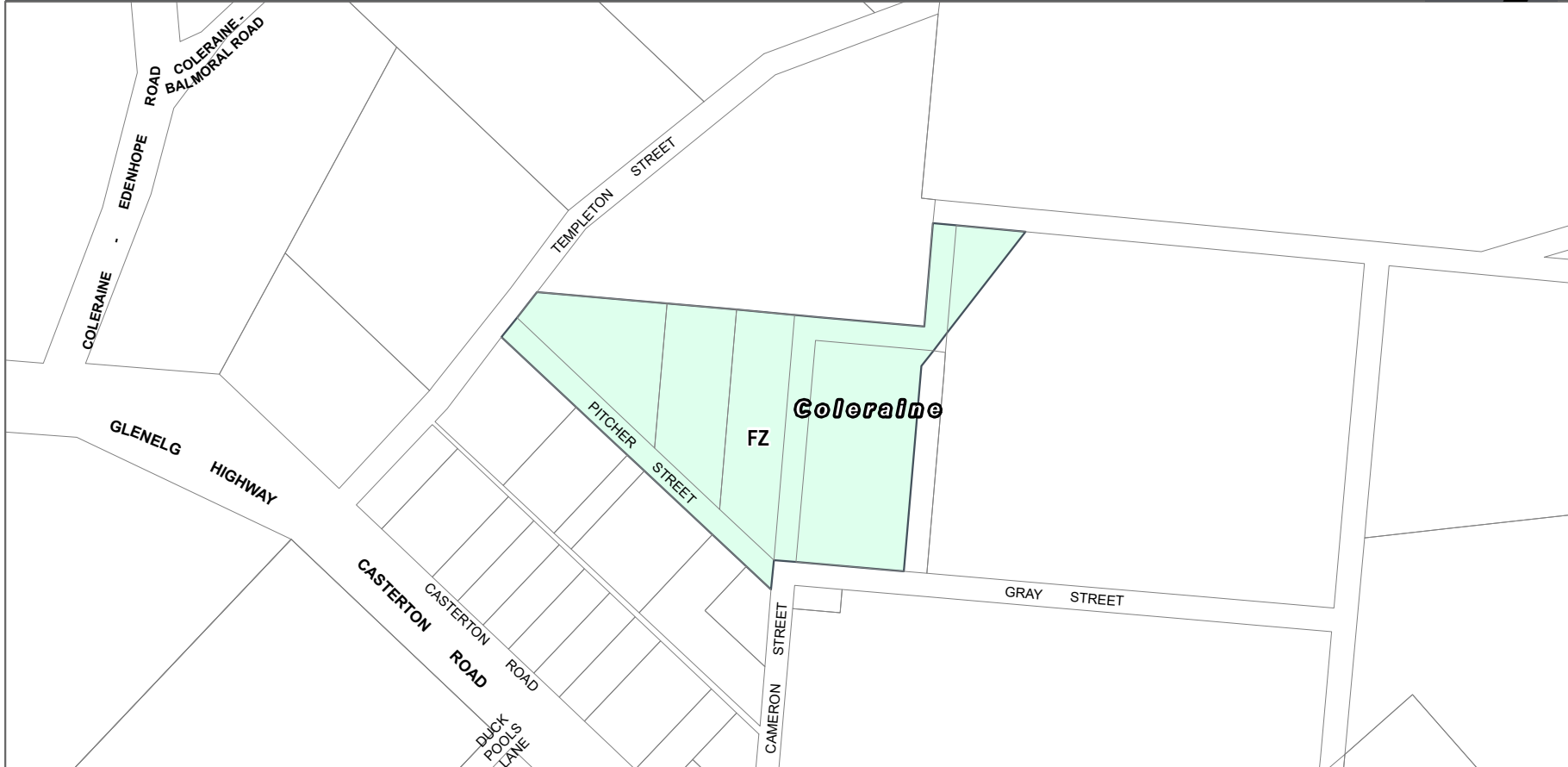
For Example:

	<b>Project No. 1</b>	<b>Project No. 2</b>	<b>Project No. 3</b>
Government Grant	\$50,000	Nil	Nil
Council Contribution	\$20,000	\$6,000	Nil
Community Contribution	\$30,000	\$6,000	\$15,000
Total Project Cost	\$100,000	\$12,000	\$15,000
Maximum Loan	\$20,000	\$4,000	\$10,000
Minimum amount of local contribution to be available in cash prior to commencement	\$10,000	\$2,000	\$5,000

- 2.12 The maximum amount to be loaned to any community group or for any project shall be \$50,000.
- 2.13 The total amount of loans advanced to community groups shall not at any time exceed \$250,000.
- 2.14 Loans will not be made available to match funding made available through Council's Recreational Capital Works Policy.

**END**

# SOUTHERN GRAMPIANS PLANNING SCHEME - LOCAL PROVISION AMENDMENT C64sgra

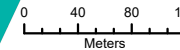


- LEGEND**
- FZ - Farming Zone
  - Local Government Area

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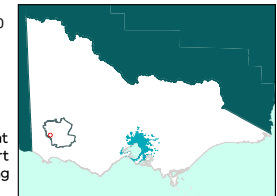
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 Print Date: 05/12/2025  
 Amendment Version: 1



Department of Transport and Planning



Part of Planning Scheme Map 17



# SOUTHERN GRAMPIANS PLANNING SCHEME - LOCAL PROVISION AMENDMENT C64sgra



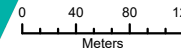
**LEGEND**

-  D-DPO - Area to be deleted from a Development Plan Overlay
-  Local Government Area

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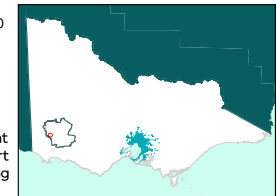
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Print Date: 29/07/2025  
Amendment Version: 1



Department of Transport and Planning

Part of Planning Scheme Map 17DPO



*Planning and Environment Act 1987*

## **Southern Grampians Planning Scheme**

### **Amendment C64sgra**

### **Planning Permit Application TP-30-2025**

### **Explanatory Report**

#### **Overview**

Amendment C64sgra proposes to rezone land at Pitcher Street (Lot 1 on Title Plan 862809), 12 Pitcher Street, Cameron Street (Crown Allotment 24 Section B), and 17 Gray Street (Lot 1 on Plan of Subdivision 818710) in Coleraine from Low Density Residential Zone (LDRZ1) to Farming Zone (FZ). It also seeks to remove the Development Plan Overlay Schedule 3 (DPO3) from this land. The changes are intended to support the expansion of the existing Coleraine Quarry.

A planning permit application (TP-30-2025) has been lodged alongside the amendment. It seeks approval to extend the current quarry operations (Work Authority No. 410) into adjoining land to the south.

The proposal will allow for the continued supply of high-quality stone and support the long-term viability of the quarry.

#### **Where you may inspect this amendment**

The amendment can be inspected free of charge at the Southern Grampians Shire Council website at [www.sthgrampians.vic.gov.au/Have-Your-Say](http://www.sthgrampians.vic.gov.au/Have-Your-Say).

The amendment is available for public inspection, free of charge, during office hours at the following places:

- 1 Market Place, Hamilton Victoria.

The amendment can also be inspected free of charge at the Department of Transport and Planning website at [www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection) or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

#### **Submissions**

Any person may make a submission to the planning authority about the amendment and/or planning permit. Submissions about the amendment and/or planning permit must be received by 12/03/2026.

A submission must be sent to:

Southern Grampians Shire Council  
Locked Bag 685, 111 Brown Street

Hamilton VIC 3300

Or email:

council@sthgrampians.vic.gov.au

### **Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: 11 May 2026
- Panel hearing: 8 June 2026

### **Details of the amendment**

#### **Who is the planning authority?**

This Planning Scheme Amendment has been prepared by the Southern Grampians Shire Council, who is the Planning Authority for this amendment.

The Amendment and combined planning permit have been prepared at the request of Equipe Lawyers on behalf of Rigby Bros & Co Pty Ltd.

#### **Land affected by the amendment**

The amendment applies to the land contained within the following five titles, formally known as:

- Lot 2 on Plan of Subdivision 818710 (in part) (26 Templeton Street, Coleraine)
- Lot 1 on Title Plan 862809 (Pitcher Street, Coleraine)
- Crown Allotment 25, Section 1B, Township of Coleraine, Parish of Konong Wootong (12 Pitcher Street, Coleraine)
- Crown Allotment 24, Section 1B, Township of Coleraine, Parish of Konong Wootong (10 Cameron Street, Coleraine, also known as part of 6 Pitcher Street, Coleraine)
- Lot 1 on Plan of Subdivision 818710 (17 Gray Street, Coleraine, also known as part of 6 Pitcher Street, Coleraine).

The amendment is a combined planning permit application and planning scheme amendment under section 96A of the *Planning and Environment Act 1987* (the Act).

The planning permit application applies to:

- Lot 1 on Plan of Subdivision 914025 (26 Templeton Street, Coleraine)
- Lot 2 on Plan of Subdivision 818710 (26 Templeton Street, Coleraine)
- Lot 1 on Title Plan 862809 (Pitcher Street, Coleraine)
- Crown Allotment 25, Section 1B, Township of Coleraine, Parish of Konong Wootong (12 Pitcher Street, Coleraine)

- Crown Allotment 24, Section 1B, Township of Coleraine, Parish of Konong Wootong (10 Cameron Street, Coleraine, also known as part of 6 Pitcher Street, Coleraine)
- Lot 1 on Plan of Subdivision 818710 (17 Gray Street, Coleraine, also known as part of 6 Pitcher Street, Coleraine).



Figure 1 - Subject site

### What the amendment does

The amendment proposes to rezone approximately 5.6 hectares of land in Coleraine from the LDRZ1 to the FZ and remove the DPO3 from the subject land. The changes are intended to facilitate the expansion of the existing Coleraine Quarry onto adjoining land to the south. There are no changes proposed to ordinance of the Southern Grampians Planning Scheme.

A concurrent planning permit application (TP-30-2025) seeks approval to use and develop this land for extractive industry purposes, consistent with an Endorsed Work Plan Variation approved by the Department of Energy, Environment and Climate Action (DEECA) under the *Mineral Resources (Sustainable Development) Act 1990*.

The planning permit application seeks approval for the following:

- Use and development of the land for extractive industry, as part of the expansion of the existing Coleraine Quarry.
- Extension of the existing extraction area in line with the Endorsed Work Plan Variation, including new stockpile and hardstand areas.
- Construction and use of supporting infrastructure, including sediment traps, access tracks, a weighbridge, and the relocation of existing processing plant equipment.
- Confirmation of operational hours and site management practices (noting that no changes are proposed to current operating hours or traffic volumes).
- Implementation of site rehabilitation in accordance with the approved Rehabilitation and Closure Plan contained within the Endorsed Work Plan.

The planning permit is attached as a separate document to this Explanatory Report.

## **Strategic assessment of the amendment**

### **Why is the amendment required?**

The amendment is required to rezone approximately 5.6 hectares of land in Coleraine from LDRZ1) to FZ, and to remove the DPO3 from the subject land. These changes are necessary to enable the expansion of the long-standing Coleraine Quarry and to ensure that the Southern Grampians Planning Scheme reflects the current and intended use of the land. Under the existing zoning and overlay, extractive industry is prohibited and cannot be approved without these changes.

The amendment seeks to ensure that planning controls match the physical and strategic context of the land. The subject land sits directly between the existing quarry site (FZ) and adjoining industrial land (IN1Z) to the south. However, it is currently zoned for low-density residential use - despite already being used in part for quarry-related purposes such as stockpiling and access. This residential zoning is no longer appropriate and does not align with how the land is used or the broader setting. Updating the zoning will help reduce the risk of future land use conflict and provide greater certainty for both the quarry operator and surrounding landowners.

Removing the DPO3 is also necessary to support this outcome. The overlay was originally applied to guide the coordinated development of low-density residential land, but those expectations are no longer realistic or appropriate in this location. The removal of DPO3 will allow a planning permit to be granted for the expansion of quarry operations and will ensure that residential design controls are not imposed on land better suited to industrial and agricultural uses.

The proposed amendment is underpinned by an Endorsed Work Plan Variation, approved by the Department of Energy, Environment and Climate Action (DEECA) under the *Mineral Resources (Sustainable Development) Act 1990*. The Work Plan outlines the expanded extraction area, environmental safeguards, and future

rehabilitation requirements. The planning scheme amendment and concurrent planning permit application provide the statutory mechanism to align the Southern Grampians Planning Scheme with this endorsed Work Plan.

The amendment is consistent with key objectives of the Southern Grampians Planning Scheme and relevant State policy. It supports regional resource supply, protects regionally significant industries, and avoids incompatible land use outcomes. It also aligns with the direction emerging from the Coleraine Structure Plan, which recognises the need to resolve land use compatibility issues between residential zoning and quarry operations.

The amendment will deliver a strong net community benefit. It will help secure the local supply of a key construction material for at least the next 30 years, support employment and infrastructure delivery in the region, and enable rehabilitation of the site to productive agricultural use once quarrying ceases. No change is proposed to operating hours or traffic volumes, and environmental and amenity impacts will continue to be managed under contemporary frameworks endorsed through the Work Plan.

### **How does the amendment implement the objectives of planning in Victoria?**

The amendment supports the objectives of planning in Victoria as outlined in Section 4(1) of the *Planning and Environment Act 1987*, as follows:

#### **(a) to provide for the fair, orderly, economic and sustainable use, and development of land:**

The amendment facilitates the ongoing use and development of the subject land for extractive industry and future agricultural purposes by rezoning the land to FZ and removing the DPO3. This ensures a coordinated and orderly planning outcome that reflects the non-residential character of this part of Coleraine and aligns with State and local policy directions.

#### **(b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity:**

The quarry expansion enables continued access to an important local hard rock resource used in road construction and agricultural activities. The subject land is already disturbed and contains limited ecological value, meaning the proposal minimises impacts on biodiversity and natural systems. Rehabilitation will further support sustainable land use into the future.

#### **(c) to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria:**

By formalising the quarry's expansion within a defined and well-managed area, the amendment supports a safe and efficient working environment. The proposal maintains existing amenity controls and operational standards and avoids introducing incompatible land uses that could undermine safety or liveability in the area.

**(d) to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value:**

The amendment does not affect places of recognised cultural or heritage value. Areas of cultural sensitivity have been identified and avoided through the Work Plan process, in consultation with the Gunditj Mirring Traditional Owners Aboriginal Corporation.

**(e) to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community:**

The amendment allows the quarry expansion to proceed using existing site infrastructure and ensures that future rehabilitation and agricultural use can be supported by appropriate service provision.

**(f) to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e):**

The amendment facilitates development that balances efficient resource use, environmental safeguards, and future land rehabilitation in line with the above objectives.

**(fa) to facilitate the provision of affordable housing in Victoria:**

While the amendment does not directly provide for affordable housing, it does support broader regional planning outcomes by protecting land for appropriate non-residential use and avoiding residential development in areas unsuitable for housing due to proximity to extractive industry.

**(g) to balance the present and future interests of all Victorians:**

The amendment responds to current economic and infrastructure needs by enabling access to quarry materials while also planning for the long-term transition of the land to agricultural use. It provides certainty for landowners, operators, and the wider community by applying planning controls that reflect both current use and future potential.

**How does the Amendment address any environmental, social, and economic effects?**

Environmental

The subject land has been historically used for quarrying, farming, and other non-residential purposes. and contains no native vegetation requiring assessment under Clause 52.17. The site is predominantly cleared, with existing vegetation limited to pasture grasses and scattered planted trees. Given this history of disturbance and use, the environmental values of the land are low, and the environmental impact of the amendment is expected to be negligible.

The expansion of the quarry will not affect any waterways or wetlands. The nearest watercourse, Konong Wootong Creek, is located approximately 200 metres west of

the site. All water intercepted within the extraction area is contained on site and used either for operational purposes or irrigation of rehabilitated areas. No water will be discharged to surrounding waterways.

Potential visual impacts will be mitigated through the construction of earthen bunds and planting of vegetation to screen quarry operations from surrounding areas. Noise and blasting impacts will be consistent with long-established quarry operations and will continue to be managed in accordance with the Work Plan and EPA requirements. Blasting has been undertaken at the site since the 1930s and will remain subject to best-practice controls.

Dust emissions will also be managed in accordance with the Work Plan through the use of water suppression and ongoing monitoring. The risk to public health from respirable crystalline silica dust is extremely low, as the trachyte rock extracted from the site contains negligible levels of silica.

Following quarry operations, the land will be rehabilitated to support future agricultural use. This outcome supports sustainable land use and long-term environmental resilience.

#### Social

The amendment will extend the life of a long-standing, family-owned quarry that has operated from this site for over a century. In doing so, it will support local employment opportunities and the delivery of critical infrastructure projects in the region. The quarry provides a local source of high-quality materials used in construction and road maintenance, which is essential in a regional context experiencing population and economic challenges.

Beyond its current use, the amendment also provides for a long-term transition to agriculture, another significant employment sector in Southern Grampians. This ensures that the land continues to contribute productively to the local community both during and after quarrying operations.

#### Economic

The amendment will support regional economic development by securing continued access to a key construction material and allowing quarry operations to expand efficiently onto adjacent land. This extension will significantly increase the operational lifespan of the quarry, ensuring its ongoing contribution to local infrastructure delivery and construction supply chains.

In the longer term, the amendment will also facilitate the creation of new or expanded agricultural enterprises. This aligns with State and local policy objectives to support rural industries and attract investment in the Southern Grampians. The combination of continued quarrying and future agricultural use represents a productive and efficient use of land, delivering both immediate and enduring economic benefits for the region.

### **Does the amendment address climate change?**

The subject amendment is not required to consider Ministerial Direction 22 – Climate Change Consideration under section 12A of the Act. The amendment does not:

- Rezone land from a non-urban zone to an urban zone; or
- Enable a significant change to, or intensification of the use and development of urban land; or a new use and development of land which may be exposed to a natural hazard that arises from or is likely to arise from the impacts of climate change.

### **Does the amendment address relevant bushfire risk?**

While the Amendment Land is not subject to the Bushfire Management Overlay (BMO), part of the site is located within a designated Bushfire Prone Area. The proposal has considered bushfire risk in the context of extractive industry operations, and appropriate measures will be implemented to ensure that quarry activities do not increase the risk to life or property.

A Fire Response and Readiness Plan has been prepared and endorsed as part of the Work Plan Variation approved under the *Mineral Resources (Sustainable Development) Act 1990*. This plan outlines a range of site-based protocols and mitigation measures to manage fire risk, including:

- On-site water storage for fire suppression and irrigation;
- Maintenance of defensible space around key infrastructure and boundaries;
- Routine vegetation and fuel load management in buffer areas;
- Strict controls on machinery use during high fire danger days;
- An emergency evacuation plan and clear staff protocols for Total Fire Ban days;
- Coordination with emergency services where required.

These measures ensure that the quarry will operate in a manner that is responsive to bushfire risk and aligned with community safety objectives. The amendment does not introduce sensitive land uses or increase exposure to bushfire hazard and is considered appropriate in the context of the site's risk profile.

### **Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?**

The amendment proposes to rezone the subject land to the FZ and apply the existing schedule to the FZ as set out in the Southern Grampians Planning Scheme. It also seeks to remove the DPO3 from the land. The amendment relies on established provisions within the Planning Scheme and is consistent with the requirements of Ministerial Direction - The Form and Content of Planning Schemes.

The amendment is supported by a planning report and a suite of technical documents that have informed its strategic justification, in accordance with Ministerial Direction No. 11 - Strategic Assessment of Amendments. In preparing the

amendment, guidance was drawn from Planning Practice Note 46: Strategic Assessment Guidelines, which provides a consistent framework for evaluating the purpose, rationale, and Ministers Direction No. 19- Amendments that may significantly impact the environment, amenity and human health,

outcomes of planning scheme changes. These documents were prepared as part of the variation of the Endorsed Work Plan (WA410) in consultation with the Environment Protection Authority (EPA) and inform this amendment.

The amendment has also been prepared with reference to Ministerial Direction No. 15 - The Planning Scheme Amendment Process, which outlines timeframes for each stage of the amendment process and Ministers Direction No. 19- Amendments that may significantly impact the environment, amenity and human health, which requires planning authorities to seek the views of the Environment Protection Authority (EPA) in the preparation of planning scheme reviews and amendments that could result in use or development of land that may result in significant impacts on the environment, amenity and human health due to pollution and waste.

### **How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

Consistent with Clauses 11.01-1S, 11.01-1R, 11.02-1S, and 11.02-1L, the amendment facilitates a minor reduction in residentially zoned land on the fringe of the Coleraine township, in an area where residential land is in low demand. In return, it delivers a net increase in land available for agricultural purposes and supports the local economy through improved access to construction materials, enhanced agricultural opportunities, and continued employment.

Consistent with Clauses 12.01-1S and 12.01-2S, the amendment will have negligible impact on biodiversity or native vegetation. The land has low environmental values, being previously cleared and historically used for agriculture and quarrying.

Consistent with Clause 13.01-1S, the amendment does not increase exposure to natural hazards linked to climate change.

Consistent with Clause 13.02-1S, the amendment appropriately responds to bushfire risk. The endorsed Fire Response and Readiness Plan outlines clear measures to ensure the safe operation of the site, including the maintenance of firebreaks, firefighting equipment, and emergency procedures. The amendment does not increase bushfire risk and, by removing the potential for future residential development on the land, reduces the likelihood of introducing more vulnerable land uses into an area of identified bushfire hazard.

Consistent with Clause 13.05-1S, the amendment will continue to manage potential noise impacts by maintaining current quarry operating hours, methods, and intensity. All activities will remain subject to EPA guidelines and the approved Work Plan controls.

Consistent with Clauses 13.07-1S and 13.07-1L, the amendment supports land use compatibility by removing residential zoning adjacent to Farming Zone and Industrial

1 Zone land, thereby reducing the potential for future land use conflict and protecting community amenity.

Consistent with Clauses 14.01-1S and 14.01-1L, the amendment protects and consolidates agricultural land on the outskirts of Coleraine by rezoning low-density residential land to Farming Zone. The extractive industry use is temporary in nature, with the site to be rehabilitated and returned to productive agricultural use following quarrying activities.

Consistent with Clause 14.02-2S, the amendment supports water quality protection. Surface water runoff will continue to be directed into the quarry for capture, treatment, and re-use on site, with no discharge to local waterways.

Consistent with Clauses 14.03-1S and 14.03-1R, the amendment enables continued access to a key stone resource that has long supported road construction and infrastructure projects in the region.

Consistent with Clause 15.03-2S, the amendment will not impact any known site of Aboriginal cultural heritage significance.

Consistent with Clauses 17.01-1S and 17.01-1R, the amendment facilitates the expansion of a long-standing extractive industry operation, supporting employment, local investment, and the ongoing supply of essential construction materials, thereby contributing to economic resilience in the Southern Grampians.

### **Is the amendment consistent with the delivery of the relevant housing target set out in the Planning Policy Framework?**

Although the amendment rezones existing LDRZ land to FZ, the loss of residential zoned land will not impact Council in meeting its housing target. This is because the delivery of the housing target for Southern Grampians Shire Council would be directed to residentially zoned land with better access to infrastructure and community services and facilities, which the subject land does not have.

### **How does the amendment support or implement the Municipal Planning Strategy?**

The amendment supports the Municipal Planning Strategy, particularly in reference to Clause 02.03-2 (Environment and Landscape Values and Clause 02.03-6 (Economic Development- Industry) by:

- Facilitating the continued operation and expansion of a long-standing quarry that contributes to the local economy and supports regional infrastructure and construction needs.
- Supporting local employment and investment through the ongoing use of a site with established extractive industry operations.
- Protecting the municipality's natural assets by avoiding impacts on native vegetation and maintaining the broader landscape character.

- Reducing the potential for land use conflict by removing inappropriate residential zoning and ensuring surrounding non-residential land uses are protected.
- Minimising off-site amenity impacts by consolidating quarry activities within a single, contiguous footprint that builds on existing infrastructure and site management measures.

### **Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes appropriate use of the Victoria Planning Provisions by applying the FZ to land that is currently subject to the LDRZ1) and removing the DPO3, both of which are no longer suitable for the site's context or intended use.

The removal of the LDRZ1 is justified, as the purpose of this zone is incompatible with the established non-residential land uses and zoning in the surrounding area. Similarly, the removal of DPO3 is appropriate given its original intent to guide residential development in Rural Living areas of Hamilton, which does not align with the land's location or prevailing character in Coleraine.

Applying the FZ to the subject land is a logical and strategic extension of the existing zoning of the adjacent quarry site to the north. It reflects the existing and intended land use, supports the expansion of an established extractive industry, and complements the non-residential zoning to both the north and south.

### **How does the amendment address the views of any relevant agency?**

The views of relevant agencies were sought and considered as part of the Work Plan Variation approval process under the *Mineral Resources (Sustainable Development) Act 1990*. Agencies consulted through this process included DEECA, EPA Victoria, and Heritage Victoria.

The feedback provided by these agencies informed the conditions and requirements included in the approved Work Plan Variation, which underpins the proposed amendment and concurrent planning permit application. Key matters such as environmental management, cultural heritage, and operational impacts have been addressed through this process.

The amendment and planning permit have been prepared in alignment with the advice of relevant agencies. Further opportunity for agency input will be provided during the exhibition of the amendment and permit to ensure any additional planning-related matters are fully considered.

### **Does the amendment address relevant requirements of the *Transport Integration Act 2010*?**

The amendment and concurrent planning application are consistent with the objectives of the *Transport Integration Act 2010*. The proposed quarry expansion has been designed to avoid disruption to existing transport systems, both in the short and

long term, and will not impede the future expansion or operation of the broader transport network. The site retains appropriate access to the local road network, and vehicle movements associated with the quarry will continue in line with current arrangements, minimising any adverse impacts on transport efficiency, safety, or connectivity.

**How does the amendment have regard to the principles set out in the Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017 in relation to Yarra River land and other land, the use or development of which may affect Yarra River land?**

The amendment does not affect Yarra River land under Part 3 of the Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017.

**Resource and administrative costs**

**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

All costs associated with the preparation and processing of the planning scheme amendment will be met by the proponent. While Council is the planning authority for the amendment, the associated planning permit application is being progressed as part of the combined process under Section 96A of the *Planning and Environment Act 1987*. It is not anticipated that the amendment or associated permit will result in significant administrative or resource impacts for Council.

*Planning and Environment Act 1987*

## **Southern Grampians Planning Scheme**

### **Amendment C64sgra**

#### **Instruction Sheet**

The planning authority for this amendment is the Southern Grampians Shire Council.  
The Southern Grampians Planning Scheme is amended as follows:

#### **Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of two (2) attached map sheets.

#### **Zoning Maps**

1. Amend Planning Scheme Map No 17 in the manner shown on the one attached maps marked "Southern Grampians Planning Scheme, Amendment C64sgra".

#### **Overlay Maps**

2. Amend Planning Scheme Map No 17DPO in the manner shown on the one attached maps marked "Southern Grampians Planning Scheme, Amendment C64sgra".

**End of document**

Planning and Environment Regulations 2015  
Form 9

Section 96J

**PLANNING PERMIT GRANTED UNDER SECTION 96J OF  
THE PLANNING AND ENVIRONMENT ACT 1987**

<b>Permit No.:</b>	TP-30-2025
<b>Planning scheme:</b>	Southern Grampians Planning Scheme
<b>Responsible authority:</b>	Southern Grampians Shire Council
<b>ADDRESS OF THE LAND:</b>	<ul style="list-style-type: none"> <li>• 26 Templeton Street, Coleraine (Lot 2 on Plan of Subdivision 818710H)</li> <li>• Pitcher Street, Coleraine (Lot 1 on Title Plan 862809)</li> <li>• 12 Pitcher Street, Coleraine (Crown Allotment 25, Section 1B, Township of Coleraine)</li> <li>• Cameron Street, Coleraine (Crown Allotment 24, Section 1B, Township of Coleraine)</li> <li>• 17 Gray Street, Coleraine (Lot 1 on Plan of Subdivision 818710)</li> </ul>

**THE PERMIT ALLOWS:**

<b>Planning scheme clause No.</b>	<b>Description of what is allowed</b>
	Use and development of extractive industry
Clause 35.07-1	Use of land for extractive industry
Clause 35.07-4	Buildings and works associated with a use in Section 2 of Clause 35.07-1
Clause 52.08-1	Use and development for earth and energy resource industry

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:**

**Layout not altered**

1. The endorsed plan/s must not be altered or modified (whether or not to comply with any statute, rule or local law or for any other reason) without the consent of the Responsible Authority.
2. Except in accordance with this permit, no alteration may be made to the natural condition or topography of the land within 20 metres of the boundary of land. This does not apply to driveways, drains, bund walls or landscaping.

**Work Authority**

<b>Date issued:</b> XX Month XXXX	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

Planning and Environment Regulations 2015  
Form 9

Section 96J

3. The use and development of the site must not commence until the Work Authority is granted in accordance with the requirements of the *Mineral Resources (Sustainable Development) Act 1990* and associated regulations.
4. At all times the use and development of the site must be in accordance with the Work Authority, including the approved work plan, issued pursuant to the *Mineral Resources (Sustainable Development) Act 1990* and associated regulations.

**Landscape Plan**

5. Before the development starts, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the landscape plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and provided in digital format. The landscaping plan must be prepared:
  - a. be prepared to the satisfaction of the responsible authority
  - b. be prepared by a suitably qualified person
  - c. have plans drawn to scale with dimensions
  - d. be submitted to the responsible authority in electronic form
  - a. include the following:
    - i layout of landscaping and planting within all open areas of the subject land
    - ii.a survey (including botanical names) of all existing vegetation to be retained and/or removed
    - iii. buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary
    - iv. planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plan

The responsible authority may consent in writing to vary any of these requirements.

6. Before the use starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
7. The landscaping shown on the endorsed plans must be maintained and managed (including noxious weed management, grazing management and pest animal management) to the satisfaction of the Responsible Authority, this includes the replacement of any dead, diseased or damaged plants.

**Hours of operation**

8. The use hereby permitted (including any pre-construction works) must only operate between 7:00am to 6:00pm.
9. The use must not operate on Sundays or public holidays.
10. The permit holder may, with the prior written consent of the Responsible Authority, operate the quarry outside of the operating hours set out in condition 8 for the purpose of managing equipment breakdowns or other unforeseen circumstances to the satisfaction of the Responsible Authority.

Date issued: <b>XX Month XXXX</b>	Signature for the responsible authority:
Date permit comes into operation: <b>XX Month XXXX</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

Planning and Environment Regulations 2015  
Form 9

Section 96J

**Blasting events**

11. Blasting events must only occur between 10:00am – 4:00pm Monday to Friday.
12. Blasting events must not be undertaken on Saturdays, Sundays or public holidays.
13. All blasting must comply with the requirements of the Work Authority granted pursuant to the *Mineral Resources (Sustainable Development) Act 1990* and associated regulations and must be occur in accordance with the approved Work Plan.

**Permit Expiry**

14. This permit will expire if:
  - a. the use and development has not commenced within a period of five (5) years from the date of this permit; or
  - b. the Work Authority for the use issued under the provisions of the *Mineral Resources (Sustainable Development) Act 1990* and associated regulations is cancelled.

**THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:**

<i>Date of amendment</i>	<i>Brief description of amendment</i>	<i>Name of responsible authority that approved the amendment</i>

**THIS PERMIT HAS BEEN EXTENDED AS FOLLOWS:**

<i>Date of extension</i>	<i>Period of extension to commence use (specify date where possible)</i>	<i>Period of extension to commence development (specify date where possible)</i>	<i>Period of extension to complete development or any stage (specify date where possible)</i>	<i>Period of extension to certify plan of subdivision (specify date where possible)</i>

**USEFUL INFORMATION:**

(the following information does not form part of this permit)

1. The permitted use or development may need to comply with, or obtain the following further approvals:
  - a. Work Authority WA410- Work Plan Variation on 30 October 2024 by the Earth Sources Regulator Department of Energy, Environment and Climate Action

<b>Date issued:</b> XX Month XXXX	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

Planning and Environment Regulations 2015  
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**IMPORTANT INFORMATION ABOUT THIS PERMIT**

**WHAT HAS BEEN DECIDED?**

The responsible authority has issued a permit. This permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. [C64sgra] to the Southern Grampians Planning Scheme.

**WHEN DOES A PERMIT BEGIN?**

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

**WHEN DOES A PERMIT EXPIRE?**

1. A permit for the development of land expires if–
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
  - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation, within five years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if–
  - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
  - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if–
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
  - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
  - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision–
  - the use or development of any stage is to be taken to have started when the plan is certified; and
  - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

**WHAT ABOUT REVIEWS?**

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Administrative Tribunal for a review of any condition in this permit.

<p><b>Date issued:</b> XX Month XXXX</p> <p><b>Date permit comes into operation:</b> XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)</p>	<p><b>Signature for the responsible authority:</b></p>
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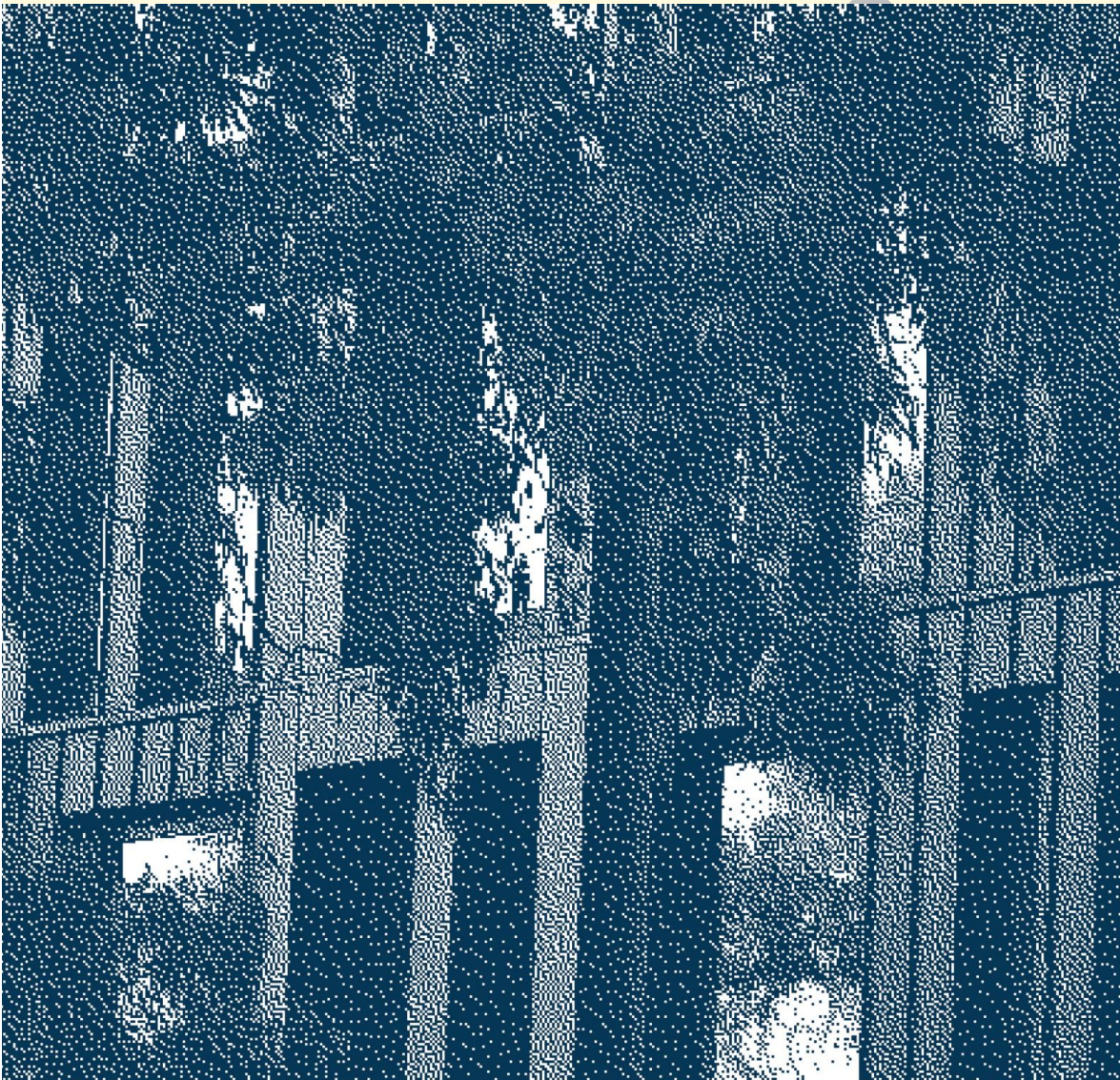
# Metropol

Advisory — Advocacy — Approval

## Planning Assessment Report

Section 96A Planning Scheme Amendment and Permit Application  
Coleraine Quarry

22 January 2026



[metropolplanning.com.au](http://metropolplanning.com.au)

Prepared for  
Rigby Bros & Co Pty Ltd

Project No  
1373

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**Revision History**

Revision	Date	Details	Author / Position	Authorised
				Name / Position
A	22 January 2026	Final Report	Lachlan Smith Town Planner	Michael Dunn Director

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# 1.0 Introduction and Summary

This Planning Assessment Report has been prepared by Metropol Planning Solutions on behalf of Rigby Bros & Co Pty Ltd (the Proponent) in support of a combined rezoning request and planning permit application (pursuant to Section 96A of the *Planning and Environment Act 1987*) (the 96A Application).

The Proponent is the operator of the existing Coleraine Quarry (the Quarry) at 26 Templeton Street, contained within Lot 1 PS914025 and Lot 2 of PS818710 (the Quarry Land) and Work Authority No. 410 (WA410).

The purpose of the 96A Application is to facilitate the expansion of the Quarry onto adjacent land to the east and south of the Quarry Land.

The report provides an outline of the proposed amendment to the Southern Grampians Planning Scheme (the Planning Scheme), an assessment against the relevant Ministerial Directions, Planning Practice Notes and Victoria Planning Provisions. The report also provides an assessment of the proposed extension to the Quarry that the amendment seeks to facilitate.

The Quarry Land has been used for extractive industry (extraction and processing of trachyte) since the late 1800s and in its current configuration since 1947, when operations were contracted to a third party by the then Shire of Wannon (the Shire). Blasting operations commenced in the 1930s, with extraction works up to that time carried out by hand. In 1969, with the Shire incapable of holding a quarry licence, the Quarry's licence was transferred to the Proponent to continue operations on behalf of the Shire. The Proponent continued to manage the Quarry on behalf of the Shire until it was amalgamated into Southern Grampians Shire in 1997 who then sold the Quarry Land to the Proponent.

The Quarry previously operated under Extractive Industry Licence 393, which was transitioned to Work Authority 410 (WA410) in April 1996 following the introduction of the *Mineral Resources (Sustainable Development) Act 1990* (the MRSDA). The most recent update to the Work Plan was made in 1975, with additional conditions added during the WA410 transition in 1996.

The Quarry is operated under an existing use right for extractive industry established under the Planning Scheme.

The Proponent proposes to expand the Quarry to include new land to accommodate an extension of the extraction pit to the east and to include land to the south that is currently used for stockpiling as part of the Quarry use. The expansion of the work authority and extraction area will provide access to additional hard rock (trachyte) reserves and enable a more appropriate rehabilitation profile, and it will also regularise the use of land to the south as part of the Quarry (the Proposed Quarry Expansion).

The Proposed Quarry Expansion proposes to include the following land (hereafter referred to as the Expansion Land) as part of an expanded WA410:

- The eastern sections of Lot 1 on PS914025 and Lot 2 on PS818710 at 26 Templeton Street, Coleraine, which will accommodate the proposed extension to the extraction area. This land comprises vacant paddocks and is not currently within WA410 and has not been previously used as part of the Quarry.
- Lots to the south at Lot 1 on TP862809 (Pitcher Street, Coleraine) (in part), Crown Allotment 25, Section 1B, Township of Coleraine, Parish of Konong Wootong (12 Pitcher Street, Coleraine), Crown Allotment 24, Section 1B, Township of Coleraine, Parish of Konong Wootong (10 Cameron Street, Coleraine, also known as part of 6 Pitcher Street, Coleraine) and Lot 1 on PS818710H (17 Gray Street, Coleraine, also known as part of 6 Pitcher Street, Coleraine). These lots comprise vacant paddocks, and are in part currently used for stockpiling as part of the Quarry and it is proposed to formally include these as part of the Quarry Land.

Except for its northernmost section (at Lot 1 on PS914025), the Expansion Land is currently zoned Low Density Residential (LDRZ), under which extractive industry is a prohibited use (the Amendment Land). The Amendment Land must therefore be rezoned to Farming Zone (FZ) to facilitate the Proposed Quarry Expansion.

The 96A Application comprises the following:

- A request to rezone the Amendment Land from LDRZ to FZ and to remove the Development Plan Overlay (Schedule 3) (the Amendment).
- A planning permit application seeking permission to use and develop the Expansion Land for extractive industry as part of the Quarry (the Permit Application).

The Department of Energy, Environment and Climate Action (DEECA) statutorily endorsed the Work Plan Variation application (PLN-000923) for WA410 for the Proposed Quarry Expansion on 30 October 2024 (the Endorsed Work Plan Variation), pursuant to section 77TD of the MRSDA. The Endorsed Work Plan Variation and written notice of

statutory endorsement is enclosed with this application, in accordance with the requirements of Clause 52.09-2 of the Planning Scheme.

It is submitted that the 96A Application and the Proposed Quarry Expansion is appropriate and represents an acceptable planning outcome for the following reasons:

- The Quarry Land is a large rural allotment that has been used for extractive industry for well over 100 years and is situated within an area used for a range of agricultural activities.
- The Expansion Land includes rural allotments currently used for agricultural and other non-residential purposes and is contiguous with the Quarry Land.
- The Expansion Land is partly zoned Low Density Residential Zone and affected by the Development Plan Overlay, which both seek residential outcomes. The current planning controls are incompatible with the agricultural and extractive industry use of the surrounding land to the north, including the Quarry Land, and the industrial zoning of the land to the south across Pitcher Street.
- The Proposed Quarry Expansion represents a modest increase to the existing extraction area and will provide further access to a valuable hard rock resource that will support the continuation of this long-established extractive industry business.
- The Proposed Quarry Expansion will not result in any unreasonable landscape or visual impacts to surrounding properties or the wider Coleraine area. While the Quarry is located within proximity to the Coleraine township, it is within an historically modified landscape that has existed in its present condition for over 100 years. The effects of the Proposed Quarry Expansion will primarily be confined to areas immediately adjacent to the existing Quarry pit, minimising the potential for external visual impacts.
- The Proposed Quarry Expansion will utilise existing infrastructure and processes that are not changing and which have not caused unreasonable impacts to nearby land. The same blasting practices that have occurred on the site since the 1930s will continue and not cause unreasonable adverse amenity, health or safety impacts on surrounding land uses into the future.
- There is no proposed change to the current level of activity or hours of operation for the Quarry, meaning there will be no material change to local traffic conditions or the potential for other amenity impacts as a result of the Proposed Quarry Expansion.
- The Proposed Quarry Expansion will not result in the loss of any native vegetation.
- The Proposed Quarry Expansion will not impact on groundwater, which is estimated to be approximately 18 metres below the maximum proposed Quarry pit depth of 41 metres AHD. No groundwater is proposed to be utilised and groundwater licencing is therefore not required.
- The Proposed Quarry Expansion will not impact any registered areas of Aboriginal Cultural Heritage Sensitivity (ACHS). The existing WA410 boundary intersects with two areas of ACHS along the Templeton Street frontage. These small areas have been subject to significant ground disturbance from the long established Quarry use and are not proposed to change. The Proposed Quarry Expansion Land has been designed to avoid impacting any undisturbed areas of ACHS.
- The Work Authority area of the Quarry, including the area of the proposed expansion, will be progressively rehabilitated and returned to agricultural production, consistent with purposes of the FZ.
- The existing Quarry use is consistent with the purposes of the FZ and the objectives and strategies of all relevant State and local planning policies related to rural areas and extractive industry, as well as the decision guidelines of Clause 52.09 and Clause 65. The Proposed Quarry Expansion will have no impact on the Quarry's on-going compliance with all relevant planning controls and policies.
- The 96A Application will extend the life of a long established extractive industry that has been supplying much needed hard rock products to the local construction industry. In the longer term, the Amendment will address existing zoning anomalies and reduce potential for land use conflicts from the encroachment of sensitive uses.
- The Proposed Quarry Expansion and the 96A Application will deliver a net community benefit.

The combined Permit Application and Amendment comprises this Planning Assessment Report and the following documents:

- Certificates of Title and Plan
- C6Xsgra – Explanatory Report
- C6Xsgra – Instruction Sheet
- PAXXXXX –draft planning permit
- Zone and overlay maps
- Endorsed Work Plan Variation No. PLN-000923 (including all technical reports and plans)
- Traffic Impact Assessment
- Referral authority checklist
- Referral authority responses
- Written notice of statutory endorsement and checklist
- Statutory endorsement conditions

## 2.0 Site Analysis

### 2.1 The Quarry Land

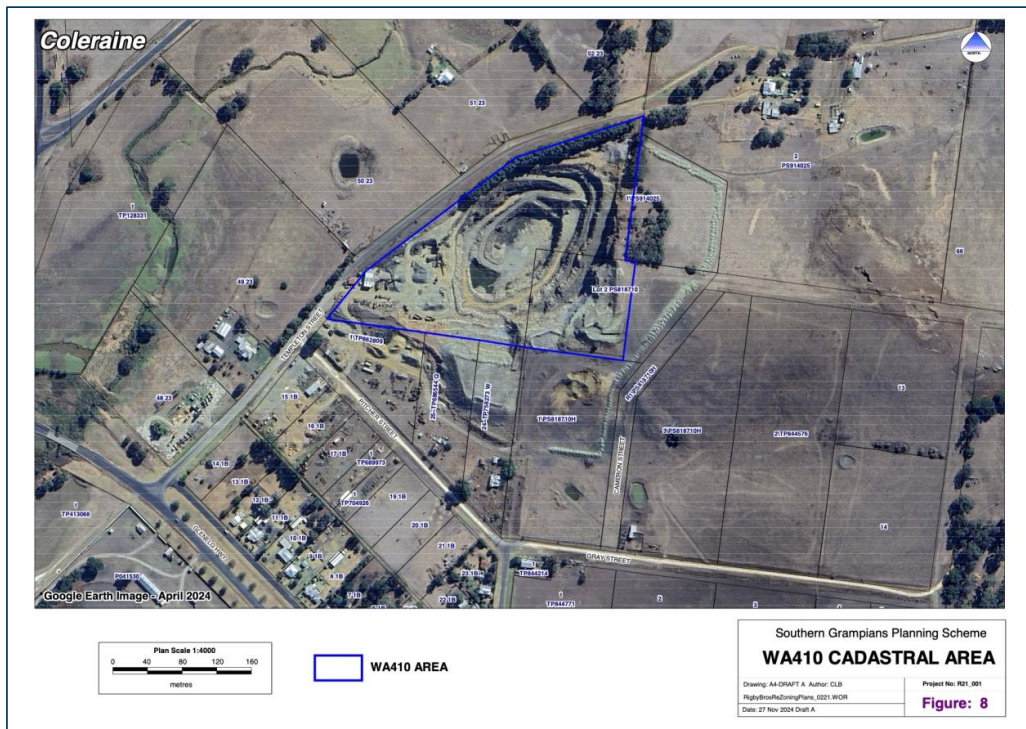
The Quarry Land includes parts of two rural lots situated at the north-western periphery of the township of Coleraine with a total area of approximately 5.58 hectares.

The Quarry Land is approximately 700 metres from the township's outer north-western residential areas and is approximately 34 km north-west of Hamilton, 60 km east of the border with South Australia and 290 km west of Melbourne.

The Quarry Land is contained within WA410 and includes the following lots:

- Part of Lot 1 on Plan of Subdivision 914025N (Volume 12505 and Folio 230). This lot contains approximately 4.2 hectares of the Quarry Land and includes the access road, processing and stockpiling area and the substantial portion of the extraction pit. This land is not affected any easements or restrictions and has a depth limitation of 15.24 metres.
- Part of Lot 2 on Plan of Subdivision 818710H (Volume 12233 Folio 838). This lot contains approximately 1.2 hectares of the Quarry Land and includes the southeastern corner of the extraction pit. This land is not affected by any easements or restrictions.

Figure 1: The Quarry Land (source: BCA Consulting)



Existing stockpiles are located in the south-east and north-east corners, with additional stockpiles, the access road and quarry plant and workshops located in the south-west area. Crushers and mobile plant are located above the Quarry pit along the western boundary. Screening vegetation is located partially around the northern extent of the extraction area, adjacent to Templeton Road and the land to the east. The east of the Quarry Land, beyond the WA410 boundary, is cleared farmland with a centrally located stand of trees.

In the context of the wider landscape, the Quarry Land is located on the western end of a small ridge running along the north of the Coleraine township, and has a high point of approximately 135 metres AHD at the eastern boundary and a low point of 88 metres AHD at the western boundary, with a fall of approximately 47 metres. Over the years extraction has moved in an eastward direction.

The existing WA410 area includes a disturbance area of approximately 4.25 ha.

There is no groundwater currently observed within the Quarry Land. The 'Visualising Victoria's Groundwater' website notes that a bore drilled within the Quarry Land in 1983 found trachyte to a depth of 70 metres, which is approximately 23 metres AHD and well below the existing extraction limit of approximately 70 metres AHD for WA410 and the extraction depth of quarrying at 41 metres AHD approved under the Endorsed Work Plan Variation.

The Quarry Land has been used for quarrying purposes for over 100 years as a local source of trachyte, typically used in the production of concrete and as a road making aggregate. There is no history of seismic activity and no known geological sources of instability.

The nearest watercourse is the Konongwootong Creek located approximately 200 metres to the north-west, which flows from Konongwootong Reservoir 10 km to the north and terminates at Bryan Creek approximately 1 km to the south of the Quarry.

## 2.2 The Expansion Land

The Expansion Land includes adjacent land to the south and east as follows:

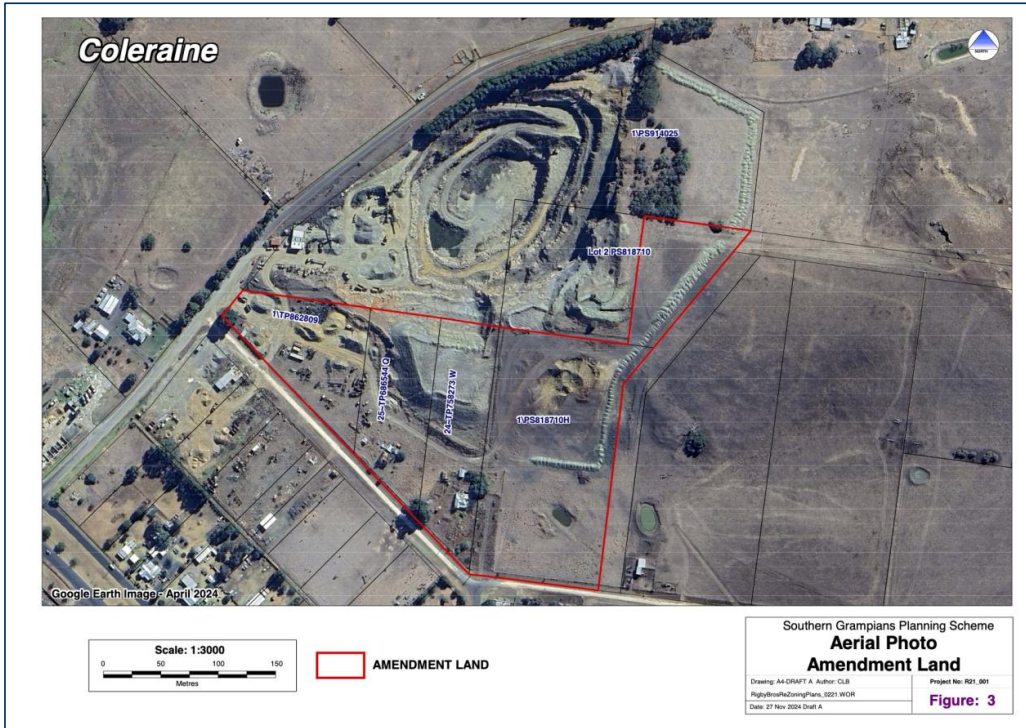
- 26 Templeton Street: part of Lot 1 on Plan of Subdivision 914025N (Volume 12505 and Folio 230). Lot 1 has an area of 5.452 ha, a depth limitation of 15.24 metres and does not contain any easements or restrictions. This part of Lot 1 was previously part of 68 Templeton Street and has been used for agriculture.
- 26 Templeton Street: part of Lot 2 on Plan of Subdivision 818710H (Volume 12233 Folio 838). Lot 2 has an area of 1.876 ha and no depth limitation. It does not contain any easements or restrictions. This part of Lot 2 was previously included a government road that has been relocated further to the east and was otherwise used for agriculture.
- Pitcher Street Coleraine: part of Lot 1 on Title Plan 862809Y (Volume 05809 and Folio 730, and formally known as Crown Allotment 26). Lot 1 has an area of 9,300 sqm and a depth limitation of 15.24 metres. It does not contain any easements or restrictions. This land was previously used for animal grazing and is currently used to store machinery.
- 12 Pitcher Street Coleraine: Crown Allotment 25, Section 1B, Township of Coleraine, Parish of Konong Wootong (Volume 06925 and Folio 919). This lot has an area of 9,000 sqm and a depth limitation of 15.24 metres. There are no easements or registered restrictions that affect this lot. This land was previously used for a dwelling and animal grazing with the former dwelling abandoned for approximately 30 years and the land now contains stockpiles for the Quarry.
- 10 Cameron Street Coleraine: Crown Allotment 24, Section 1B, Township of Coleraine, Parish of Konong Wootong (Volume 05737 and Folio 230). This lot is also known as part of the property at 6 Pitcher Street, Coleraine and has an area of 9,700 sqm and a depth limitation of 15.24 metres. There are no easements or registered restrictions that affect this lot. This land was previously used for a dwelling and animal grazing with the former dwelling abandoned for approximately 15 years and the land now contains stockpiles for the Quarry.
- 17 Gray Street Coleraine: Lot 1 on Plan of Subdivision 818710H (Volume 12233 and Folio 837). This lot is also known as part of the property at 6 Pitcher Street, Coleraine, and has an area of 2.425 ha and a depth limitation of 15.24 metres. There are no easements or registered restrictions. This land was previously used for animal grazing.

The extended areas of the Quarry Land at 26 Templeton Street that are part of the Expansion Land consist of cleared farmland with a small area of planted trees located to the east of the Quarry.

The Expansion Land to the south of the Quarry consists of cleared lots used for non-residential uses. There are two dwellings within the Expansion Land at Crown Allotments 24 and 25 (12 Pitcher Street and 10 Cameron Street) that have not been occupied for over 15 years and are intended to be demolished in the future.



Figure 3: The Amendment Land (source: BCA Consulting)



## 2.4 The Surrounding Land

The surrounding area is used for a mix of residential and agriculture and other non-residential uses. The land to the west, north and east is primarily used for agriculture, while to the south there is a strip of industrially zoned land used for non-sensitive uses, and further to the south and south-east are rural residential allotments. Also to the south, across the Glenelg Highway, is a large area of industrial land containing a significant warehouse development. Further afield is the Coleraine Sports Park 400 metres to the east, the Coleraine Showgrounds 300 metres to the south and the Coleraine township proper is approximately 550 metres to the southeast. The Coleraine township is home to around 1,000 people and includes a range of community facilities, including the Coleraine Hospital on McLeod Street.

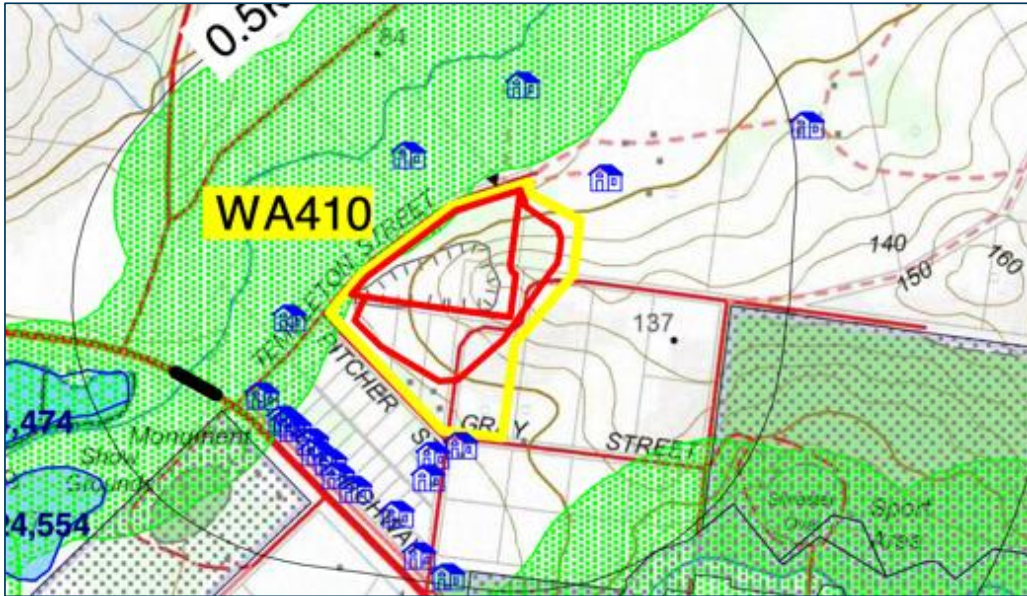
In respect of public infrastructure, the Glenelg Highway is the main thoroughfare through Coleraine, linking the township with Hamilton to the east and Casterton to the west. There is a bridge on the Glenelg Highway approximately 300 metres to the south-west of the Quarry, over Konongwootong Creek. Templeton Street, an unmade single carriageway adjoining the Quarry's western boundary, provides the main access and electricity to the land. Pitcher Street is located to the south of the Expansion Land and is an unmade single lane road.

The closest waterway is Konongwootong Creek, 300 metres to the west. There are two mapped wetlands within 2km of the Quarry, and are at least 400 metres from the Work Authority boundary.

A number of existing Work Authorities are located near the Quarry Land, including WA589 6km to the east, and WA1512 and WA1451, both around 4.5km to the north. It is unclear if these WAs are currently operational.

The closest sensitive receptors are within the proposed Work Authority area and owned by the Proponent (at CA 24 and CA 25, Section 1B, Township of Coleraine). As noted above, these former dwellings have been uninhabited for a significant period of time and it is intended that they be removed in the near future. There are 15 other dwellings within 500 metres of the Work Authority area and more within 1 km, with the Coleraine township approximately 750 metres to the south-east. There are in excess of 500 dwellings within 2 km of the Work Authority. The closest occupied dwelling is on the corner of Cameron Street and Pitcher Street, approximately 30 metres from the expanded Work Authority boundary. Sensitive receptors within 500 metres of the Work Authority are demonstrated on Figure 4 below.

Figure 4: Locality Plan (source: Figure 2, Endorsed Work Plan, BCA Consulting)



The surrounding land to the east, west and south is zoned LDRZ, while the lots on the south side of Pitcher Street are zoned Industrial 1 Zone (IN1Z). The land generally to the north of the Quarry Land and around the perimeter of the Coleraine township extending for some kilometres is zoned FZ.

In the immediate context, the LDRZ lots fronting the Glenelg Highway to the south contain dwellings, with much of the balance of the nearby LDRZ land being vacant and used for agricultural purposes. The location of nearby dwellings is shown in Figure 4 above.

The land 200 metres either side of Konongwootong Creek is identified as an area of Aboriginal Cultural Heritage Sensitivity (ACHS). Two small areas of this ACHS land coincide with the Quarry Land, while a third area occupies the western end of the Expansion Land at Lot 1 on TP862809 (Pitcher Street).

There are no known historic places within any part of the land, as confirmed by the Heritage Victoria referral comments dated 2 October 2024.

## 2.5 The Quarry

The Proponent has been operating the Quarry since 1969, and has owned the Quarry Land since 1997.

The current area of the Quarry Land and WA410 is 5.58 hectares, which includes a total disturbance area of approximately 4.25 hectares. The maximum permitted depth of extraction is RL 285 feet, which is estimated to coincide with 72 metres AHD. The Quarry maintains 10 metre wide buffer areas to site boundaries in accordance with the Work Plan.

The Quarry utilises traditional drill and blasting practices as well as soft rock (excavator and dozer) techniques. The soft rock techniques are utilised to remove overburden and highly weathered trachyte, while blasting is used to extract less weathered materials. Overburden consists mostly of siltstone and 'salamander' (moderately weathered trachyte).

The Quarry contains an area of fixed plant including crushers, screening machines and stockpiling conveyors, which is located to the west of the Quarry pit. Mobile plant is currently not utilised at the Quarry. Site offices, amenities, operational support and maintenance areas are located in the south-west corner of the Quarry Land at present.

Material stockpiles are located around the perimeter of the Quarry extraction area, and these have recently been expanded to areas within the Expansion Land to accommodate material that has exceeded the safe storage capacity of the Quarry Land.

The annual production output of the Quarry is approximately between 30,000 and 40,000 tonnes.

The Quarry's extraction area is characterised by steep benches that have proceeded in an easterly direction, into the western end of the low ridgeline that runs across the northern periphery of the township. This has progressed

both historically and under the current 1975 Work Plan and is not consistent with current standards for rehabilitation profiles.

The Quarry undertakes blasting on average twice per year. All blasting activities are carried out by licenced personnel in accordance with a Blast Management Plan. Blasting operations occur from Monday to Friday, from 10:00am to 4:00pm, and neighbours are consulted prior to blasting. Consistent with typical blasting practice, no detonators or explosive materials are stored on the site.

The Quarry is operated with a dry pit and dewatering is not required. There is a dam on the Quarry Land which is used to supply water for dust suppression and other operations when the processing plant is in operation. This dam is fed by rainwater intercepted by the Quarry pit and disturbance area. The Quarry produces no slimes and there is no groundwater intersected on the site.

Seven workers are employed at the Quarry, with additional casuals and contractors engaged from time to time for specific activities, such as plant maintenance, stripping, drilling, blasting and rehabilitation.

The Quarry generates a small amount of domestic rubbish and general waste. Portable toilets are utilised and there is no sewer or septic systems on the land. Domestic rubbish is removed by employees whilst other waste materials are appropriately stored and removed by licenced contractors.

The Quarry maintains an active Fire Response Plan to manage wildfire risk relating to the surrounding farmland. However, the Quarry is not included within the Bushfire Management Overlay, with the nearest affected area approximately 1.5 km from the Quarry on the south side of the Coleraine township.

## 2.6 Planning Permit History

There are no records of any planning permits being issued for the Quarry Land.

The most recent update to WA410 occurred in 1975 when it was known as Extractive Industry Licence 393. In April 1996, EIL393 was assigned to WA410, and some conditions were updated at the same time. No other changes have occurred to the Work Plan since 1975.

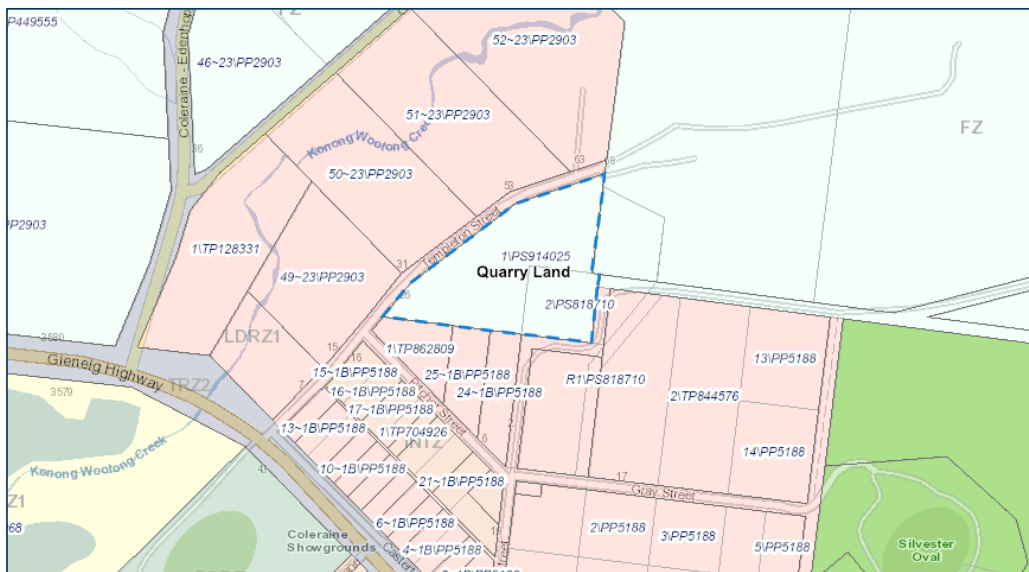
## 3.0 The Proposal

This combined planning scheme amendment and planning permit application is made under section 96A of the Act to allow the variation and expansion of the size of the Work Authority, as endorsed by DEECA through the Endorsed Work Plan Variation.

### 3.1 The Planning Scheme Amendment

The amendment to the Planning Scheme seeks to rezone the Amendment Land from Low Density Residential Zone – Schedule 1 (LDRZ1) to Farming Zone (FZ), and to remove the Development Plan Overlay – Schedule 3 (DPO3) (the Amendment) from the same area that is proposed to be rezoned.

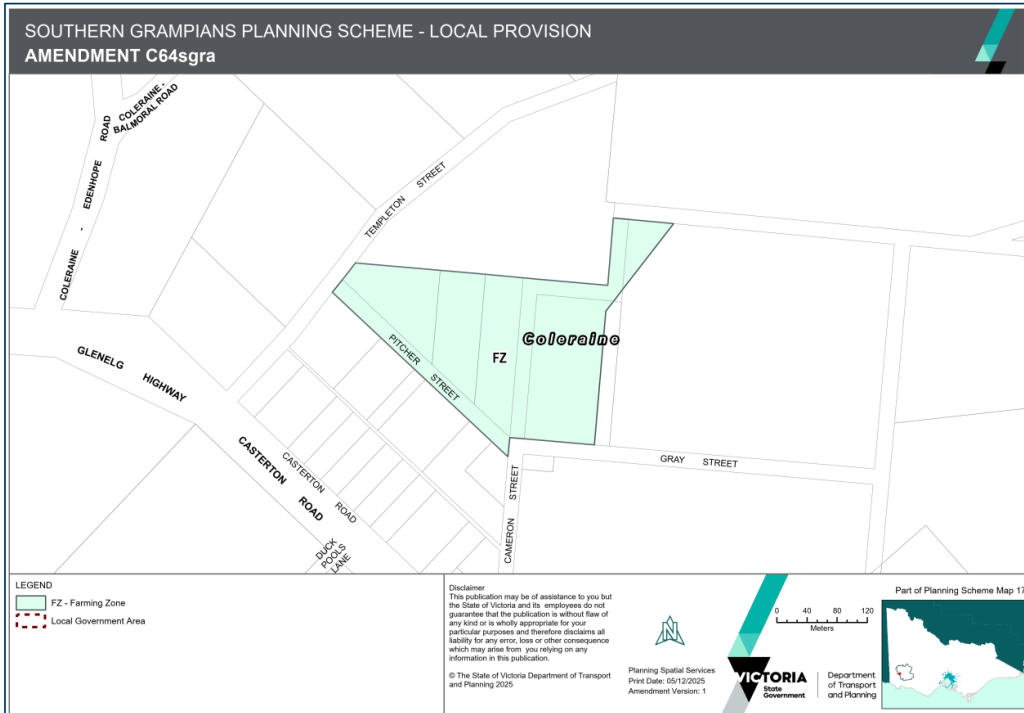
**Figure 5:** Existing zoning map (source: VicPlan)



The LDRZ1 and the DPO3 prohibit the use and development of land for extractive industry.

The FZ is well-accepted as an appropriate zone for the use and development of land for extractive industry. The proposed FZ will utilise the existing FZ provisions the Southern Grampians Planning Scheme and no variations to this zone or its schedule are proposed.

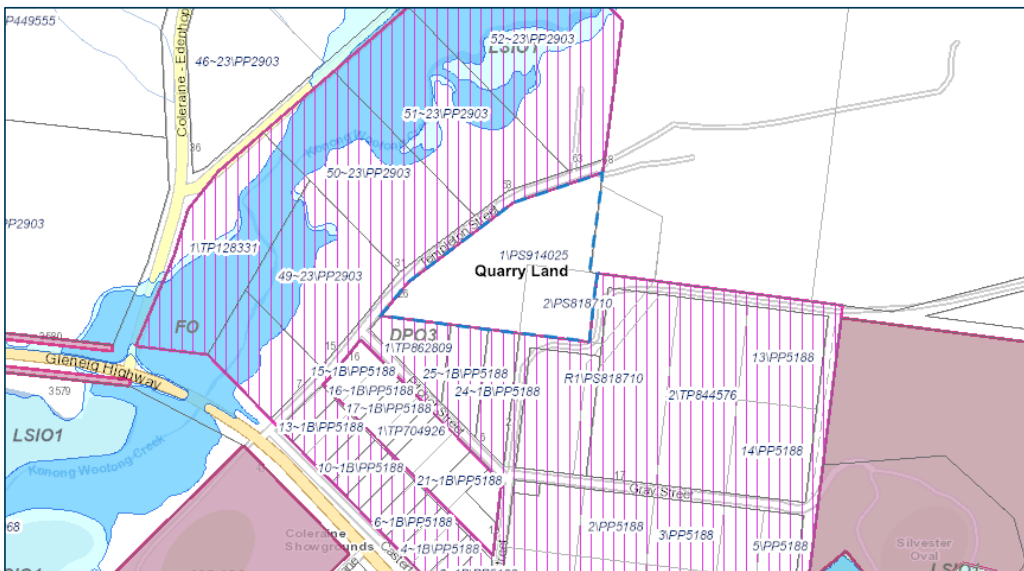
Figure 6: Proposed zoning map (source: Department of Transport and Planning))



The DPO prohibits the grant of a permit to use or subdivide land, construct a building or construct or carry out works until a development plan has been prepared to the satisfaction of the responsible authority. The DPO3 provides exemptions to this general prohibition in relation to:

- One dwelling on a lot.
- Agriculture and any buildings or works for agriculture.
- The extension, alteration or modification to an existing use or development.

Figure 7: Existing combined overlays map (source: VicPlan)

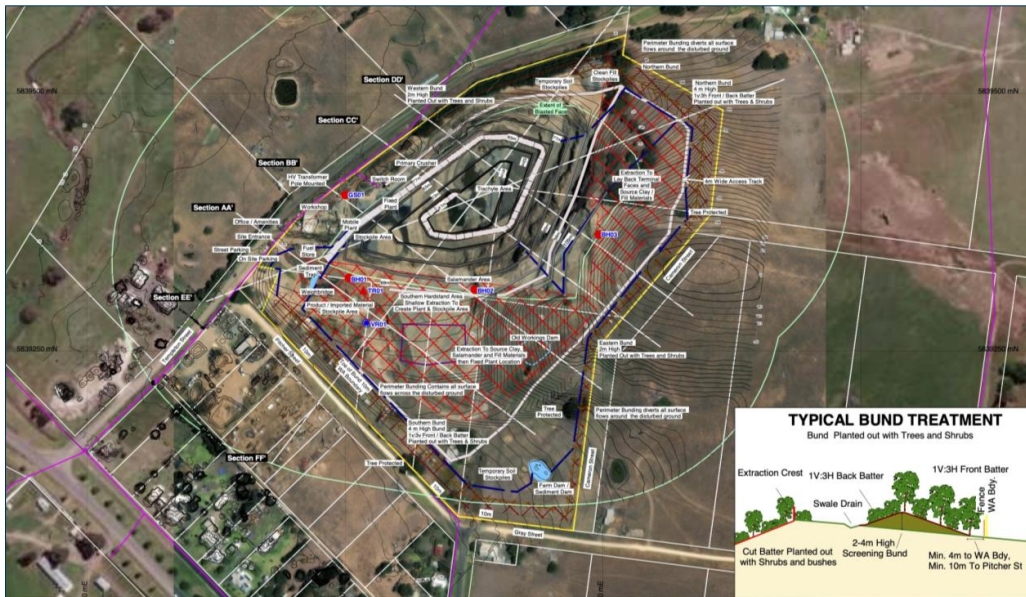


The Amendment will implement planning controls that are compatible with and better reflect the non-residential character of the Quarry use and surrounding land uses and reduce the potential for future land use conflicts.

### 3.2 The Proposed Quarry Expansion

The application for a planning permit pursuant to section 96A proposes to expand the extraction area of the Quarry to secure additional material reserves and extend its life in accordance with the Endorsed Work Plan Variation (the Permit Application). The Proposed Quarry Expansion is shown on *Figure 3 – Site Layout Plan*, prepared by BCA Consulting, below at Figure 8.

Figure 8: Excerpt of Site Layout Plan (source: Figure 3 of the Endorsed Work Plan, BCA Consulting)



The Proposed Quarry Expansion will comprise the following:

- An increase in the size of the Work Authority area from 5.58 hectares to 12.55 hectares.
- An increase in the disturbance area from 4.25 hectares to 7.8 hectares. Much of this increase is associated with the removal of overburden and highly weathered trachyte along the south and eastern sides of the existing Quarry pit to facilitate the creation of additional land for stockpiling and hardstand, and to enable a more appropriate rehabilitation profile. The majority of additional resource will be obtained by extracting deeper within the existing Quarry pit and not from the surrounding land.
- Creation of new hardstand for processing and other purposes, stockpiles, sediment trap, sediment dam and weighbridge in the extended area to the south of the Quarry pit.
- The proposed maximum depth of extraction and maximum terminal depth will be increased from 72 metres AHD to 41 metres AHD. It is noted that this is below the 15.24 metre lot depth limitation. Any extraction below this depth is required to be reported to Earth Resource Regulation (ERR) to enable a royalty to be paid to the Crown.
- The base of the pit at 41 metres AHD will be above any predicted groundwater which is conservatively estimated to be at 23 metres AHD at its highest. It is not anticipated that groundwater will be intercepted during extraction.
- The expanded extraction area will incorporate three areas that will be excavated for specific purposes:
  - To the east, to achieve a satisfactory rehabilitation profile of 1 metre vertical to 3 metre horizontal benches;
  - To the south, to create a hardstand and stockpile area to a maximum depth of 8 metres; and
  - Inside the existing extraction pit to facilitate access to additional fresh trachyte resource.
- Rehabilitation will be undertaken progressively throughout the Quarry's life as far as reasonably practical. The final rehabilitation objectives will be completed once extraction has ceased.

- Soil stockpile heights will be limited to a maximum height of 2.0 metres and will be entirely contained within the disturbance area at a location close to extraction crests to facilitate rehabilitation works. Soil stockpiles will be contoured and grassed to manage dust and erosion until required for rehabilitation. Overburden stockpiles located within worked areas will have a maximum height of 15 metres within the disturbed area and 7 metres when located on the natural surface. Product stockpiles will have a maximum height of 12 metres and will generally be located close to the processing plant and access gate, or located on the floor of the Quarry.
- Blasting has occurred at the Quarry since the 1930s and will continue with an average of two blasting events per year. No changes to blasting events or practices are proposed, which will continue to be managed in accordance with a Blast Management Plan.
- The Proposed Quarry Expansion will not require the removal of any native vegetation.

The Proposed Quarry Expansion will provide access to the following estimated resource volumes:

- Top soil – 5,000 cubic metres
- Salamander – 200,000 tonnes (moderately weathered trachyte resource)
- Trachyte – 1,000,000 tonnes (fresh trachyte resource)
- Overburden – 290,000 cubic metres (weathered trachyte and siltstone)

A Fire Response and Readiness Plan has been prepared for the Proposed Quarry Expansion to manage bushfire risk.

### 3.3 Extraction of material

No changes are proposed to the current working methods used to extract and process rock from the Quarry, which includes traditional soft rock excavation with machinery include excavators and dozers, and hard rock techniques including drilling and blasting.

The Proposed Quarry Expansion will continue to use the existing fixed plant as approved under the 1975 Work Authority approval until such time as it requires relocation to permit the full extraction of the trachyte resource. The fixed plant is currently located to the west of the existing extraction pit and will eventually be relocated to the southern hardstand area where it will be shielded by stockpiles. Mobile plant will eventually be utilised and will include excavators and dozers for stripping overburden and to drill rock for blasting. Other mobile plant that will be used from time to time includes crushing and screening plant. Front end loaders are used for moving materials.

As noted above, the Quarry will continue existing blasting activities with no changes proposed and will be in accordance with a Blast Management Plan which accompanies the Endorsed Work Plan Variation.

Blasting activities will continue approximately two times per year and will be carried out by licenced and qualified personnel. After each blasting event, the qualified personnel will ensure all unused materials are removed from the Quarry. A controlled blasting zone will be established within 200 metres of the WA410 boundary. Within this zone, the blast designs will be modified as necessary to address the proximity of sensitive receptors. Blast events will be carefully managed with sentries located on public roads as required.

Blasting times will occur from 10:00am to 4:00pm, Monday to Friday. Neighbours will be notified prior to blasting in accordance with the Blast Management Plan.

No explosive materials will be stored on the site. An explanation about the amenity impacts of blasting are discussed later in this report.

### 3.4 Processing of material

The Quarry will continue to employ a dry pit with traditional hard and soft rock techniques to remove soil and the resource, with only minor changes are proposed to the existing processing plant arrangement by the Proposed Quarry Expansion to accommodate the expanded disturbance area.

No slimes will be produced by the Quarry. There will continue to be no intersection of groundwater, and no groundwater dewatering is required.

Material suitable for crushing and screening will be processed through either the fixed or (once established) mobile crushing and screening plant, depending on the Quarry's needs. The location of the fixed and mobile processing plants is depicted in Figure 3 – Site Layout Plan to the west of the Quarry pit (above at Figure 8). The plant will be relocated to the proposed southern hardstand area as required to enable access to additional resource within the Quarry extraction area.

Stockpiling of soil and overburden will be required when the sequencing of stripping, extraction and progressive rehabilitation does not allow direct placement. Soil stockpiles will be limited to a height of no greater than 2 metres and sited within the disturbance area at a location close to extraction crests until required for rehabilitation works.

Overburden stockpiles will be limited to a maximum height of 15 metres where within disturbance areas, or to a maximum height of 7 metres if located on the natural surface level within the disturbance area. If higher overburden stockpiles become necessary, they will be located inside the Quarry pit and benched appropriately.

Soil and overburden stockpiles will be contoured and grassed to manage dust and erosion until they are required for rehabilitation purposes. Overburden stockpiles will incorporate contour drains to direct surface water flows to the Quarry drainage control system. Topsoil and overburden will be stockpiled within the southern hardstand area. The proposed location of soil and overburden stockpiles is depicted in Figure 3 – Site Layout Plan (above at Figure 8).

The rate of extraction for the Quarry varies and is determined by market forces. Typically, the Quarry has had an annual production output of between 30,000 and 40,000 tonnes, which is not anticipated to change significantly. It is anticipated that the Proposed Quarry Expansion and additional resource will increase the life of the Quarry by approximately 30 years.

### 3.5 Operating Hours

No changes are proposed to the existing operating hours of the Quarry as part of the Proposed Quarry Expansion. The current operating hours are:

#### **Extraction (All earthworks, stockpiling and cartage)**

- Monday to Friday: 7:00am to 6:00pm.
- Saturday: 7:00am to 6:00pm.
- Sunday & Public Holidays: No extraction works.

#### **Sales**

- Monday to Friday: 7:00am to 6:00pm.
- Saturday: 7:00am to 6:00pm.
- Sunday & Public Holidays: No sales.

#### **Processing (crushing, screening, washing, etc., incl. cartage from stockpiles)**

- Monday to Friday: 7:00am to 6:00pm.
- Saturday: 7:00am to 6:00pm.
- Sunday & Public Holidays: No processing.

#### **Blasting**

- Monday to Friday: 10:00am to 4:00pm.
- Saturday, Sunday & Public Holidays: No blasting.
- Only essential maintenance works are undertaken outside of these hours.

### 3.6 Staff and car parking

The Proposed Quarry Expansion will not result in an increase in the existing number of staff working at the Quarry. The Quarry currently employs seven workers, with additional casual workers as required.

On-site parking for staff will continue to be located in its present location within the Quarry Land.

Visitor parking is provided in Templeton Street.

### 3.7 Traffic and Access

The Quarry is accessed from Templeton Street, which is not proposed to change.

The Proposed Quarry Expansion will not change the current vehicle access and traffic flow operations associated with the Quarry. There is no proposed change to the current level of activity within the Quarry that could necessitate changes to existing truck movements.

Traffic management signs will be maintained at the main site access track and critical locations to minimise vehicle movements. The existing accessway entrance with Templeton Street will continue to be gated and locked when left unattended.

The boundary of WA410 will continue to be bounded with a stock proof fence.

### 3.8 Native vegetation and threatened species

Native vegetation removal is not required for the Proposed Quarry Expansion. DEECA has required Work Plan conditions for the protection of other trees not required to be removed.

### 3.9 Rehabilitation and Site End Use

Rehabilitation and site closure measures are provided for in the Rehabilitation and Site Closure Plan, which forms part of the Endorsed Work Plan Variation.

When the Quarry use ceases the land will be (where sufficiently flat) returned to a mix of general farmland for animal grazing or cropping, with steeper areas made safe and planted out with shrubs and bushes. Upper benches will be planted with suitable vegetation.

All crushing, screening and mobile equipment associated with the Proposed Quarry Expansion will be removed from the site.

Access roads, site fencing, site office, weighbridge, workshops and associated plant will be retained in a hardstand area of area of approximately 1 ha.

A lake is proposed for the extraction pit to be used for stock water and irrigation. It is expected the lake will reach an equilibrium at 46 metres AHD (a depth of approximately 5 metres).

The progressive rehabilitation of the Quarry will be integrated into daily Quarry operations as far as practical to achieve a timely and successful rehabilitation outcome.

Upper terminal quarry faces will be profiled with berms on terminal benches covered within a minimum 500 millimetres of overburden material and 100 millimetres of topsoil planted with suitable vegetation.

Figure 9: Excerpt of WA410 Final Landform Plan (source: Figure 4 of the Endorsed Work Plan, BCA Consulting)



## 4.0 Planning Controls

This section sets out the relevant objectives, policies, and permit requirements of the Planning Scheme.

### 4.1 Why is a permit required?

Following the Amendment, the Proposed Quarry Expansion will require planning permission under the following provisions of the Planning Scheme:

#### **Farming Zone – schedule to the Farming Zone (FZ)**

Clause 35.07-4 – a permit is required to develop the land for extractive industry. A permit is required to extend the Quarry on to the Expansion Land, and a permit is required for the Quarry Land to increase the size of the extraction area.

#### **Earth and Energy Resources Industry**

Clause 52.08-1 – a permit is required to develop land for earth and energy resources industry (extractive industry).

### 4.2 Policy Context

The Proposed Quarry Expansion area must be considered in the context of the relevant planning objectives and policies of the Municipal Planning Strategy (MPS) and Planning Policy Framework (PPF) and particularly those policies for rural areas and extractive industry.

The following policies contained in the MPS are relevant to the consideration of the application:

#### **4.2.1 Clause 02.01 Context**

Primary production and conservation are the major land uses in the Shire, followed by forestry and extractive industry.

The Proposed Quarry Expansion is consistent with this policy context.

#### **4.2.2 Clause 02.03-1 Settlement**

In effectively planning for future urban growth, the Council seeks to provide and enforce clear settlement boundaries and support development that contributes to the economic viability and liveability of the Shire's smaller towns, including small-scale light and service industries.

The Proposed Quarry Expansion is consistent with this strategy.

#### **4.2.3 Clause 02.03-2 Environmental and landscape values**

In relation to biodiversity, the protection of remnant vegetation is a high priority due to its contribution to biodiversity and habitat provision.

In relation to landscapes, the Council will ensure that development does not adversely impact the landscape, environmental setting or presentation of the Shire.

The Proposed Quarry Expansion is consistent with these strategies as no vegetation or important habitat areas will be impacted and there will no significant landscape impacts to the area.

#### **4.2.4 Clause 02.03-4 Natural resource management**

The MPS anticipates significant growth in agro-forestry, together with mining and renewable energy. Council seeks to protect agriculture from use and development that is inconsistent with farming practices, and to protect natural resources important to agriculture.

Council will also ensure that use and development minimise water run-off so that it does not cause soil degradation or negatively impact rivers and streams.

The Proposed Quarry Expansion is consistent with these strategies.

#### **4.2.5 Clause 02.03-7 Transport**

In planning for transport facilities, Council will manage the impacts of mining, quarrying, timber harvesting and wind farm development on existing road infrastructure.

The Proposed Quarry Expansion is consistent with this objective as there will be no material change to traffic or to the intensity of the existing Quarry use.

**4.2.6 Clause 13.02-1S Bushfire planning**

This clause seeks to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

The Proposed Quarry Expansion seeks only to expand an existing use and will have no impact on bushfire risk. The Bushfire Management Overlay does not apply to the Quarry Land.

**4.2.7 Clause 13.05-1S Noise management**

This seeks to assist the management of noise effects on sensitive land uses.

The Proposed Quarry Expansion seeks to expand the extraction area and will not result in an increase in the intensity of the existing operations or the potential for additional noise impacts.

**4.2.8 Clause 13.07-1S Land use compatibility**

This clause seeks to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

The Proposed Quarry Expansion seeks to expand the extraction area and will not result in an increase in the intensity of the existing operations or the potential for additional amenity, health or safety impacts to the surrounding area.

**4.2.9 Clause 13.07-1L Land surrounding industrial zones**

A strategy of this policy is to discourage incompatible land uses near Industrial 1 and 2 zoned land that will compromise the viability of the industrial area.

The Proposed Quarry Expansion is consistent with this strategy as it will be compatible with industrial land uses consistent with the Industrial 1 zoning of the land to the south of Pitcher Street.

**4.2.10 Clause 14.01-1S Protection of agricultural land**

This clause seeks to protect the state's agricultural base by preserving productive farmland.

The Proposed Quarry Expansion is a temporary use and development, which will rehabilitate and return the Quarry Land to agricultural production upon the completion of extraction activities.

**4.2.11 Clause 14.01-2S Sustainable agricultural land use**

This clause seeks to encourage sustainable agricultural land use.

Extractive industries are recognised as suitable land uses in agricultural areas and the Proposed Quarry Expansion will have no impact on surrounding agricultural uses, including high value uses.

**4.2.12 Clause 14.03-1S - Resource Exploration**

This clause sets out State planning policy for extractive industry and earth resources generally. The objective of this policy is:

- *To encourage exploration and extraction of natural resources in accordance with acceptable environmental standards.*

Relevant strategies listed to achieve this objective include:

- *Provide for the long term protection of natural resources in Victoria.*
- *Protect the opportunity for exploration and extraction of natural resources where this is consistent with overall planning considerations and application of acceptable environmental practice.*
- *Recognise the possible need to provide infrastructure for the exploration and extraction of natural resources.*
- *Ensure planning schemes do not impose conditions on the use or development of land that are inconsistent with the Mineral Resources (Sustainable Development) Act 1990, the Greenhouse Gas Sequestration Act 2008, the Geothermal Energy Resources Act 2005, or the Petroleum Act (1998).*
- *Develop and maintain buffers around mining and quarrying activities.*
- *Ensure planning permit applications clearly define buffer areas appropriate to the nature of the proposed extractive uses, which are to be owned or controlled by the proponent of an extractive industry.*
- *Determine buffer areas between extractive activities and sensitive land uses on the following considerations:*
  - *Appropriate limits on effects can be met at the sensitive locations using practical and available technology.*

- Whether a change of land use in the vicinity of the extractive industry is proposed.
- Use of land within the buffer areas is not limited by adverse effects created by the extractive activities.
- Performance standards identified under the relevant legislation.
- Types of activities within land zoned for public use.

The Proposed Quarry Expansion is consistent with the objectives and strategies of this clause:

- The Proposed Quarry Expansion will provide for a long-term expansion for access to an important construction material resource.
- The Proposed Quarry Expansion is consistent with existing and proposed planning considerations and has had regard for contemporary environmental protection practices.
- Buffer areas along the expanded WA410 boundary with either be retained as existing or increased in dimensions and will be appropriately designed and dimensioned taking in to account the existing site circumstance, the location of existing sensitive receptors and current ERR requirements to minimise external impacts. Buffer areas are clearly delineated within the endorsed work plan variation documents and will be retained in the control of the Quarry.

#### **4.2.13 Clause 14.03-1R Resource exploration and extraction – Great South Coast**

This clause seeks to facilitate access to key construction material resources in the region, including on-site quarrying.

The Proposed Quarry Expansion will ensure that the Quarry continues to supply local industry with much needed rock products.

#### **4.2.14 Clause 17.01-1S Diversified economy**

The objective of this clause to strengthen and diversify the economy.

The Proposed Quarry Expansion will ensure that the Quarry continues to supply local industry with much needed rock products and supports the growth of the local construction economy.

## **4.3 Zoning & overlays**

The following zone and overlay provisions apply to the land.

### **4.3.1 Farming Zone**

The Quarry Land is zoned FZ. The Expansion Land, where within the recently expanded area of Lot 1 on PS914025, is zoned FZ. See Figure 5 above.

The purpose of the FZ seeks generally to provide for the use of land for agriculture, but also allows for non-agricultural uses where they do not adversely affect the use of land for agriculture:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

A permit is required to use and develop the land for the Proposed Quarry Expansion pursuant to clause 35.07-4.

### **4.3.2 Low Density Residential Zone (Schedule 1)**

The Expansion Land (other than Lot 1 on PS914025 and part of Lot 2 on PS818710H) is zoned LDRZ1. See Figure 7 above.

The purposes of the LDRZ seek to provide for low-density residential development where sewerage infrastructure is not present:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.

Extractive industry is a 'Section 3 – Prohibited' use, pursuant to Clause 32.03-1.

#### 4.3.3 Development Plan Overlay

The Amendment Land is currently affected by the DPO3.

The DPO head provision includes the following purposes:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.*
- *To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.*

DPO3 was amended by Amendment C25 to the Planning Scheme in August 2013 and is currently titled 'Rural Living' and seeks the following objectives:

- *To ensure the co-ordinated and sequential development of land in order to ensure that the long term residential development opportunities of Hamilton are not compromised.*
- *To protect long term subdivision and development opportunities for Hamilton.*
- *To require development to respond to the existing topography and natural assets of the precinct.*
- *To provide for larger rural living (lifestyle lots) on land to the north-west and south-east of Hamilton.*

The Panel Report for Amendment C25 does not identify how the DPO3, which seeks residential built form and subdivision outcomes for areas of Hamilton zoned 'Rural Living', should be applied in those areas of Southern Grampians Shire outside of Hamilton.

Prior to the gazettal of Amendment C25, the DPO3 applied to Low Density Residential Zone areas across the Shire and sought more general outcomes for these areas including the provision of reticulated water and sewerage infrastructure and the sealing of roads.

The DPO3 is proposed to be removed from the Amendment Land as it will prohibit a permit being granted for the use and development of the Proposed Quarry Expansion.

#### 4.4 Particular Provisions

A permit is required under Clause 52.08-1 (Earth and Energy Resources Industry) to use and develop land for earth and energy resources industry (which includes extractive industry)<sup>1</sup> where the conditions in the 'Table of exemptions' to this Clause are not met. A permit has not previously been granted under this provision for the Quarry and a permit is therefore required for the extension of the Quarry within the Quarry Land as well as within the Expansion Land.

Clause 52.09 (Extractive Industry and Extractive Industry Interest Areas) applies to all applications to use or develop land for extractive industry, for land within an extractive industry interest area, or land within 500 metres of an existing or proposed extractive industry operation.

This clause sets out specific requirements for extractive industry proposals and requires all permit applications to be accompanied by (at clause 52.09-2):

- *A copy of a work plan or a variation to an approved work plan that has received statutory endorsement under section 77TD of the Mineral Resources (Sustainable Development) Act 1990.*
- *The written notice of statutory endorsement under section 77TD(1) of the Mineral Resources (Sustainable Development) Act 1990.*
- *Any conditions specified under section 77TD(3) of the Mineral Resources (Sustainable Development) Act 1990.*

The above documents have been included with this application.

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<sup>1</sup> Clause 73.03 Land Use Terms.

### 4.5 Draft Coleraine Structure Plan

Council has prepared the draft *Coleraine Structure Plan* (the Structure Plan) which was released for public comment on 1 October 2025. It is expected that a revised final version of the Structure Plan will be presented to Council for adoption in February 2026.

The draft Structure Plan notes that the Quarry limits the suitability of surrounding land for sensitive uses such as housing.

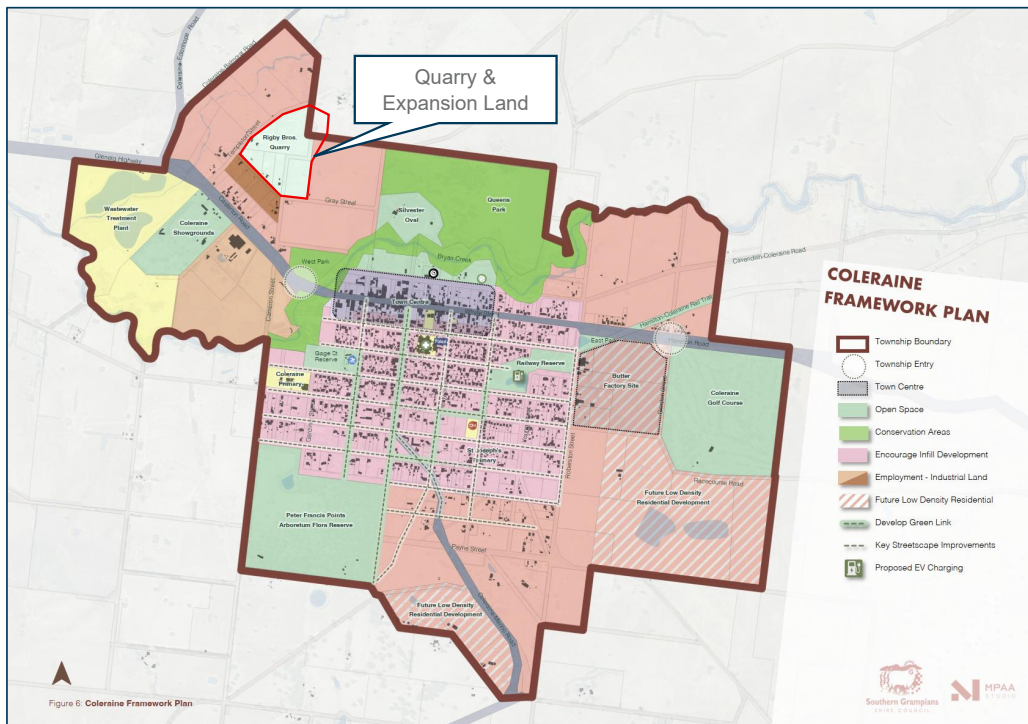
Action A10 proposes to:

- *Rezone the Rigby Brothers Quarry to reflect its current use, and rezone adjacent land from Industrial 1 to Industrial 3 to support better-managed land use separation and interface with nearby residential areas.*

As detailed in the Framework Plan (refer Figure 10), the draft Structure Plan envisages the entirety of the Quarry Land and Expansion Land being zoned FZ.

The Proposed Quarry Expansion is supported by the draft Structure Plan, which seeks to ensure the ongoing viability of the Quarry while managing conflicts with more sensitive land uses through appropriate zoning buffers.

Figure 10: Draft Coleraine Framework Plan (source: Figure 6 of the draft Coleraine Structure Plan)



## 4.6 External referrals

Clause 52.09 was modified by Amendment VC160 and requires that external referrals undertaken as part of the statutory endorsement process of the Work Plan must not be re-referred for the purposes of Clause 66 of the Planning Scheme. Specifically, clause 52.09-3 provides:

### ***Referral of applications***

- *An application to use or develop land for extractive industry must be referred under section 55 of the Act to the person or body specified as the referral authority in Clause 66.*
- *Unless the referral authority is the Roads Corporation, the referral requirement in Clause 66 does not apply if a copy of a work plan or variation to an approved work plan accompanying the application was given to the referral authority under section 77TE of the Mineral Resources (Sustainable Development) Act 1990.*

DEECA referred the Endorsed Work Plan Variation to the following referral authorities.

- *The 'Planning and Environment Assessment' branch of DEECA;*
- *Environment Protection Authority Victoria; and*
- *Heritage Victoria.*

The Endorsed Work Plan Variation was not referred to any non-statutory agencies.

The referral responses are included with this application. Refer to the referral authority checklist.

None of the referral authorities have objected to the Endorsed Work Plan Variation, subject to conditions.

## 5.0 Assessment of the Planning Scheme Amendment

The following provides an assessment of the Amendment against the requirements of the Planning Practice Note 46: Strategic Assessment Guidelines for Preparing and Evaluating Planning Scheme Amendments.

### Why is the Amendment Required?

The Amendment is required to facilitate:

- The expansion of the existing Quarry at 26 Templeton Street Coleraine to the Amendment Land.
- To address the current anomalous LDRZ1 zoning and DPO3 affecting the Amendment Land between the Quarry and the Industrial 1 Zone lots on the south side of Pitcher Street, Coleraine.
- A combined amendment and planning permit process to ensure that the Expansion Land is developed in a coordinated and orderly manner.

Extractive industry is a prohibited use in the LDRZ1 and is prohibited by the DPO3 prior to the preparation of a development plan to the satisfaction of Council. To enable the Amendment Land to be used for extractive industry and facilitate the extension of the Quarry, it is necessary for it to be rezoned to a zone that permits extractive industry and to remove the DPO3.

The Quarry is a longstanding use that has been operating from the Quarry Land for over 100 years. Over this period it has been supplying hard rock products used in road making and other construction purposes by a range of clients, including Council. The Amendment will unlock access to additional rock resource and extend its operating life for approximately 30 years so it can continue to supply these important products to local industry.

The Amendment will also address the inappropriate LDRZ zoning of the Amendment Land, which is incompatible with its immediate agricultural and industrial zoning context to the north and south. It will also better reflect its existing non-residential character and reduce the potential for land use conflicts into the future.

The Amendment will also address discrepancies in the zoning of land at 26 Templeton Street, which is currently in two zones.

The removal of the DPO3 will allow a permit to be granted for the Proposed Quarry Expansion within the Amendment Land and remove the requirements for residential design outcomes that have no relevance to the Quarry or the surrounding lots.

The rezoning to FZ will also facilitate the rehabilitation of the Quarry and transition to the agricultural end use for this land following the cessation of quarrying activities.

The Amendment supports the relevant State and local strategies and their visions for settlement, natural resource management, and regional planning, as follows:

The Amendment will support the economic viability of the Shire's smaller towns by facilitating the expansion of an established extractive industry use that supplies important rock products to the local construction industry.

The Amendment supports policies that discourage incompatible land uses to co-locate by rezoning the Amendment Land from LDRZ to FZ.

The Amendment supports regional resource exploration and extraction policies by facilitating continued access to a key construction material resource while providing for the rehabilitation of the land to enable an agricultural end use.

### How does the amendment implement the objectives of planning in Victoria?

Section 4(1) of the Act sets out the relevant objectives of planning in Victoria:

- a) to provide for the fair, orderly, economic, and sustainable use, and development of land;*
- b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- c) to secure a pleasant, efficient, and safe working, living and recreational environment for all Victorians and visitors to Victoria;*
- d) to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;*

- e) *to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community;*
- f) *to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e);*
- g) *to facilitate the provision of affordable housing in Victoria;*
- h) *to balance the present and future interests of all Victorians.*

The Amendment implements these objectives as follows:

- The removal of the LDRZ1 and DPO3 from the Amendment Land and application of the FZ will allow for the Quarry use at the Quarry Land to continue and for agricultural end uses to be carried out in a coordinated and orderly manner that recognises the primary non-residential character of this area of Coleraine, in accordance with the relevant State and local policy directions for Southern Grampians Shire.
- The Amendment will facilitate additional access to an important natural resource used in local road construction and for agricultural purposes. The Quarry Land has been significantly disturbed by past quarrying and agricultural uses. The Proposed Quarry Expansion will not cause any impacts to the environmental biodiversity values of the area.
- The additional FZ land and the Proposed Quarry Expansion will provide a pleasant, efficient, and safe working, living and recreational environment for both current and future workers and visitors to the area.
- The Amendment will allow for the orderly provision and coordination of services on site and makes efficient use of existing infrastructure services.
- The Amendment will enable the Proposed Quarry Expansion and future agricultural end uses to occur in a coordinated and orderly manner.
- The Amendment and Proposed Quarry Expansion will facilitate access to an important rock resource while minimising impacts to surrounding land and will ensure that this long standing use can continue to supply important rock products to support the local economy.

**How does the Amendment address any environmental, social, and economic effects?**

Environmental effects

The Amendment Land is cleared farmland used for a quarry and other non-residential uses and contains no assessable native vegetation. It has a long history of non-residential use that has resulted in disturbance to the existing vegetation, which now comprises grazing grasses and planted trees. The impacts of the Amendment and the extension to the Quarry on the existing low environmental values of the site will be negligible. The proposed end use for the Quarry is agriculture which will have no impact on the environment of the site.

There are no waterways or wetlands within the immediate vicinity of the site. The nearest waterway to the site is the Konongwootong Creek approximately 200 metres to the west. Water intercepted by the Quarry is directed to the extraction pit sump where it is used for quarry operations or for irrigation of rehabilitated areas. Water that is intercepted in the extraction area is not discharged to any nearby waterways.

Visual impacts from the Quarry will be managed by earthen bunds planted with vegetation to provide a screen to the Quarry operations and extraction area.

Noise impacts associated with the proposed use that will be facilitated by the proposed rezoning will be consistent with the non-residential uses of the surrounding land. The potential for noise impacts from the Quarry extension will continue to be managed in accordance with the controls set out the work plan and relevant Environment Protection Authority (EPA) requirements and will be consistent with existing Quarry operations. Blasting activities have been carried out for the Quarry since at least the 1930s and will continue to be managed in accordance with the controls contained in the work plan.

Dust impacts from the extension to the quarry will be consistent with the existing Quarry operations and will be managed in accordance with the controls in the work plan, which include water suppression. Health risks associated with respirable crystalline silica dust are very low as the hard rock extracted at the Quarry, trachyte, contains negligible levels of silica.

Social effects

The Amendment will extend the operational life of an existing family owned and operated quarry business that has been carried out from the land for decades and will continue to provide social benefits to the community. The Quarry will continue to provide a local source of employment in a rural context suffering population and economic decline. Post-closure of the Quarry, the Amendment will also facilitate the transition to agricultural uses, a sector recognised as a major employer in the Shire.

Economic effects

The Amendment will create additional agricultural land in line with State and local policy directions for Southern Grampians, as well as local investment and employment opportunities. The additional agricultural land will facilitate new and continuing agricultural enterprises in addition to allowing the Quarry to be extended on to adjacent land, substantially increasing its operational life.

**Does the Amendment Address Relevant Bushfire Risk?**

The land is not affected by the BMO however, part of the land is within a Bushfire Prone Area.

A Bushfire Management Plan has been prepared and endorsed with the Endorsed Work Plan Variation that will guide the Quarry's operations in this regard.

**Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?**

The Amendment seeks to rezone the Amendment Land to the FZ and the FZ schedule controls which are already contained within the Planning Scheme. The existing DPO3 will be removed from the Amendment Land. The Amendment will utilise existing Planning Scheme provisions and accordingly the form and content of the Amendment will be compliant with the *Ministerial Direction - The Form and Content of Planning Schemes*.

The Amendment is supported by this planning report and supporting documents that have been prepared to aid in the strategic evaluation of the amendment as per *Ministerial Direction 11 Strategic Assessment of Amendments*.

The *Ministerial Direction 19 Amendments that may result in impacts on the environment, amenity and human health* requires planning authorities to seek the written views of the EPA in the preparation of planning scheme amendments that could result in use or development of land that may result in significant impacts on the environment, amenity and human health due to pollution and waste. The written views of the EPA have been provided to the planning authority through the Work Plan Variation endorsement process. The EPA has confirmed that they are supportive of the expansion of the Quarry as the dust risk impact is moderate and the proposed approach of the Quarry to prevent and reduce dust is adequate.

*Planning Practice Note 89 Extractive Industry and Resources* provides guidance on how existing and future extractive industry operations and resources are being protected and on the approval process for extractive industry and other uses. This Planning Practice Note has been considered in the preparation of this amendment.

*Planning Practice Note 92 Managing Buffers for Land Use Compatibility* provides guidance on planning for land use compatibility and for the application of Clause 53.10 (Uses and activities with potential adverse impacts) and Clause 44.08 (Buffer area overlay) to land, and has been considered in the preparation of this amendment. As a longstanding use, the amendment will remove residentially zoned land from its current location adjacent to the Quarry and reduce the potential for land use compatibility impacts on nearby sensitive uses and land.

**How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

Consistent with Clauses 11.01-1S, 11.01-1R, 11.02-1S, 11.02-1L the Amendment provides for a very minor loss of residential land in on the outskirts of the Coleraine township where residential land is in low demand. It will deliver an increase in agricultural land that will support the local community by improving access to construction materials, additional agricultural opportunities and employment.

Consistent with Clauses 12.01-1S and 12.01-2S, the Amendment will have minimal impacts on biodiversity or native vegetation as the site has low environmental values, being disturbed land with a history of agriculture and extractive industry use.

Consistent with Clause 13.01-1S, the Amendment will not result in any risks from natural hazards as a result of climate change impacts.

Consistent with Clause 13.02-1S, the Amendment will have no impact on bushfire risk for the Coleraine township. The reduction in the extent of residentially zoned land will have a minor reduction in the risk of bushfire impacts by limiting the opportunity for further residential development.

Consistent with Clause 13.05-1S, the Amendment will appropriately manage the effects of noise on nearby sensitive uses by ensuring compliance with relevant noise emissions standards and by maintaining existing intensity and operational methods in relation to the proposed extension to the Quarry.

Consistent with Clauses 13.07-1S and 13.07-1L, the Amendment will protect community amenity from non-compatible uses including extractive industry and agriculture by removing residentially zoned land adjacent to FZ and IN1Z land and reduce the potential for future land use conflicts with existing non-residential uses.

Consistent with Clauses 14.01-1S and 14.01-1L, the Amendment will protect agricultural land by augmenting existing agricultural zoned land on the periphery of the Coleraine township and by avoiding the permanent removal of productive agricultural land. Extractive industry is a temporary use, with the life the Quarry to be extended by approximately 30 years, after which time the land will return to productive agricultural use for grazing and general farming activities.

Consistent with Clause 14.02-2S, the Amendment will ensure the protection of water quality by directing rain and surface waters intercepted by quarrying activities to the quarry pit and dams for treatment and re-use without the need to discharge to local waterways.

Consistent with Clauses 14.03-1S and 14.03-1R, the Amendment will facilitate the continued access to an important stone resource in the Southern Grampians Shire region in a context where the Quarry has supplied much needed products for local road and other construction projects for decades.

Consistent with Clause 15.03-2S, the Amendment will have no impact on any place of Aboriginal cultural heritage significance.

Consistent with Clauses 17.01-1S and 17.01-1R, the Amendment will facilitate an expansion of an existing extractive industry use that will continue to strengthen and diversify the Southern Grampians economy by providing employment and access to an important local construction material resource.

### **How does the amendment support or implement the Municipal Planning Strategy?**

The Amendment appropriately responds to the Southern Grampian's Municipal Planning Strategy by:

- Facilitating the continued operation of an important local Quarry business for Coleraine and Southern Grampian's economy and providing continued employment opportunities.
- Protecting the Shire's natural attributes including native vegetation and the natural landscape.
- Augmenting existing agricultural land, supporting Southern Grampian's largest employment and growth sector.
- Protecting agricultural uses and other non-residential uses from the encroachment of sensitive uses that are incompatible with farming practices and extractive industry uses.
- Ensuring that the Proposed Quarry Expansion has considered agricultural end uses through an updated rehabilitation plan.
- Protecting waterways by ensuring surface water runoff is retained on site and not directed to nearby creeks or streams.
- Managing the impacts of quarrying by locating the Proposed Quarry Expansion on land adjacent to the existing Quarry, allowing existing infrastructure and quarrying practices to continue with minimal impacts to adjacent and nearby land.

### **Does the amendment make proper use of the Victoria Planning Provisions?**

The Amendment makes proper use of the Victoria Planning Provisions.

The LDRZ1 will be appropriately removed from the Amendment Land as the purposes of this zone are inconsistent with the zoning of surrounding land and the existing non-residential uses.

The DPO3 will be removed as it seeks outcomes for residential development and relates to rural living residential land in Hamilton, which have no relevance to existing non-residential uses and the Proposed Quarry Expansion.

The Amendment seeks a logical extension of the existing zoning pattern of the Quarry Land to the north that is in the FZ. The FZ will be complementary to the non-residential character of the land to the north and the south. The FZ will also permit the extension of an existing extractive industry use on to land contiguous with that use.

The Amendment will also apply a single zone to land at 26 Templeton Street, which is currently in two zones.

### **How does the amendment address the views of any relevant agency?**

To date, no referral responses have been received.

### **Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The Amendment is in keeping with the objectives of the *Transport Integration Act 2010* by preventing disruption in both the short or long term to existing and proposed transport systems, as well as complying with the requirement for development not to prevent future transport network expansion.

# 6.0 Assessment of the Planning Permit Application

## 6.1 Strategic and Land Use Considerations

The objectives of the Farming Zone and planning policy relevant to the Proposed Quarry Expansion generally seek to protect the use of land for agricultural purposes and promote economic development that is compatible with agricultural uses.

In relation to the Quarry Land, the Proposed Quarry Expansion will continue to be consistent with the objectives and purposes of the FZ and those policies. In relation to the Expansion Land, the proposed quarry use will be consistent with the objectives and purposes of the FZ and those policies, in particular:

- The Proposed Quarry Expansion will retain the Quarry Land as a large rural landholding, which will be rehabilitated and returned to agricultural use following the completion of the quarry use. The Expansion Land will be retained as rural allotments which will also be rehabilitated and used for agricultural purposes.
- The FZ seeks to promote the use of land for agricultural activities as well as uses which are compatible with agricultural and other rural activities. The use of land for the Quarry is consistent with these purposes and the Proposed Quarry Expansion will not adversely affect the ability of surrounding land to satisfy these ambitions.<sup>2</sup>
- The Proposed Quarry Expansion will provide further access to a valuable rock resource and will extract this resource in a manner that is entirely consistent with State planning policies for earth and energy resources. The Proposed Quarry Expansion will enable the additional rock resource to be extracted while implementing best practice environmental and risk management controls that are contained in the Endorsed Work Plan Variation. It will also deliver an improved rehabilitation profile and end use outcomes on the completion of the Quarry use.
- The Proposed Quarry Expansion will retain its existing boundary buffers along the Templeton Street frontage, with the expanded area to provide space for compliant buffers along the east and south boundaries. While the Work Authority boundary will be moving closer to nearby dwellings, the primary purpose of the expanded extraction area to the south is to allow for a larger stockpile and operations area to the south of the existing Quarry pit and to facilitate a rehabilitated pit profile that is compliant with contemporary standards.
- In accordance with Clause 14.03-1S, the Proposed Quarry Expansion will establish extensive and clearly defined buffers to sensitive uses which will be controlled by the Proponent over the life of the Quarry.
- Some minor changes are proposed to the current extraction and processing methodologies. These include the introduction of mobile crushing and screening plant, the relocation of fixed plant, a change in the size of quarry haul trucks and extraction equipment, the introduction of excavators, the removal of the area previously designated for explosives storage, changes to the height of overburden dumps and changes to batter profiles. Additional bunding will be installed to accommodate these changes which will assist in mitigating the potential for amenity to the nearest sensitive receptors and the surrounding area.

Overall, it is submitted that the Proposed Quarry Expansion is consistent with the objectives of the FZ and relevant State and local planning policy.

## 6.2 Amenity

The Proposed Quarry Expansion will not result in the potential for increased or unreasonable amenity impacts to surrounding and nearby properties:

- While the existing Quarry is located in proximity to a number of sensitive receptors, it has been in this location for over 100 years and amenity impacts from its operations are known and have been accepted by the wider community. The Proposed Quarry Expansion simply seeks to enable access to additional rock resource to extend the life of the Quarry. It will not result in an increase in the intensity of the existing Quarry use or an increase in the potential for amenity impacts to surrounding land. In any event, the risk of amenity impacts can be appropriately managed in accordance with the risk management strategies and controls contained in the Endorsed Work Plan Variation.

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<sup>2</sup> See *Gibson v Mayne* SC [2014] VCAT 916 at [121]

- The Quarry is located at the western end of a ridgeline facing away from the Coleraine township. The majority of nearby dwellings are located fronting the Glenelg Highway to the south with limited views of the Quarry's operations with the bulk of view coming from agricultural land to the west across the Konongwootong Creek.
- Given that the Proposed Quarry Expansion seeks only minor increases in the area of extraction to accommodate new areas for stockpiling and hard stand with additional rock resources to be obtained primarily by extracting the existing pit deeper, visual impacts of the expansion will be minimised.
- The expansion of the Work Authority area will permit the Quarry to install additional bunds and to increase buffer areas in the direction of the majority of nearby sensitive receptors located to the south and east.
- The Proposed Quarry Expansion will not result in any additional adverse noise impacts upon the surrounding area because the changes proposed to the Quarry's current operation methods are minor and will be managed through additional buffers, plantings and bunds. The hours of use or activity levels, including blasting events, are not proposed to change. It is noted that given the small scale of the Quarry, blasting events at approximately two per annum are at the very low end of the scale of intensity. Despite the proximity of sensitive receptors to the Quarry, there have been no reported noise complaints indicating the community has accepted its impacts.
- The Proposed Quarry Expansion will not result in the potential for increased air quality impacts to surrounding area due to the infrequent duration of blasting and the maintenance of existing levels of activity on the site. Dust suppression techniques will be employed as required using water stored in the Quarry dams.

Further, a Risk Management Plan (RMP) has been prepared and endorsed by ERR under the Endorsed Work Plan Variation process. The RMP is a statutory component of an endorsed Work Plan and includes a range of Risk Treatment Plans for any identified hazards which can then be addressed by adaptive management plans as required.

The identified amenity hazards addressed in the RMP include:

- Altered visual amenity – section 2.1.
- Noise – section 2.2.
- Dust – section 2.3.
- Blasting – section 2.8.

The following adaptive management plans were prepared to support the Endorsed Work Plan Variation:

- Noise Management Plan (August 2024).
- Dust Management Plan (August 2024).

Accordingly, all relevant amenity impacts that may result from the Proposed Quarry Expansion have been considered by ERR and found to be acceptable and in the case of noise and dust, acceptable subject to the implementation of adaptive management plans. The EPA considered potential dust impact risk from the Proposed Quarry Expansion and found them to be 'moderate' and that the Dust Management Plan was adequate to address this identified risk.

### 6.3 Native vegetation and threatened species

The Quarry and Amendment Land is highly disturbed land with a long history of human activity. The Proposed Quarry Expansion does not require the removal of any native vegetation and will not impact any threatened flora or fauna on the basis that all native vegetation within the land has been planted and is not remnant.

The Work Plan Variation application was referred to DEECA's Planning and Environment Assessment (PEA) team for comment on native vegetation impacts in accordance with the *Memorandum of Understanding for Earth Resources Industries Approvals and Other Obligations and Responsibilities*. DEECA PEA did not raise any concerns with the proposed removal of native vegetation subject to specific conditions concerning the establishment of tree protection zones and these have been included in the Endorsed Work Plan Variation.

Pursuant to Clause 52.17-7, the requirement to obtain a permit does not apply to the removal of native vegetation to the minimum extent necessary to enable the carrying out of extractive industry in accordance with a work plan approved under the MRSDA and authorised by a work authority under that Act. Accordingly, a planning permit is not required for the removal of any native vegetation from the Subject Land.

### 6.4 Water Management and erosion

The Proposed Quarry Expansion is not likely to be affected by flooding or have noticeable effects on the flow of surface water.

The Proposed Quarry Expansion does not require drainage diversion as there are no waterways or drainage lines within WA410.

The closest waterbody is Konongwootong Creek approximately 200 metres to the west. This creek will not be impacted by the Proposed Quarry Expansion. The Quarry is not within any special catchment areas.

Surface water management will be achieved by the strategic location of swale drains, bunding, sediment traps and sumps to ensure that water traversing over disturbed ground does not leave the site and is directed to the sediment dam and or quarry sump within the extraction area.

Incidental rainfall and surface water flows outside the disturbance area will be directed away from the extraction area through the strategic location of cut- off drains and bunds. This water will not be used in the operation of the quarry activities.

No groundwater is proposed to be extracted for this operation and no interception of groundwater is expected to occur.

A Water Management Plan will be maintained and updated as necessary to demonstrate surface water control features and locations.

## 6.5 Traffic

The traffic operations of the Proposed Quarry Expansion will be identical to the existing Quarry's operations and no change is proposed to the intensity of the use. The Proposed Quarry Expansion will have no impact on the surrounding area's rural traffic context.

There will be no changes to the current access point or traffic flow generated by the existing Quarry operations. The site will continue employing the same traffic control measures to minimise vehicle movements within the site and warn of blasting activities.

A comprehensive Traffic Impact Assessment has been prepared by ESR Transport Planning, which concludes that the operation of the road network will not be jeopardised by the Proposed Quarry Expansion and that the provision of car parking spaces on the Subject Land is adequate.

We can confirm that our client is amenable to implementing the recommendations of the Traffic Impact Assessment to improve sight distance from the access driveway onto Templeton Street.

## 6.6 Stakeholder engagement

A Community Engagement Plan (CEP) was prepared and included with the application to ERR to vary the Work Authority and is now included in the Endorsed Work Plan Variation.

The CEP outlines the past history of stakeholder engagement carried out by the Quarry in the preparation of the Work Plan variation, and sets out the process for all future engagements with community members and stakeholders to provide a framework for effective communication and to develop a positive relationship between the Quarry and the local community.

Prior engagement with stakeholders, as detailed in the CEP, includes an initial site meeting with ERR, Council and DELWP in 2018, and further site and online meetings and email exchanges in 2022, culminating in the documentation now forming the Endorsed Work Plan Variation. In 2023, Rigby Bros sought formal advice from the Gunditj Mirring Traditional Owners Aboriginal Corporation concerning the area of Aboriginal Cultural Heritage Sensitivity within the Subject Land.

In addressing prospective stakeholder engagement, the CEP includes a stakeholder analysis identifying likely stakeholders based on the *Community Engagement Guidelines for Mining and Mineral Exploration* prepared by Resources Victoria and a stakeholder engagement plan that outlines what actions will be taken in respect of particular stakeholders in response to identified issues or concerns.

## 7.0 Conclusion

The Amendment seeks to rezone the Amendment Land to FZ and remove the DPO3 to allow for the expansion of the Quarry to the Expansion Land, while addressing the anomalous LDRZ1 and associated DPO3 controls which are inappropriate in the context of the surrounding non-residential land uses.

The Quarry Land is a large rural allotment that has been used for extractive industry for well over 100 years and is situated within an area used for a range of agricultural activities.

The Expansion Land includes rural allotments currently used for agricultural and other non-residential purposes and is contiguous with the Quarry Land.

The Expansion Land is partly zoned Low Density Residential Zone and affected by the Development Plan Overlay. These current planning controls which both seek residential land use outcomes are incompatible with the agricultural and extractive industry use of the surrounding land to the north, including the Quarry Land, and the industrial zoning of the land to the south across Pitcher Street.

The Proposed Quarry Expansion represents a modest increase to the existing extraction area and will provide further access to a valuable hard rock resource that will support the continuation of this long-established extractive industry business. The expansion of the extraction area to the south will facilitate a rehabilitated pit profile that is compliant with contemporary standards.

The Proposed Quarry Expansion will not result in any unreasonable landscape or visual impacts to surrounding properties or the wider Coleraine area. While the Quarry is located within proximity to the Coleraine township, it is within an historically modified landscape that has existed in its present condition for over 100 years. The effects of the Proposed Quarry Expansion will primarily be confined to areas immediately adjacent to the existing Quarry pit, minimising the potential for external visual impacts.

The Proposed Quarry Expansion will utilise existing infrastructure and processes that are not changing and which have not caused unreasonable impacts to nearby land. The same blasting practices that have occurred on the site since the 1930s will continue and not cause unreasonable adverse amenity, health or safety impacts on surrounding land uses into the future.

There is no proposed change to the current level of activity or hours of operation for the Quarry, meaning there will be no material change to local traffic conditions or the potential for other amenity impacts as a result of the Proposed Quarry Expansion.

The Proposed Quarry Expansion will not result in the loss of any native vegetation.

The Proposed Quarry Expansion will not impact on groundwater, which is estimated to be approximately 18 metres below the maximum proposed Quarry pit depth of 41 metres AHD. No groundwater is proposed to be utilised and groundwater licencing is therefore not required.

The Proposed Quarry Expansion will not impact any registered areas of ACHS. The existing WA410 boundary intersects with two areas of ACHS along the Templeton Street frontage. These small areas have been subject to significant ground disturbance from the long established Quarry use and are not proposed to change. The Proposed Quarry Expansion Land has been designed to avoid impacting any undisturbed areas of ACHS.

The Work Authority area of the Quarry, including the proposed expansion, will be progressively rehabilitated and returned to agricultural production, consistent with purposes of the FZ.

The existing Quarry use is consistent with the purposes of the FZ and the objectives and strategies of all relevant State and local planning policies related to rural areas and extractive industry, as well as the decision guidelines of Clause 52.09 and Clause 65. The Proposed Quarry Expansion will have no impact on the Quarry's on-going compliance with all relevant planning controls and policies.

The 96A Application will extend the life of a long established extractive industry that has been supplying much needed hard rock products to the local construction industry. In the longer term, the Amendment will address existing zoning anomalies and reduce potential for land use conflicts from the encroachment of sensitive uses.

The Amendment, the Proposed Quarry Expansion and the 96A Application will deliver a net community benefit.



Department of Energy, Environment  
and Climate Action

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Ref: CMS 00012710

[scelliott@sthgrampians.vic.gov.au](mailto:scelliott@sthgrampians.vic.gov.au)

Dear Mr. Elliott

**PROPOSED AMENDMENT C64SGRA – COLERAINE QUARRY REZONING – SOUTHERN GRAMPIANS SHIRE**

Thank you for your correspondence dated 12 February 2026 for the above application, seeking comments from the Department of Energy, Environment and Climate Action (DEECA) for Amendment C64sgra – Coleraine Quarry Rezoning (the Amendment) subject to Section 96C of the *Planning and Environment Act 1987*. The proposed Planning Scheme Amendment seeks to rezone the land from Rural Living Zone to Farming Zone and remove the Development Plan Overlay, Schedule 3 (DPO3) to allow the land to be used for extractive industries. Specifically, the Planning Scheme Amendment is to allow for the expansion of the Coleraine Quarry and the endorsed Work Plan Variation (PLN-000923) within Work Authority (WA410). I am responding to you under delegation from the Secretary to DEECA.

DEECA understands that Southern Grampians Shire Council is considering a request for a planning scheme amendment submitted by Equipe Lawyers on behalf of Rigby Bros & Co Pty Ltd. The Amendment proposes to:

- Rezone the land from Rural Living Zone (RLZ) to Farming Zone (FZ).
- Remove the Development Plan Overlay – Schedule 3 from the subject site.

DEECA has reviewed the documentation for the Amendment; and is **generally supportive subject to targeted species surveys being conducted**. The below is in response to this review:

**Targeted Surveys**

A biodiversity desktop assessment of the site and surrounds identifies the following *Environmental Protection Biodiversity Conservation Act 1999* (EPBC Act) and *Flora and Fauna Guarantee Act 1989* (FFG Act) listed species in the area:

- Striped Legless Lizard (*Delma impar*) (EPBC Act and FFG Act)
- Tussock Skink (*Pseudemoia pagenstecheri*) (FFG Act).

In the absence of targeted surveys for conservation-listed species, the proposed Amendment and subsequent plans are not fully informed. DEECA strongly encourages that targeted surveys of all conservation-listed flora and fauna species and ecological communities are undertaken before the proposed rezoning occurs. If species are found it is the responsibility of the proponent to meet their obligations under the EPBC Act and the FFG Act.

DEECA notes the Work Plan Variation PLN-000923 has been endorsed, DEECA also notes targeted species surveys were not included as part of the Work Plan Variation application.

Any personal information about you or a third party in your correspondence will be protected under the provisions of the *Privacy and Data Protection Act 2014*. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorized by law. Enquiries about access to information about you held by the Department should be directed to [foi.unit@deeca.vic.gov.au](mailto:foi.unit@deeca.vic.gov.au) or FOI Unit, Department of Energy, Environment and Climate Action, PO Box 500, East Melbourne, Victoria 8002.



OFFICIAL

If you require further information in relation to this matter, please contact Annie Fraser, Senior Planning Officer at [pe.assessment@deeca.vic.gov.au](mailto:pe.assessment@deeca.vic.gov.au)

Yours sincerely



**Annie Fraser**

Senior Planning Officer, Major and State Projects  
Planning and Environment Assessment

06/03/2026



Department of Energy, Environment  
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Scott Elliott  
Principal Strategic Planner  
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1 Market Place  
HAMILTON VIC 3300

Ref: CMS 00012710

Dear Scott Elliot,

**PROPOSED AMENDMENT C64SGRA – COLERAINE QUARRY REZONING –  
SOUTHERN GRAMPIANS SHIRE**

I am writing in regards to the Department of Energy, Environment and Climate Action's (DEECA) written response for the proposed Planning Scheme Amendment (C64sgr) - Coleraine Quarry Rezoning (the Amendment) provided to Southern Grampians Shire Council on 6 March 2026. DEECA acknowledges the intent was not communicated effectively for the purposes of a response to a Planning Scheme Amendment.

This letter supersedes the DEECA letter dated 6 March 2026.

**Response:**

DEECA does not object to the proposed rezoning of land from Rural Living Zone to Farming Zone and the removal of the Development Plan Overlay as proposed by Planning Scheme Amendment C64grs.

**Comment:**

The planning scheme amendment process allows DEECA the opportunity to comment on any potential direct or indirect environmental impacts that may arise from changes in landuse and development. It is the responsibility of DEECA to notify the proponent and the RA of any potential impacts to help avoid any unintentional harm to the environment. The Amendment permits the expansion of an intense use of the site with the potential to create direct and indirect environmental impacts to the surrounding flora and fauna, that may have implications for other environmental legislation separate to the planning process. Matters raised in DEECA's response dated 6 March 2026 are for such awareness.

If you require further information in relation to this matter, please contact Annie Fraser, Senior Planning Officer at [pe.assessment@deeca.vic.gov.au](mailto:pe.assessment@deeca.vic.gov.au)

Yours sincerely,

**Annie Fraser**  
Senior Planning Officer, Major and State Projects  
Planning and Environment Assessment

25/03/2026

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# GATEWAYS, SIGNAGE + WAYFINDING



**Southern Grampians**  
SHIRE COUNCIL

**DESIGN GUIDE**

OCTOBER 2025 (FINAL)

INITIAL VISIONING + OPPORTUNITIES INVESTIGATION

PURPOSE |

Southern Grampians Shire Council is wanting to improve their existing gateway and town signage. As a starting point, Council is looking to replace existing signage at some key locations on entry into Hamilton and use this process to develop new designs and go through the steps of getting the necessary approvals, organising fabricating and installing the new signage as a pilot demonstration project. Once this initial phase has been undertaken, Council will then look to apply and adapt the new signage designs to other locations throughout Southern Grampians.

This document provides a summary of some of the initial design concepts that have been developed. It is important to note that these are preliminary concepts only, intended to show initial ideas, themes and principles for how the signage could be designed as a suite using a variety of elements that reflect the character and 'story' of the local area and that can be adapted as required in different locations and for different purposes.

It has been put together to allow people to understand the initial ideas, thinking and concepts and to allow them to provide feedback. Once these initial concepts have been discussed and approved, a detailed design and documentation process will need to be undertaken to finalise the designs so that they achieve the best fabrication and installation outcomes and to ensure they meet all necessary safety requirements.

## THE OPPORTUNITY |

A sign can be more than just a sign.

At the most basic level, a sign can be seen as something that just provides directional and functional information but, if done right, it can also say something about the place that it is in and the people who live there.

It can help to tell the story of a place - its history and its landscape, the events and industries that it has been built on, the things that make it special and the things the community values most.

If a sign is designed in this way, and then is combined with other elements like buildings and street furniture that are made with the same thinking and qualities, then it can start to shape the identity and character of a place.

This project provides an opportunity to design new signage for Hamilton and Southern Grampians that 'tells the story' of the place but also provide inspiration and a 'way of doing things' that can be applied to other future projects to help strengthen the character and identity of the local area.





# A SHARED VISION

THE GUIDING VISION AND KEY THEMES

## A PLACE BASED VISION |

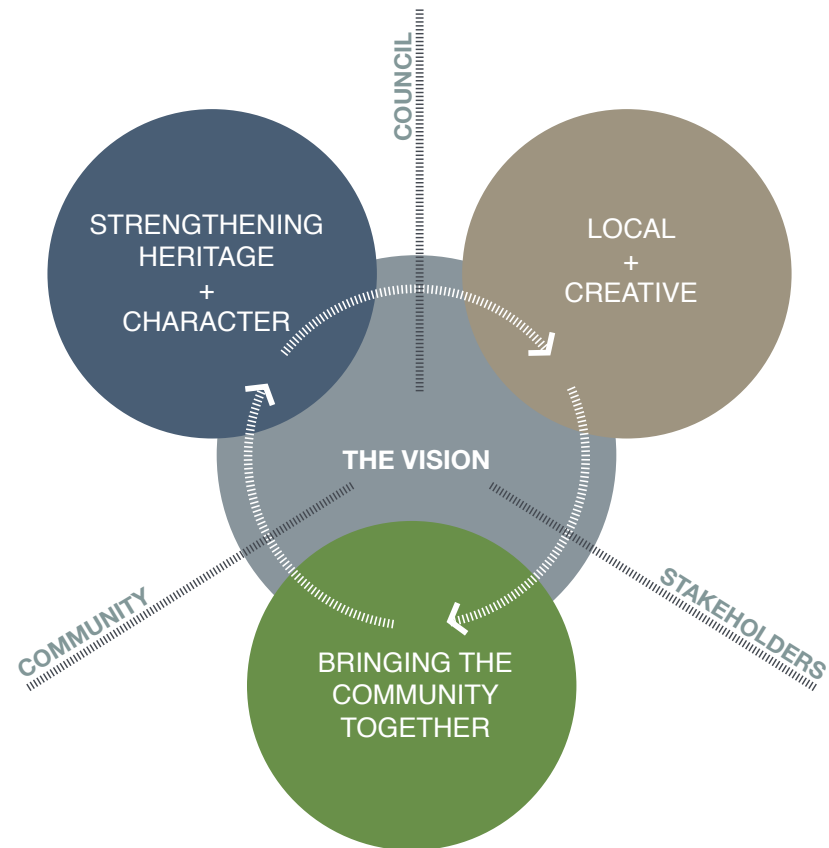
In 2022, a placemaking workshop process was undertaken with Councillors and key Council staff to establish a Place Vision to guide future projects within the Hamilton Town Centre.

The focus of this process was to identify the the things that make Hamilton and the Southern Grampians special and that the community values most, and to distill these down into a simple vision that can be used to guide and tie together future projects.

The vision that was established was broken down into 3 key themes:

- **Strengthening Heritage and Character**
- **Local and Creative**
- **Bringing the Community Together**

Applying this vision to the design of the signage will provide an opportunity to show how these themes can be integrated into a real-life project within the local community and to demonstrate how the vision can be used to achieve a unifying character and improve the end design outcomes.



## KEY THEMES + PRINCIPLES |

The following section outlines some initial ideas and opportunities for the signage design based around the 3 key themes in the Hamilton place vision.

The image consists of three vertical panels, each with a photograph at the top and a text box at the bottom. The first panel (01) shows a wooden signpost with a dark sign that reads 'Hepburn SHIRE COUNCIL'. The second panel (02) shows a wooden post with a sign that reads 'Welcome to the Gleniffer Valley'. The third panel (03) shows a woman touching a large rock.

**01**  
STRENGTHENING HERITAGE  
+ CHARACTER

**02**  
LOCAL  
+ CREATIVE

**03**  
BRINGING THE COMMUNITY  
TOGETHER

# 01

## STRENGTHENING HERITAGE + CHARACTER

### INSPIRATION

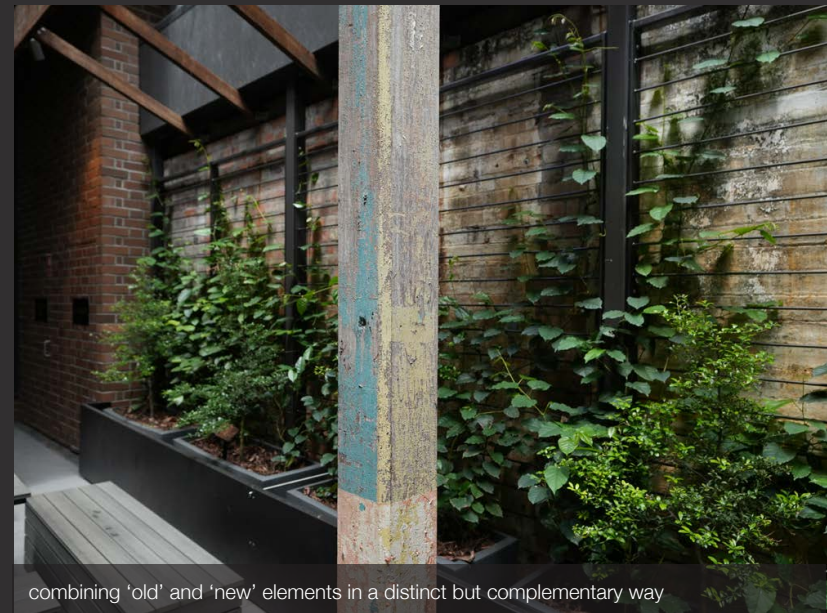
#### ideas + opportunities

Wherever possible, reference and celebrate the heritage features and details that are familiar to the local area - but do this in a modern and tasteful manner rather than in an imitation heritage style

Where appropriate and supported, incorporate first nations / interpretive elements into the signage that will help to tell the indigenous story of the local area

Reinforce the identity and sense of place by incorporating simple and robust materials, forms and details into the design that reflect the rural / agricultural / production history and character

Potential to include landscape elements that reflect the local natural landscapes and agricultural / rural production history of the area - a sign can be more than just a sign



# 02 LOCAL + CREATIVE

## INSPIRATION

### ideas + opportunities

- Incorporate local arts and cultural elements into the signage (poems, paintings, brands, symbols, iconic elements) that can be used to reference and reinforce the local story

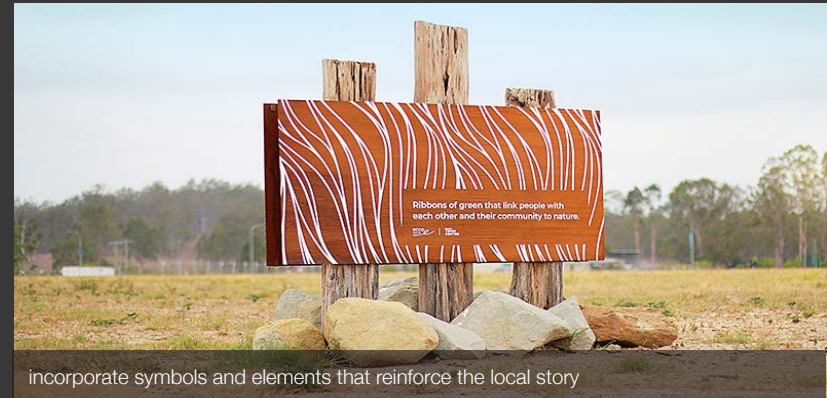
- Using the signage pilot project as a catalyst to start discussions with local artists, creatives and makers about ideas opportunities for involvement in future signage works

- Wherever practical, support and work with local businesses, suppliers, trades and makers in the fabrication and installation of the signage elements

- Following this initial pilot project, develop a suite of additional signage that uses the same elements but that opens-up future opportunities for interpretive and arts based signage that can be used throughout Hamilton and the wider Shire



work with local makers



incorporate symbols and elements that reinforce the local story



a catalyst for other signage and projects



develop suite of additional interpretive signage

# 03 BRINGING THE COMMUNITY TOGETHER

INSPIRATION

## ideas + opportunities

- Focus on including the local First Nations groups and representatives into the stories / symbols / narrative for the signage

- Where practical, promote the involvement of local suppliers, makers and creatives into the fabrication of the signage - or use this project as a catalyst and demonstration for future projects

- Focus on promoting and getting the community understanding the key themes and 'way of doing things' that have been incorporated into the signage and how this is intended to strengthen the local sense of identity and character

- Promote the project as a demonstration and catalyst for other interpretive and creative projects that could incorporate community input and involvement



A 'way of doing things' that can be applied to other projects



future community based interpretive projects



strengthen local character and identity



# THE STORY

---

FINDING THE STORY, MEANING + INTERPRETATION

## LOCAL HISTORY, STORIES + CHARACTER |

The following section provides some initial ideas for the key themes that could be incorporated into the signage to 'tell the story' of the local area.



One Place | Many Stories

## FINDING THE STORIES |

What are some of the key features that make this area special and are most important to the community and identity of the local area?



## BRINGING THE STORIES TOGETHER |

Looking at these key features in more detail and trying to understand what they mean to the 'story' of the local area.

<p>● <b>natural abundance</b></p> <p>The region is fertile, with ample precipitation and an abundance of flora and fauna</p> <p>Natural abundance lessened the need to travel far for food for Traditional communities - well-established, pre-European settlements in the area</p>	<p>● <b>landscape</b></p> <p>Grampians has outstanding natural beauty and significance for traditional indigenous communities, residents of today and visitors</p> <p>Grampians has one of the richest Aboriginal rock art sites in south-eastern Australia</p>	<p>● <b>junction of traditional indigenous territories</b></p> <p>Junction of three tribal territories— the Gunditjmara land, the Tjapwurong land, and the Bunganditj territory</p> <p>People who lived in these areas tended to be settled rather than nomadic</p>
<p><b>Fertility</b></p>	<p><b>Character</b></p>	<p><b>Connection</b></p>
<p>Fertile soils and regular, reliable rainfall lured the first European settlers to the area's rich volcanic plains in the 1830s, laying the foundation for a highly productive wool and pastoral industry</p> <p>Rural and agricultural heritage central to local history, employment and identity</p> <p>● <b>agricultural production</b></p>	<p>History and built form heritage is highly valued by local residents and is important feature of local character</p> <p>Use of local materials (stone and brick) and agricultural / rural character based around simple and robust materials, forms and details</p> <p>● <b>built heritage</b></p>	<p>Townships established along important routes and become connection points and for agriculture, trade and transport</p> <p>Towns are the 'heart' and meeting place for local communities - brought together through sport, events, transport, services, employment and trade</p> <p>● <b>meeting point for people and trade</b></p>

## SYMBOLS AND INTERPRETATION |

How could these key features and their associated stories be interpreted through the signage designs?

		
<h3>Fertility</h3> <ul style="list-style-type: none"><li>Incorporating landscape and agricultural elements that reference the natural features and abundance of the local area and the regions production heritage</li></ul>	<h3>Character</h3> <ul style="list-style-type: none"><li>Incorporating sandstone as a key feature to reference the importance that the Grampians has in terms of its natural / landscape values and indigenous significance</li><li>Incorporating materials and simple, robust details that reference the agricultural history and production / utilitarian character of the area's rural buildings, fencing and infrastructure</li></ul>	<h3>Connection</h3> <ul style="list-style-type: none"><li>Using symbols and text to highlight the story of the place as a meeting point for people and trade</li><li>Opportunity for signs to incorporate elements that relate to and link both the First Nations and European settlement stories - signs can tell both stories and act as a connection point</li></ul>



# CONCEPT DESIGN

INITIAL CONCEPT PLANS + VIGNETTES

More than a sign.

Our Place | Our Story

Our Way of Doing Things

## INITIAL DESIGN CONCEPTS |

The following pages show some of the initial design concepts that have been developed for the Hamilton signage project. It is important to note that these concepts are not intended to represent detailed end solutions, but rather have been put together to show an approach that could be taken to achieve the following key principles:

### **'Telling the story'**

- Incorporating materials, forms and elements that 'tell the story' of the place and add to the local sense of identity and character

### **Flexibility But Unified Character**

- Providing a palette signage elements that can be adapted and reconfigured in a variety of ways to suit different locations, scales and purposes - providing flexibility whilst still being unified through a shared use of materials and forms

### **Practicality and Cost vs Quality**

- Utilising common materials and simple fabrication techniques that will allow a cost-effective approach and ease of installation whilst still providing high quality and unique character



## MATERIALS + ELEMENTS | THE PALETTE

A key focus of the initial design concepts was to use a palette of materials and forms that 'tell the story' of the local area based around the key themes of fertility, character and connection whilst also having the flexibility to be adapted and reconfigured to suit various locations, scales and purposes.



### Fertility

**ground**  
(landscape / posts)

- Landscape and posts reference the link between the natural features and abundance of the local area and the regions agricultural heritage
- Provides opportunity to add scale and flexible element to the signage palette

### Character

**base**  
(sandstone / gabion)

- Local material that is associated with Grampians
- Flexibility to be used as solid large stone blocks, stone sleepers, as an aggregate or in gabions
- Provides a sense of solidity and quality but with natural, earthy character

### Connection

**sign**  
(corten / steel)

- Simple, robust steel signage references the agricultural / utilitarian character of the area
- Provides variety of options to incorporate names, text and symbols that tell the story of the place and local area as a meeting point (both the First Nations and European settlement stories)



● **town / gateway sign options**  
(option 1)

Initial proposed signage for town / gateway entries. Incorporates all of the post, landscape, sandstone and signage elements - potential to adjust number of posts and scale of elements as required subject to specific sites.



● **town / gateway sign options  
(option 2)**

● This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.



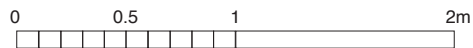
● **town / gateway sign options  
(option 3)**

● This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.



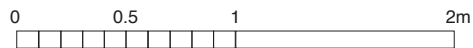
● **town / gateway sign options**  
(option 4)

● This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.



● **town / gateway sign options  
(option 5)**

● This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.



● **final - selected / preferred concept**

● This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.



● **final - selected / preferred concept**

● This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.

**TOWN SIGN | INDICATIVE ELEMENTS + FABRICATION**

**sign**

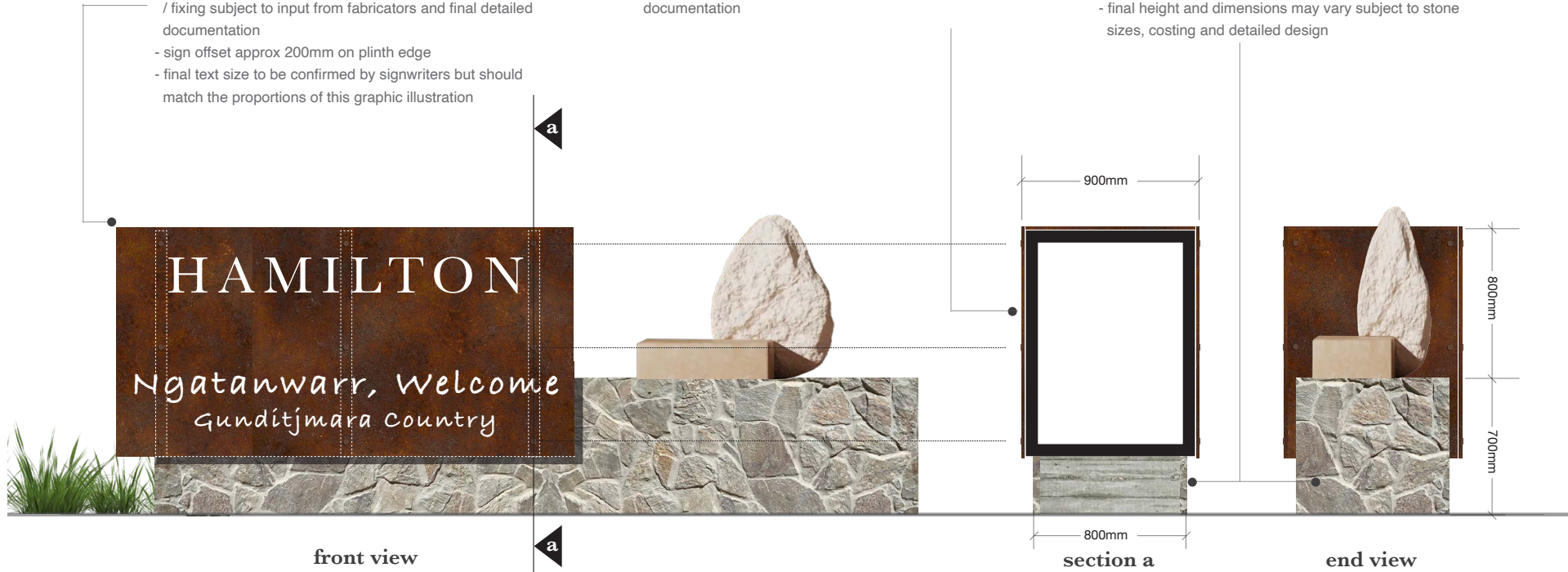
- corten sign element with potential to be sized to work with standard sheet dimensions (1200mm x 2400mm)
- corten sheeting fixed to internal steel frame - final details / fixing subject to input from fabricators and final detailed documentation
- sign offset approx 200mm on plinth edge
- final text size to be confirmed by signwriters but should match the proportions of this graphic illustration

**steel framing**

- internal steel framing secured to concrete plinth
- spacing and dimensions to suit lengths of corten panels and subject to input from fabricators and final detailed documentation

**base**

- concrete plinth provides main base for stones and steel framing
- sandstone cladding added to face of concrete plinth
- final height and dimensions may vary subject to stone sizes, costing and detailed design



**final - selected / preferred concept**

This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.

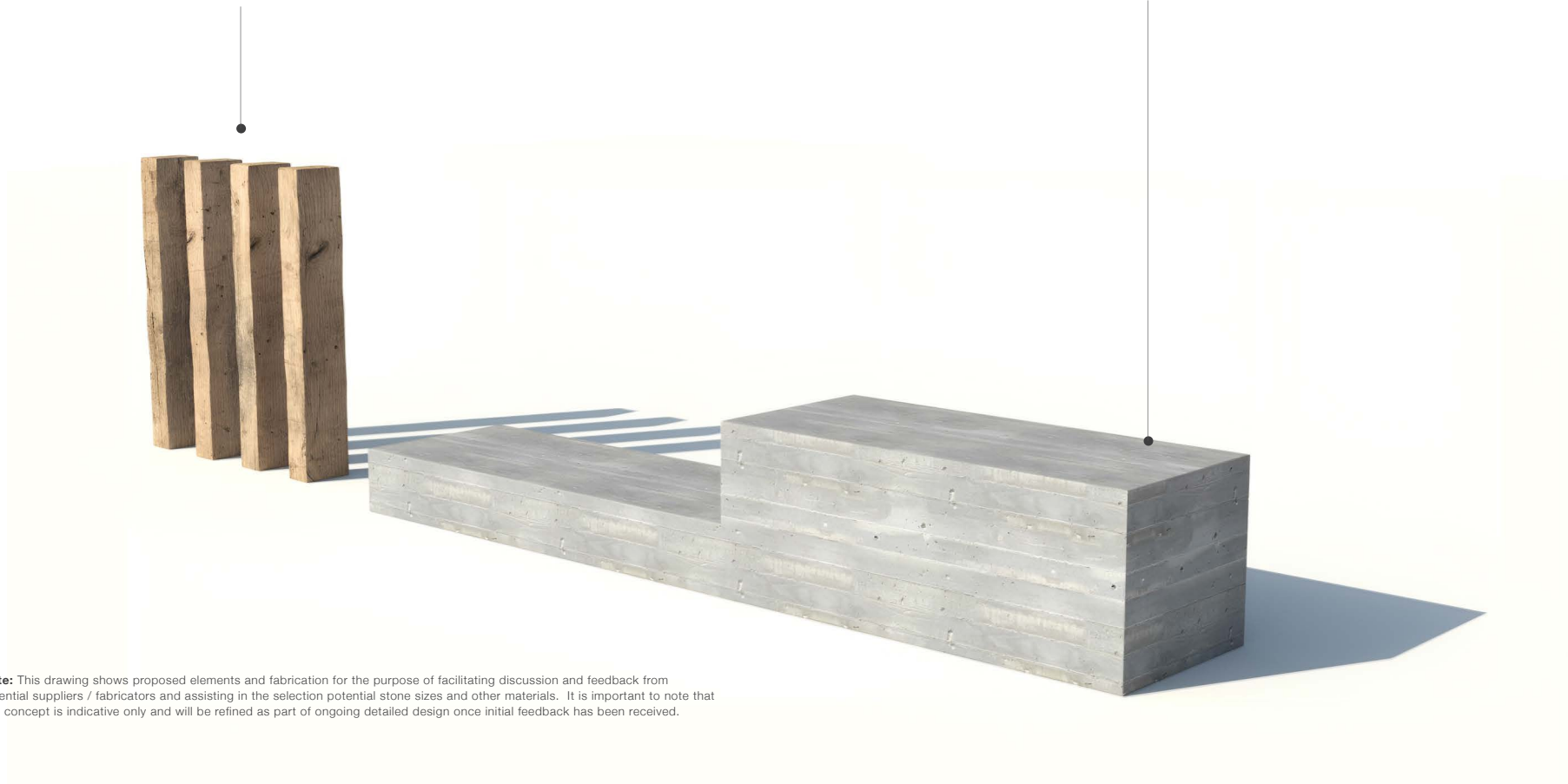
TOWN SIGN | INDICATIVE ELEMENTS + FABRICATION

**posts**

- timber posts (suggested qty. 4) provide added feature and scale to sign and reference the link between the natural features and abundance of the local area and the regions agricultural heritage
- timber posts may be raw / round or square / hewn finish subject to supplier availability and detailed design

**base**

- off-form concrete plinth provides main base for stones and steel framing
- initial proposed dimensions of 700mm (H) x 800mm (W) x 4000mm (L) with step down to lower height of 300mm (H)
- final height and dimensions may vary subject to stone sizes, costing and detailed design



**Note:** This drawing shows proposed elements and fabrication for the purpose of facilitating discussion and feedback from potential suppliers / fabricators and assisting in the selection potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received.

TOWN SIGN | INDICATIVE ELEMENTS + FABRICATION

**steel framing**

- internal steel framing secured to concrete plinth and provide frame / fixing point for corten panels
- final spacing and dimensions to suit lengths of corten panels and subject to input from fabricators and final detailed documentation

**sandstone features**

- sandstone elements sit on concrete plinth with option to add fixing as required through steel rods or plates secured to concrete base
- initial concept proposes having 1 x larger natural / raw stone representing the first nations history and 1 x smaller hewn / cut stone representing the european history but final number and sizing of stones may vary subject to availability and costing



**Note:** This drawing shows proposed elements and fabrication for the purpose of facilitating discussion and feedback from potential suppliers / fabricators and assisting in the selection potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received.

TOWN SIGN | INDICATIVE ELEMENTS + FABRICATION

**corten sign panels**

- corten sheeting fixed to internal steel frame to form outer skin / box element of sign - final details / fixing subject to input from fabricators and final detailed documentation
- sign set to edge of plinth with approx. 200mm overhang - length may vary subject to stone sizing
- corten sign element with potential to be sized to work with standard sheet dimensions - current sizing based upon standard 1200mm x 2400mm
- final text size to be confirmed by signwriters but should match the proportions of this graphic illustration



**Note:** This drawing shows proposed elements and fabrication for the purpose of facilitating discussion and feedback from potential suppliers / fabricators and assisting in the selection potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received.

TOWN SIGN | INDICATIVE LIGHTING CONCEPT

**main up-lighting**

- potential to have spot lighting angled from ground up towards sign that lights hamilton text and post elements
- final angle and type of lighting subject to supplier advice

**second up-lighting**

- potential to incorporate second up-light that highlights the sandstones as the key feature of the sign



**Note:** This drawing shows proposed elements and fabrication for the purpose of facilitating discussion and feedback from potential suppliers / fabricators and assisting in the selection potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received.

TOWN SIGN | INDICATIVE ELEMENTS + FABRICATION



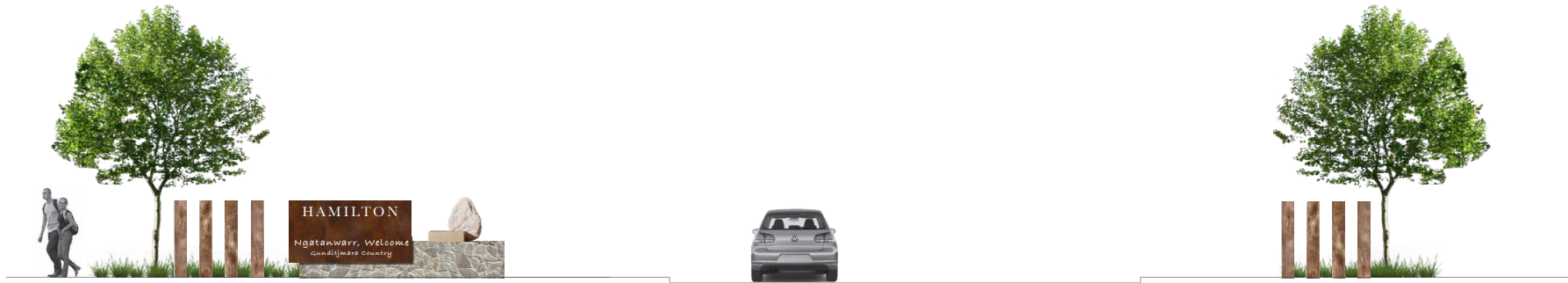
**Note:** This drawing shows proposed elements and fabrication for the purpose of facilitating discussion and feedback from potential suppliers / fabricators and assisting in the selection potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received.

TOWN SIGN | INDICATIVE ELEMENTS + FABRICATION



**Note:** This drawing shows proposed elements and fabrication for the purpose of facilitating discussion and feedback from potential suppliers / fabricators and assisting in the selection potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received.

TOWN SIGN | GATEWAY OPTION



● **turning signs into gateways - potential configurations**

Indicative concept intended to show how additional posts, landscaping and other elements could be added on opposite sides of the street or median to increase the scale of the signage and create gateway effect. Final design and setbacks subject to relevant safety requirements / standards.

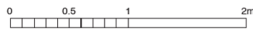
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[www.onecollective.com.au](http://www.onecollective.com.au)

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**HAMILTON GATEWAY ENTRANCE SIGNS: DESIGN MODIFICATIONS**



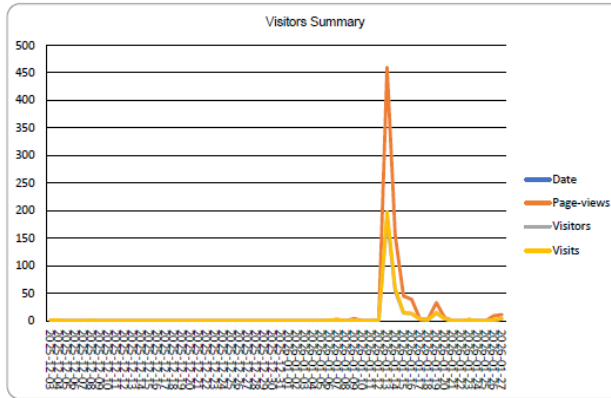
TOWN SIGN | FRONT VIEW



**modified concept**

This drawing shows proposed elements and dimensions for the purpose of selecting potential stone sizes and other materials. It is important to note that this concept is indicative only and will be refined as part of ongoing detailed design once initial feedback has been received from potential suppliers / fabricators.

<b>Project Report:</b>	<b>Hamilton Entrance Signage Renewal</b>	22 November 2024	to	27 January 2026
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**Project Highlights**

Total Visits	325
New Registrations	0
Video views	0
Photo Views	17
Document Downloads	13

**Admin Notes**

ENGAGED PARTICIPANTS	69		
Engaged Actions Performed	Registered	Unverified	Anonymous

Contributed on Forums	0	0	0
Participated in Surveys	0	0	69
Contributed to Newsfeeds	0	0	0
Participated in Quick Polls	0	0	0
Posted on Guestbooks	0	0	0
Contributed to Stories	0	0	0
Asked Questions	0	0	0
Placed Pins on Places	0	0	0

INFORMED PARTICIPANTS	188
Informed Actions Performed	Participants

Viewed a video	0
Viewed a photo	15
Downloaded a document	13
Visited the Key Dates page	0
Visited an FAQ list Page	0
Visited Instagram Page	0
Visited Multiple Project Pages	117
Contributed to a tool (engaged 69)	

AWARE PARTICIPANTS	292
Aware Actions Performed	Participants

Visited at least one Page	292
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Contributed to Ideas 0 0 0

ENGAGEMENT TOOLS SUMMARY									
Forum Topics	0	Guestbooks	0	Places	0	News Feeds	0	Ideas	0
Qandas	0	Quick Polls	0	Stories	0	Survey Tools	1		

Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
SurveyTools	Hamilton Entrance Signage	Published	169	0	0	69

INFORMATION WIDGET SUMMARY									
DOCUMENTS	1	PHOTOS	3	VIDEOS	0	FAQS	0	KEY DATES	0

Widget Type	Engagement Tool Name	Visitors	Downloads/Views
Document	Southern Grampians_Signage and Wayfinding Design Guide_Final 30102025 (002).pdf	13	13
Photo	Gateway Signage - Image 2.jpg	7	7
Photo	Gateway Signage - Image 3.jpg	5	5
Photo	Gateway Signage - Image 1.jpg	5	5

Hamilton Entrance Sign Feedback

Topic	Supporting (36)	No.	Not Supporting (26)	No.	Other (19)	No.	Total
<b>Approve</b>	* Looks good/modern						
	* Is meaningful/reflects heritage	12		0		0	12
	* Aspirational branding						
	* Do works soon						
<b>Lacks Hamilton/SGS Identity</b>	* Add sheep/wool/farming recognition		* Add agricultural /sheep/cattle/heritage recognition		* Add farming/livestock/wool/beef/ wool and agriculture recognition		
	* If you just saw sign, wouldn't know which Hamilton it is		* Very generic/meaningless/tired/bland		* Remove wood/stone add sheep/tree carving		
	* Add Grampians silhouette		* Add bandicoot or wannon falls		* Consider 3D elements from Shire logo		
	* Add Shire logo	9	* Like Aboriginal inclusion				
			* Add Victoria cross recipient	15	* Add Grampians silhouette, pioneers with sheep	12	36
			* Looks like gravesite entry				
			* Add art and culture reference				
			* Add Grampians mountain range				
			* Add industry/recreation				
			* Font is uninspired, screams "this is a nothing town"		* Customise the font		

	* Make font larger/bolder		Font is cheap/basic/unprofessional, not professional/timeless		* Use only one font		
	* Use wool stencil font for 'Hamilton'				* Make 'Hamilton' bolder/bigger		
<b>Font/Text</b>	* Remove all writing except Hamilton	17	* Love welcome to country	7		9	<b>33</b>
	* Remove english or add aboriginal word for 'Welcome'		* Word 'Hamilton' is lost		* Don't like script font, looks basic, amateur, corporate		
	* Add slogan or name of region		* Add greater hamilton slogan				
	* Change the fonts (particularly script font)				* Wording is accurate, start with 'Welcome to Hamilton'		
	* Add Australian flag on top with lights		* Looks soulless/lifeless/tired/bland/boring		* Get local artist input		
	* Use more realistic symbols rather than rocks		* Remove 4 timber posts and 2 stones		* Remove rock on top of the bluestone		
	* Sculpture doesn't suit		* Like the idea behind 2 stones but dislike the design		* Elements are great but bland use		
	* Make steel section larger		* Something with colour		* Design is terrible, downy		
<b>Redesign</b>		3		11	* Make design bright, inviting	9	<b>23</b>
			Signage very small		* Can do better than a square sign		

