

SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Minutes
Tuesday 14 April 2026**

Held in Council Chambers
5 Market Place, Hamilton at 5:30pm



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The Meeting opened at 5:30pm.

1 Membership

Councillors

Cr Dennis Heslin, Mayor
Cr Afton Barber
Cr Adam Campbell
Cr Helen Henry, Deputy Mayor
Cr Jayne Manning
Cr Katrina Rainsford

Officers

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

2 Welcome and Acknowledgement of Country

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

“Our meeting is being held on the traditional lands of the Gunditjmara, 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 will lead 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

Nil.

The Mayor, Dennis Heslin, congratulated retired Councillor, Albert Calvano and thanked him for his 18 years of service to the community as an elected member.

5 Confirmation of Minutes

RECOMMENDATION

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

RESOLUTION

MOVED: Cr Henry

SECONDED: Cr Manning

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

CARRIED

6 Declaration of Interest

Nil.

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 was one Question on Notice listed on the agenda.

8.1 Jenny Rankin

Question:

Why have any or all asset reports on the Brown street Council buildings not been made public and when will they be?

Answer:

We have provided and made public, several times, the engineering reports into the condition of our Brown Street Gallery and Library report.

We have also, in this chamber, referred to and commented on those reports on multiple occasions.

I am not sure what the resident means by asset reports? We do have building condition reports that we use internally to plan and schedule asset maintenance and renewal programs over the medium term.

I suspect this is what the community member is asking about. I believe it is worth just explaining the difference between an engineering assessment of a building, and a condition report is.

The building condition reports are not deep dive reports that are intrusive and determine the structural integrity of a building. They are visual inspections only to inform maintenance programs, compared to say the engineering reports into a building which is highly specialised and undertaken to determine the buildings structural integrity and whether it is fit for purpose for a new and significant investment in the building.

One is a visual inspection that tells us when we need to schedule repairs and maintenance, the other provides a comprehensive building and site analysis that is intrusive, including excavating foundations, and accessing cavities to inspect frames, and assessing these to understand if an investment in the building is viable.

Engineering reports are highly specialised and expensive, which is why we don't do these on the 258 buildings Council owns, rather they are done on an as needs, particularly when a significant investment beyond maintenance is being considered on an older building.

A good example to illustrate this point is the detailed engineering assessment report into the existing gallery building which significant issues with the current structure, including:

- Serious limitations in repurposing buildings constructed in the 1960s–70s
- Structural concerns such as low load capacity and reduced durability
- Inability to effectively upgrade insulation, waterproofing, and thermal barriers
- Requirement to remove and replace steelwork
- Limited access to footings, restricting any increase in floor loads or addition of new levels
- Outdated and non-reusable services (electrical, mechanical, etc.)
- Poor access to essential service pathways beneath the building
- No fire rated walls

The third last dot point is a good illustration of the difference between the two reports. Our engineering assessment tells us the electrical and mechanical services are outdated and not reusable. Whereas our building condition report tells us it's in working order and currently does not require preventive maintenance.

We will contact the community member clarify what they require and if it is the building condition report, we would be happy to provide that.

9 Public Deputations

Requests to make a Public Deputation to Council must be submitted prior to the commencement of the Council Meeting.

Anyone wishing to make a deputation to Council must complete the Request to Make a Deputation form and forward it to the Chief Executive Officer at 111 Brown Street, Hamilton by no later than 5pm on the Monday before the Council Meeting.

Speaking time is limited to 3 minutes per person. Organisations may be represented at the deputation to Council by not more than 4 representatives. The names of the representatives to attend must be advised in writing to the Chief Executive Officer and 1 of the representatives to attend must be nominated as the principal spokesperson for the deputation.

Deputations wishing to make a written submission to the Council must provide a copy either electronically or hard copy of the submission to the Chief Executive Officer prior to the Council Meeting. One copy will be made available to the local media representative, if requested.

All members of the public addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates. If a member of the public fails to do this the Chairperson can remove them from the Meeting. All members of the public must also comply with Council's Governance Rules in relation to meeting procedures and public participation at meetings.

There were no Public Deputations listed on the agenda.

10 Petitions

There were no Petitions listed on the agenda.

11 Informal Meetings of Councillors

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Briefing Session – 10 March 2026
- Briefing Session – 24 March 2026
- Briefing Session – 31 March 2026
- Briefing Session – 7 April 2026

This agenda was prepared on 7 April 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 - 10 March 2026
Date:	10 March 2026
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Campbell Cr Henry Cr Manning
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton, Head of Finance Juan Donis, Manager Waste and Sustainability

The Informal Meeting commenced at 3:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Glass Kerbside Services Issues	Nil.
2	Council Meeting Items	Nil.

The Informal Meeting concluded at 5:00pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 24 March 2026
Date:	24 March 2026
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Campbell Cr Henry Cr Manning Cr Rainsford
Council Staff in Attendance:	Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton, Head of Finance Kevin Leddin, Procurement Lead Tahlia Homes, Manager People and Culture Naga Chaitanya, Project Manager Alison Quade, Manager Communication and Engagement Melanie Russell, Grants Officer Jane Coshutt, Senior Community Development Coordinator Juan Donis, Manager Waste and Sustainability

The Informal Meeting commenced at 1:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Annual Plan Reporting – Council Plan 2025-2029 – 1 July – 31 December 2025	Nil.
2	ARC Independent Member Re-appointment	Nil.
3	Procurement Policy	Nil.
4	Gender Equality Action Plan – Consultation	Nil.
5	Hamilton Town Entrance Sign – Report on Community Consultation Feedback	Nil.
6	Round Two Community Partnership Grants	Nil.
7	Waste and FOGO Disposal Contracts	Nil.

The Informal Meeting concluded at 5:00pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 31 March 2026
Date:	31 March 2026
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Campbell Cr Henry 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 Nick Templeton, Head of Finance

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Budget Submissions and Business Case Prioritisation	Nil
2	Loans to Community Groups Policy Rescission	Nil.
3	Public Transparency Policy	Nil.

The Informal Meeting concluded at 5:00pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 7 April 2026
Date:	7 April 2026
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Campbell 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 Nick Templeton, Head of Finance Aaron Smith, Manager Assets

The Informal Meeting commenced at 12:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillors and CEO	Nil.
2	Operating and Capital Budget	Nil.

The Informal Meeting concluded at 5:00pm.

12 Management Reports

12.1 Council Plan - Annual Plan Quarterly Report - 1 July 2025 - 31 December 2025

Directorate:	People and Performance
Report Approver:	Darren Barber (Director People and Performance)
Report Author:	Karly Herring, Governance Coordinator
Attachment(s):	1. Annual Plan Report - 1 July - 31 December 2025 [12.1.1 - 43 pages]

Executive Summary

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

The Annual Plan Report for the period 1 July 2025 to 31 December 2025 has been prepared to provide information regarding the performance of the organisation against the Council Plan 2025-2029.

This report is the first update for the 2025-2029 Council Plan.

Discussion

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

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

This is the first Annual Plan report for the new 2025-2029 Council Plan.

There are 71 actions in the Annual Plan for 2025-2026, of these 71 actions:

- 62 actions (87%) are on track - at least 90% of the target achieved;
- 7 actions (10%) require monitoring –between 70% and 90% of the target achieved; and
- 2 actions (3%) are off track – less than 70% of target achieved.

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

Financial and Resource Implications

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

Council Plan, Community Vision, Strategies and Policies

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

5.1 Improve effective governance and public accountability

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

5.5 Advocate for community priorities

Legislation

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

Gender Equality Act 2020

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

Risk Management

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

Given the Council Plan for 2025-2029 was adopted by Council in October and is retrospective to 1 July, this report outlines the 1 July – 31 December 2025 period but quarterly reporting will be provided moving forward.

Climate Change, Environmental and Sustainability Considerations

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

Community Engagement, Communication and Consultation

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

Youth Charter

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

Disclosure of Interests

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

Karly Herring, Governance Coordinator

RECOMMENDATION

That Council receive the Annual Plan report for 1 July 2025 – 31 December 2025.

RESOLUTION

MOVED: Cr Manning

SECONDED: Cr Barber

That Council receive the Annual Plan report for 1 July 2025 – 31 December 2025.

CARRIED

12.2 Adoption of Public Transparency Policy

Directorate: People and Performance
Report Approver: Darren Barber (Director People and Performance)
Report Author: Karly Herring, Governance Coordinator
Attachment(s): 1. Draft Public Transparency Policy [12.2.1 - 6 pages]

Executive Summary

Council must adopt and maintain a Public Transparency Policy under section 57 of the *Local Government Act 2020* ('the Act').

The Policy was last adopted by Council in August in 2020 and has been reviewed. Local Government Victoria are in the process of developing a model Public Transparency policy for Councils to adopt, but as an interim measure, Council has reviewed its own policy and it is attached for consideration.

The draft Policy was publicly exhibited on Council's website on the "engage with us" page and feedback encouraged via Council's social media page. It was placed on exhibition from 19 February – 2 March 2026 and no submissions or feedback was received during exhibition; the final policy is attached for adoption.

Discussion

The Public Transparency policy must give effect to the public transparency principles in the Act and describes what, and how, Council information is made publicly available.

Public Transparency must:

- a) Give effect to the public transparency principles
- b) Describe the ways in which Council information is to be made publicly available
- c) Specify which council information must be publicly available, including all policies, plans and reports required under this Act or any other Act
- d) Include any other matters prescribed by the regulations.

Changes include:

- Inclusion of the FOI email address
- Code of Conduct updated to Model Code of Conduct
- References to community engagement submissions amended to make it clear they will be de-identified
- Reference to section 223 under the *Local Government Act 1989* removed and updated with reference to community engagement policy under the *Local Government Act 2020*
- Confidentiality section updated to provide further information regarding Councillor Briefing sessions

Financial and Resource Implications

There are no financial or resource implications.

Council Plan, Community Vision, Strategies and Policies

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

1.2 Facilitate and encourage opportunities for people to participate in community and civic life

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.

5.4 Provide the community a strong voice through meaningful and accessible engagement

5.8 Ensure the community are at the forefront of decision making

Legislation

A requirement to adopt and maintain a Public Transparency Policy under section 57 of the *Local Government Act 2020*.

Gender Equality Act 2020

There are no gender equality implications associated with the review of this policy.

Risk Management

The review of the Public Transparency Policy ensures that Council meets its legislative responsibilities under the *Local Government Act 2020*.

Climate Change, Environmental and Sustainability Considerations

There are no climate change, environmental and sustainability considerations associated with the review of this policy.

Community Engagement, Communication and Consultation

The Policy was publicly exhibited for a period of two weeks from 19 February – 2 March 2026, seeking submissions from the public.

No submissions or feedback was received during this time.

Youth Charter

There are no Youth Charter implications associated with the review of this policy.

Disclosure of Interests

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

Karly Herring, Governance Coordinator

RECOMMENDATION

That Council:

1. Adopt the Public Transparency Policy; and
2. Rescind the previous version of the Public Transparency Policy.

RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Campbell

That Council:

1. Adopt the Public Transparency Policy; and
2. Rescind the previous version of the Public Transparency Policy.

CARRIED

12.3 Procurement Policy

Directorate: People and Performance
Report Approver: Darren Barber, Director People and Performance
Report Author: Nick Templeton, Head of Finance
Attachment(s): 1. Procurement Policy Draft 2026 [12.3.1 - 21 pages]

Executive Summary

The purpose of this report is to present Councillors with Council's updated Procurement Policy (the Policy).

Under Section 108 of the *Local Government Act 2020*, Council must review its Procurement Policy at least once during a Council term (every 4 years). This revised policy is based on the MAV Best Practice Procurement Policy template, developed in collaboration with procurement professionals from across Victoria. The template is designed to be practical, flexible, provide consistency across the sector and is fully compliant with the Act and the 2024 Best Practice Guidelines.

The Policy continues to support probity, consistency, and strategic alignment across all procurement activities and aims to guide open and fair competition, value for money and support for local business.

Discussion

This Policy reflects a contemporary, sector-aligned approach to local government procurement; being strategic, practical and audit ready. Developed in collaboration with the MAV and a working group of metropolitan and regional Victorian councils, the policy provides a consistent and compliant framework which has been tailored to Council's operational needs following consultation across key departments including:

- Governance
- Works
- Project Management
- Recreational
- Business Systems
- Planning & Regulation
- Finance

It adopts a simplified structure that distinguishes between core policy principles and operational procedures. The policy also strengthens guidance on ethical and compliant use of panel contracts and collaborative arrangements reflecting their increasing role in efficient service delivery.

The Policy has been through a thorough consultation process and has also been reviewed by Council's Audit and Risk Committee.

A summary of changes to the Policy are set out in the "Table of Changes".

The Policy guides Council’s procurement activities in a manner that promotes open and fair competition, focusses on value for money, and upholds the principles of transparency, probity, and accountability.

A continuing feature of the Policy is to support local business wherever possible and on a value for money basis. In securing goods and services Council will seek to obtain quotations from local suppliers if this is possible. In assessing quotations, the Policy states “Preference must be given to local business where a quotation for purchases <\$150,000 has been sought and price difference is within 10%.” Above \$150,000 is an invitation to the open market via a tender process, which also provides for a local supplier benefit in assessment of tenders.

This reflects Council’s acknowledgement of the important role local business plays in terms of employment and economic impact across the Shire.

The new Policy also facilitates the use of collaborative procurement across the local government sector (taking advantage of bulk buying) and a panel of suppliers (ideally local suppliers) especially for reactive and trade like procurements (plumbing, electrical etc).

The Policy also supports, wherever appropriate, the quadruple bottom line approach of :

- Economic – sustainable financial performance and economic value
- Environmental – impact on the environment
- Social – support for people and community
- Ethical – decisions and behaviours align with moral principles of integrity, transparency and responsible governance.

Table of Changes

Some of the main changes compared to the previous policy are the inclusion of panel arrangements for collaborative panel contracts along with internal panel of supply by Council. These panel arrangements will be in place for minor works including plumbing, electrical, tree maintenance, slashing, fire control and similar works.

Preferencing Local business where a quotation for purchases <\$150,000 has been sought and price difference is within 10% has been added to Appendix 1, previously included in Appendix 3.

Added to the exemptions from procurement process is decisions made under CEO delegation. This is for cases where ‘value’ for money can be justified through market research and there is measurable benefit to Council.

The full list of changes is as follows:

Current Policy		Proposed Policy	
1	Overview		
1.1	Applicability	1	Council Policy & Applicability
1.2	Objectives	2	Guiding Principles
1.3	Treatment of GST	1.1	Treatment of GST

2	Legislative and Policy Compliance & Control		
2.1	Ethics & Probity		
2.1.1	Requirement	2.1	Probity, Accountability and Transparency
2.1.2	Conduct of Councillors and Council Staff		
2.1.3	Conflict of Interest		
2.1.4	Fair and Honest Dealing		
2.1.5	Probity, Accountability and Transparency		
2.1.6	Gifts and Benefits		
2.1.7	Disclosure of Information		
2.1.8	Complaints and Suspicious Activities	5	Procurement Monitoring, Reporting and Non-Compliance
2.2	Governance		
2.2.1	Structure	-	Removed
2.2.2	Methods of Purchasing	3.2	Procurement Methods
2.2.3	Responsible Financial Management		
2.2.4	Procurement Thresholds and Competition	-	Removed
3	Procurement Principles		
3.1	Procurement Methodology	3.2	Procurement Methods
3.2	Exemptions from Tendering	3.5	Procurement Exemptions and Sole Sourcing
3.3	Contract Variations	-	Definitions
3.4	Sole or Select Sourcing	3.5 / 3.6	Procurement Exemptions and Sole Sourcing / Select Sourcing and Panel Arrangements
3.5	Public Tender Requirements	3.2	Procurement Methods
3.5.1	Tender Evaluation	3.4	Tender Evaluation
3.5.2	Evaluation Criteria		Removed – included in Contract Management Guidelines
3.5.3	Probity Advisor	3.4	Tender Evaluation
3.5.4	Shortlisting and Negotiations	3.4.1	Contract Negotiations and Best and Final Offer (BAFO) Process
3.5.5	Collaborative Procurement	3.3	Collaborative Procurement
3.6	Delegation of Authority	-	Appendix 2
3.7	Internal Controls	5	Procurement Monitoring, Reporting and Non-Compliance
3.8	Risk Management		
3.8.1	General	2.4	Risk Management
3.8.2	Endorsement		
3.9	Dispute Resolution	-	Removed – included in Contract Management Guidelines
3.10	Contract Management		
4	Demonstrated Sustained Value		
4.1	Achieving Value for Money		
4.1.1	Requirement	2.2 / 2.3	Strategic Procurement / Value for Money and Quadruple Bottom Line
4.1.2	Approach		
4.2	Sustainable Procurement		

4.2.1	Sustainable Procurement Definition	2.3.1	Quadruple Bottom Line (QBL) Principles
4.2.2	Applying Sustainable Procurement in Council		
5	Build and Maintain Supply Relationships		
5.1	Manage Suppliers	-	Removed – included in Contract Management Guidelines
5.2	Supply Market	2.3.1	Quadruple Bottom Line (QBL) Principles
5.2	Policy – Key Linkages and Governance		
5.2.1	Standards and Linkages	4	Relevant Legislation Policy and Other Documents
5.2.2	Policy Review Process		Review

New Item

Panel Arrangements – Section 3.6

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.

These panel arrangements will be in place for minor works including Plumbing, Electrical, Tree Maintenance, Slashing, Fire Control etc.

Appendix 1 – Procurement Methodology Thresholds

Threshold limits have not been adjusted, presented in a more streamlined table for Policy. Guidelines will be more extensive in term of internal processes for each threshold.

Preferencing Local business where a quotation for purchases <\$150,000 has been sought and price difference is within 10% has been added here from Appendix 3.

Appendix 2 – Contract Variations Financial Delegation

Variation delegation now removed, variations are to be taken into account of the whole procurement value and the appropriate financial delegate to approve. It is not a separate delegation.

Appendix 3 – Sustainable Procurement	
Removed	This is covered in section 2.3.1 - Quadruple Bottom Line (QBL) Principles. Local Government Preference now included in Appendix 1.

Appendix 4 – Exemptions from Procurement Process	
Exemptions from purchase order and relevant officer delegated to approve payment columns are an internal process which will now be included in the guidelines.	
Slight change to wording throughout the table to ensure clearer definition of the justification.	
Removed	Utilities – Multiple Providers. This is not exempt from market engagement.
Added	Decisions made under CEO delegation. This is for cases where 'value' for money can be justified through market research and there is measurable benefit to Council.

Appendix 5 – Compliance with Local Government Act 2020	
Removed	This is an internal risk measurement to ensure legislative requirements have been captured. This will now be an appendix to the Guidelines.

Appendix 6 – Collaborative Tendering Section 3.3	
Removed	This is an internal document outlining the framework for collaborative procurement. This will now be an appendix to the Guidelines.

Financial and Resource Implications

Whilst the Policy itself does not have any financial or resource implications, it is, in fact, the framework which assists in how financial resources will be used to procure goods and services by the organisation.

Procurement underpins Council's activities and is vital in securing approximately \$32m annually in goods and services for operational and capital projects spread across 5,500 procurement transactions.

It seeks to support good governance processes and practices, including open and transparent decision making, supported by evidence.

Council Plan, Community Vision, Strategies and Policies

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

1.2 Facilitate and encourage opportunities for people to participate in community and civic life

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
- 5.8 Ensure the community are at the forefront of decision making

Legislation

Section 108 and 109 of the *Local Government Act 2020* specifically relate to this Policy.

Gender Equality Act 2020

There are no direct implications to the *Gender Equality Act 2020* in preparing the Procurement Policy, 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 Policy seeks to mitigate risk by ensuring procurement activities are undertaken in an open, transparent and consistent manner. This version of Procurement Policy has considered the risk exposure to ensure those activities with higher risk or higher dollar values are subject to more rigorous processes than low risk, low value projects.

Climate Change, Environmental and Sustainability Considerations

The policy includes specific reference to sustainability and has included processes around the three pillars of sustainability:

- Economic
- Environmental
- Social

Community Engagement, Communication and Consultation

Internal stakeholders of Council were provided opportunities to engage and provide feedback throughout the review and development of the new Procurement Policy. No external community engagement, communication and or consultation was undertaken or required with regards to adopting this Policy.

Youth Charter

There are no direct Youth Charter implications as a result of this briefing however the Youth Charter applies to all procurements made by Council.

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

Nick Templeton, Head of Finance
Kevin Leddin, Procurement Lead

RECOMMENDATION

That Council:

1. Adopt the Procurement Policy dated April 2026; and
2. Note the Policy will come into effect on the date the operational guidelines are signed by the CEO.

RESOLUTION

MOVED: Cr Barber

SECONDED: Cr Manning

That Council:

1. **Adopt the Procurement Policy dated April 2026; and**
2. **Note the Policy will come into effect on the date the operational guidelines are signed by the CEO.**

CARRIED

12.4 Loan to Community Groups - Rescission of Policy

Directorate: People and Performance
Report Approver: Darren Barber, Director People & Performance
Report Author: Nick Templeton, Head of Finance
Attachment(s): 1. Council Policy - Loans to Community Groups [12.4.1 - 2 pages]

Executive Summary

Council's Loans to Community Groups Policy has been in place to provide guidance to Council and officers for situations where funds are requested by community groups to facilitate a project. 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.

The Policy was last adopted by Council in 2014 and was initially created in 1996.

The Policy has not been utilised for a number of years and other alternate funding models have matured during this time. Upon reviewing and updating the policy it was determined that it is not a required policy and is therefore proposed for rescission.

Discussion

The key components of the policy include details of the purpose for the policy including that 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.

Eligibility for assistance under this policy is be limited to community groups providing facilities on Crown land, Council owned land or land vested in trustees for public purposes.

The policy states that:

1. 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. All loans shall bear interest at the Indicative borrowing rates based on the Reserve Bank of Australia Cash Rate 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.
3. The maximum period for the repayment of any loan shall be ten years.

4. 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.
5. The maximum amount to be loaned to any community group or for any project shall be \$75,000.
6. The total amount of loans advanced to community groups shall not at any time exceed \$350,000 (excludes loan provided to Hamilton P & A Society in 2024).

The Policy has not been reviewed for some time and community groups have not accessed funds utilising the Loans to Community Groups Policy for many years. In 2024 the Hamilton P & A Society were granted a loan however the amount was outside of the scope of the policy.

The policy is no longer required as other funding sources are available including community grants and the recreation framework with caps matching funding applicable to these funding alternatives. The Loans to Community Groups Policy has the potential to provide cash flow and borrowing limit problems should it be widely used.

The circumstances required to deem it appropriate for Council to lend money to a community group would be extremely rare. The community grants funding has been extended with the amount now available increased in total and for specific funding requests. The process for community grants has guidance around what is available and is a more appropriate way for Council to support community group funding requests.

Should the policy be rescinded, community groups could apply to Council and be considered for loan funds if the project is deemed unsuitable for other funding available.

Financial and Resource Implications

The financial implications are minor and will be assessed at the time of receipt of an application based on the available cash to Council and the amount requested.

Council Plan, Community Vision, Strategies and Policies

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

1.2 Facilitate and encourage opportunities for people to participate in community and civic life

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

5.8 Ensure the community are at the forefront of decision making

Legislation

The Loans to Community Groups Policy is not governed by specific legislation.

Gender Equality Act 2020

There are no gender equality implications associated with the review of this policy.

Risk Management

Upon reviewing the Loans to Community Groups Policy 2019, it was determined that this policy is recommended for rescission. If the policy is to be retained the updated wording is designed to ensure the risks to Council are minimised by outlining requirements and limitations.

Climate Change, Environmental and Sustainability Considerations

There are no climate change, environmental and sustainability considerations associated with the review of this policy.

Community Engagement, Communication and Consultation

No direct consultation has been undertaken however the proposed rescinding of the policy is based on not receiving applications applicable to this policy for many years.

Youth Charter

There are no Youth Charter implications associated with the review of this policy.

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, Head of Finance

RECOMMENDATION

That Council rescind the Loans to Community Groups Policy dated 2019.

RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Manning

That Council rescind the Loans to Community Groups Policy dated 2019.

CARRIED

12.5 Audit and Risk Committee Independent Member - Reappointment

Directorate: People and Performance
Report Approver: Darren Barber (Director People and Performance)
Report Author: Nadine Rhook, Executive Assistant to Director People and Performance
Attachment(s): Nil

Executive Summary

Council's Audit and Risk Committee is established in accordance with section 53 of the *Local Government Act 2020*. Membership comprises three independent members and two Councillors.

The tenure of an independent member Mr Bill Millard term expired on 12 March 2026 after appointment by Council on 8 February 2023 for a period of three years.

In accordance with the Audit and Risk Committee Charter, the appointment of independent members must be by resolution of Council.

Discussion

The tenure for Mr Millard as a Committee independent member expired on 12 March 2026 and an independent member of the Committee must be appointed by Council resolution.

Below is an overview of the current membership:

Member	Tenures	Action
Mr Brian Densem - Chair	Independent Member – expiring on 12 March 2028 Chair - Expiring 12 March 2027	No action required.
<i>Mr Bill Millard</i>	<i>Expired 12 March 2026</i>	<i>Re-appoint as Independent member for a further 3 years.</i>
Ms Aisling Cunningham	Expiring 3 September 2026	No action required.

Mr Millard is a highly experienced local government professional with extensive regional and metropolitan industry knowledge gained through senior director and CEO roles. He has held CEO positions at Moyne Shire and Mansfield Shire, along with multiple interim CEO appointments across Victoria.

His executive experience includes Director roles in Planning, Development and Infrastructure, Director of City Growth at Warrnambool City Council, and Director of Strategic Development at Hobsons Bay City Council. Mr Millard holds an MBA specialising in Organisational Strategy

and Human Resources, is a Graduate of the Australian Institute of Company Directors, and brings considerable board and governance experience.

He was first appointed on Council Audit and Risk Committee on 8 February 2023 and sat on such Committees as an external member.

The members of the Audit and Risk Committee agreed to reappoint Mr Millard as an Independent Member for a further three-year term via circular resolution early March 2026.

Financial and Resource Implications

Independent Committee Members are paid a meeting allowance which is included in Council's 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 53 of the *Local Government Act 2020* ("the Act") states that Council must establish an Audit and Risk Committee.

The appointment of independent members and the Committee Chair must be by resolution of Council.

Gender Equality Act 2020

There are no direct *Gender Equality Act 2020* implications associated with this reporting.

Risk Management

The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and compliance and facilitating the organisation's governance development.

In achieving its primary objective, the Committee in turn ensures that Council achieves its social, economic and environmental objectives in a fair, transparent and open manner.

Climate Change, Environmental and Sustainability Considerations

There are no environmental or sustainability implications resulting from the recommendation in this report.

Community Engagement, Communication and Consultation

No community engagement, communication or consultation activities were required for this report.

Youth Charter

There are no Youth Charter implications as a result of this briefing.

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

RECOMMENDATION

That Council re-appoint Mr Bill Millard as an Independent member of the Audit and Risk Committee for a further term of three (3) years, concluding 12 March 2029.

RESOLUTION

MOVED: Cr Campbell

SECONDED: Cr Henry

That Council re-appoint Mr Bill Millard as an Independent member of the Audit and Risk Committee for a further term of three (3) years, concluding 12 March 2029.

CARRIED

12.6 Round Two Community Partnership Grants

Directorate: Chief Executive Office
Report Approver: Alison Quade (Manager Communication and Engagement), Tony Doyle (Chief Executive Officer)
Report Author: Melanie Russell, Grants Officer
 Alison Quade, Manager Communication and Engagement
Attachment(s): Nil

Executive Summary

This report provides Council with information regarding Community Partnership Grant applications (Tourism and Events, Sustainability, Community Strengthening, Community Infrastructure, Arts and Culture and Heritage categories) that have been recommended for funding.

Discussion

The Community Partnership Grants program was established to deliver Council grants that are responsive to the needs and opportunities of the community, inclusive and equitable to all, and facilitate the flexible delivery of key strategies identified within the Council Plan 2025 - 29 across the social, economic and environmental spectrum. This program consolidates Council's grant opportunities to enable better integration and coordination of grant administration and improved marketing.

Community Partnership Grants assistance is considered for organisations, groups, committees and individuals with proposals that directly benefit the Southern Grampians Shire region. Applications are assessed using pre-determined evaluation criteria, taking into consideration strategic objectives within the Council Plan, Health and Wellbeing Plan, other Council Strategies and Community Plans.

The current round includes 7 grants approved over \$3,000 totalling \$43,077.34 and 27 grants approved for \$3,000.00 and under, totalling \$65,555.64.

Below is the summary of the approved grant applications, which requested funds above \$3,000.

Category	Applicant	Project	Ask Amount	Funding Amount	Total Project Cost
Sustainability & Environment	Friends of Yatmerone Inc.	Creek to Classroom. Discovering Peshurst's Aquatic Fauna	\$3,929.00	\$3,929.00	\$12,973.00

Tourism and Events	Peaks and Trails	Peaks and Trails - New event	\$9,500.00	\$5,360.96	\$19,043.43
Community Strengthening	Rotary Club of Hamilton	Resilience, Rights and Respectful Relationships Primary Teacher Workshop	\$12,810.00	\$11,198.13	\$25,621.25
Arts and Culture	Maggie Hartley - musician	Studio Album with Women's Pop-Up Choir from The Southern Grampians Shire	\$8,500.00	\$3,650.00	\$17,000.00
Community Infrastructure	Peter Francis Points Arboretum	Renewal and revitalisation of the points arboretum	\$15,000.00	\$7,377.75	\$15,000.00
Community Infrastructure	Sterling Place - Dunkeld Community Centre	Essential works in the Henry Leech RSL Room	\$6,234.50	\$6,234.50	\$12,469.17
Heritage	Danny and Kate McDonald	'A Beacon Over Time' - Crathie Historic Restoration	\$13,171.00	\$5,327.00	\$26,342.00
Total			\$55,973.50	\$43,077.34	\$128,448.85

Below is the summary of grant applications approved, which requested funds of \$3,000 and under.

Category	Applicant	Project	Ask amount	Funding amount	Total Project Cost
Community Strengthening	Australian Breastfeeding Association Hamilton Group	Breastfeeding Education Class Resources	\$2,298.05	\$2,298.05	\$2,298.05
Community Strengthening	HIRL (Hamilton Institute Rural Learning)	Schoolies Market - HIRL market for schools and young people	\$3,000.00	\$3,000.00	\$3,247.00

Community Strengthening	Penshurst Ukulele Players	Purchase of sound equipment	\$2,895.00	\$2,895.00	\$2,895.00
Community Strengthening	Glenelg and Southern Grampians LLEN	Passport 2 Employment	\$2,872.80	\$1,472.80	\$2,872.80
Community Strengthening	Carers Victoria	Hamilton Roving Respite	\$2,000.00	\$2,000.00	\$2,550.00
Community Infrastructure	College Cricket Club	CCC Cylinder Mower / Scarifier	\$3,000.00	\$3,000.00	\$4,719.00
Community Infrastructure	Glenelg Pony Club	Coleraine Equestrian Centre Holding Yards Completion	\$3,000.00	\$3,000.00	\$3,000.00
Community Infrastructure	Dunkeld Public Lands Committee	Fire Fighting Water Tank	\$3,000.00	\$3,000.00	\$4,753.85
Community Infrastructure	Pigeon Ponds Rec. Reserve	Playground Soft Fall	\$3,000.00	\$3,000.00	\$5,720.00
Community Infrastructure	Penshurst Progress Association	Portable Stage for Community Events	\$3,000.00	\$3,000.00	\$3,510.00
Community Infrastructure	Dunkeld Progress Association	Refresh and clean public toilets and roof	\$3,000.00	\$3,000.00	\$3,000.00
Community Infrastructure	Dunkeld Museum Inc	Office equipment and furniture upgrade	\$2,230.00	\$2,230.00	\$2,230.00
Community Infrastructure	Penshurst Progress Association	Penshurst Swimming Pool Facilities	\$2,784.00	\$2,784.00	\$2,784.00
Community Infrastructure	Hamilton Running Club	Club Supplies and Defib Accessories	\$1,043.00	\$1,042.00	\$1,042.00
Community Infrastructure	Penshurst Men's Shed	Keeping it safe - tools purchase	\$691.98	\$691.98	\$691.98

Community Infrastructure	Penshurst Memorial Hall	Creative Reconstruction - entrance lighting upgrade	\$2,999.15	\$2,999.15	\$2,999.15
Community Infrastructure	Branxholme Public Hall Reserve	New Tables	\$3,000.00	\$3,000.00	\$4,920.00
Heritage	Coleraine Historical Society Inc	Printer	\$652.00	\$652.00	\$652.00
Heritage	Hamilton Pastoral Museum	Protect and Preserve Western District Wedding Dresses and Garments	\$2,432.16	\$2,432.16	\$2,432.16
Heritage	John Kane	Capital Works to heritage Blacksmith Shop Coleraine	\$3,000.00	\$3,000.00	\$4,000.00
Tourism and Events	Hamilton Running Club (Auspice)	Hamilton Mother's Day Classic 2026	\$2,270.40	\$2,270.40	\$2,270.40
Tourism and Events	The Vintage Drivers Club Inc.	The Spirit of the Twenties Blue Lake Border Dash 2026	\$391.50	\$391.50	\$391.50
Tourism and Events	Volcanoes Discovery Centre	Banners, A Frame purchase and installation	\$2,396.60	\$2,396.60	\$2,396.60
Tourism and Events	3 Peaks Festival	3 Peaks Festival 2026 event	\$4,000.00	\$3,000.00	\$16,525.00
Tourism and Events	Coleraine Art & Photography Show	Coleraine Art & Photography Show 2026	\$2,500.00	\$3,000.00	\$11,855.00
Tourism and Events	Hamilton Eisteddfod	Reimagining the Eisteddfod	\$3,000.00	\$3,000.00	\$3,600.00
Arts and Culture	Hamilton District Concert Band	Hamilton Community Music Spectacular	\$3,000.00	\$3,000.00	\$3,632.36

Total			\$67,456.44	\$65,555.64	\$100,987.85
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Budget summary

Category	Round One Spend:	Round Two Spend:
Arts and Culture	\$6,658.40	\$6,650.00
Tourism and Events	\$37,804.00	\$19,419.00
Infrastructure	\$96,448.67	\$44,359.38
Community Strengthening	\$6,733.00	\$22,864.00
Sustainability	\$2,000.00	\$3,929.00
Heritage	-	\$11,411.00
TOTAL BUDGET:	\$149,645.00	\$108,633.00

Financial and Resource Implications

The collaborative approach across Council grant categories opens opportunities for Council to work with the community to broaden the scope of ideas identified within applications to position these projects and or events to leverage external funding.

Applications for \$3,000 or greater must demonstrate cash contributions and must provide evidence of cash held, or applicants must be able to demonstrate their financial capacity to complete the project.

The grant amount approved by Council cannot be increased post-funding approval. In the case of a funding shortfall, funding will not be made available by way of a Council loan.

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
- 1.4 Ensure youth led engagement drives events, activities and programs for young people
- 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.

- 2.3 Grow the visitor economy through enhanced promotion of Southern Grampians Shire as a tourist destination and increased investment in tourism infrastructure
- 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

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

Legislation

The Community Partnership Grants Program Policy was adopted on 11 June 2025.

The Community Partnership Grants program assists Council to deliver on key outcomes of the Council Plan 2025 - 2029.

Each Grant category requests that applicants ensure that their project or idea demonstrates a link to the Council Plan, Health and Wellbeing Plan or other endorsed Strategic Plans of Council.

Gender Equality Act 2020

Applicants are required to align to Council's Fair Access Policy which helps enable effective and efficient integration of the requirements of the Gender Equality Act 2020, the Local Government Act 2020 and the Public Health and Wellbeing Act 2008 and other legislative frameworks into the grants program.

Risk Management

There is a predetermined eligibility and assessment criteria with a set weighting, to identify and assess the risk exposure within each application. The assessment criteria ensure that projects and events have adequate control measures in place to ensure their successful and safe delivery.

Each grant applicant must also demonstrate that they comply with any legal or statutory regulations relevant to the project which they are seeking Community Partnership Grants funding. This includes (where relevant) appropriate insurances, food handling permits, liquor licences etc.

Climate Change, Environmental and Sustainability Considerations

No Environmental and Sustainability Considerations identified.

Community Engagement, Communication and Consultation

Various Council staff engage with the community in relation to the Community Partnership Grants program at a range of meetings and workshops (including Councillor Engagement, Progress Association, club and user groups and event organiser meetings, etc). Staff also engage with applicants on a 1:1 basis and in group workshops, to provide support through the Community Partnership Grants process.

Youth Charter

The Community Partnership Grants Program considers how projects will engage, empower and include young people of the Southern Grampians Shire, in line with the Charter's guiding principles:

Guiding Principle 1 – Collaboration

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

Guiding Principle 2 – Listen

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

Guiding Principle 3 – Empower

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

Guiding Principle 4 – Advocate

- Promote fairness – Supports equal opportunities and access.

Guiding Principle 5 – Respect

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

Disclosure of Interests

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

Alison Quade, Manager Communications and Engagement
Melanie Russell, Grants Officer

RECOMMENDATION

That Council:

1. Notes \$65,555.64 of Community Partnership Grants of \$3,000 and under will be approved under delegation.

2. Notes \$43,077.34 of Community Partnership Grants over \$3,000 will be approved under delegation.

RESOLUTION

MOVED: Cr Henry
SECONDED: Cr Barber

That Council:

1. Notes \$65,555.64 of Community Partnership Grants of \$3,000 and under will be approved under delegation.
2. Notes \$43,077.34 of Community Partnership Grants over \$3,000 will be approved under delegation.

CARRIED

12.3 Coleraine quarry rezoning- Decision to Adopt- Section 96A Proposal Amendment C64sgra/Planning Permit TP-30-2025

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Anita Collingwood (Planning Coordinator), Daryl Adamson (Manager Strategy and Regulation), Rory Neeson (Director Wellbeing, Planning and Regulation)
Report Author:	Scott Elliott (Principal Strategic Planner)
Attachment(s):	<ol style="list-style-type: none">1. Southern Grampians C64sgra zn Map 17 Exhibition2. Southern Grampians C64sgra 001d-dpoMap17 Exhibition3. Southern Grampians Planning Scheme Amendment C64sgra Planning Permit Application TP-30-2025 Explanatory Report4. Southern Grampians Planning Scheme Amendment C64sgra Planning Permit Application TP-30-2025 Instruction Sheet5. TP-30-2025_Draft Permit exhibition6. Southern Grampians C64sgra Planning Assessment Report7. Original DEECA response Planning Scheme Amendment C 64sgra - Quarry Rezoning8. Amended DEECA response Planning Scheme Amendment C 64sgra - Quarry Rezoning

Executive Summary

This report seeks Council adoption of Amendment C64sgra to the Southern Grampians Planning Scheme.

The amendment proposes to rezone approximately 5.6 hectares of land in Coleraine from the Low Density Residential Zone – Schedule 1 (LDRZ1) to the Farming Zone (FZ) and remove the Development Plan Overlay – Schedule 3 (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 the rezoned 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*.

Background to the Amendment

Amendment C64sgra and permit application TP-30-2025 is a combined planning permit application and planning scheme amendment under section 96A of the *Planning and Environment Act 1987*.

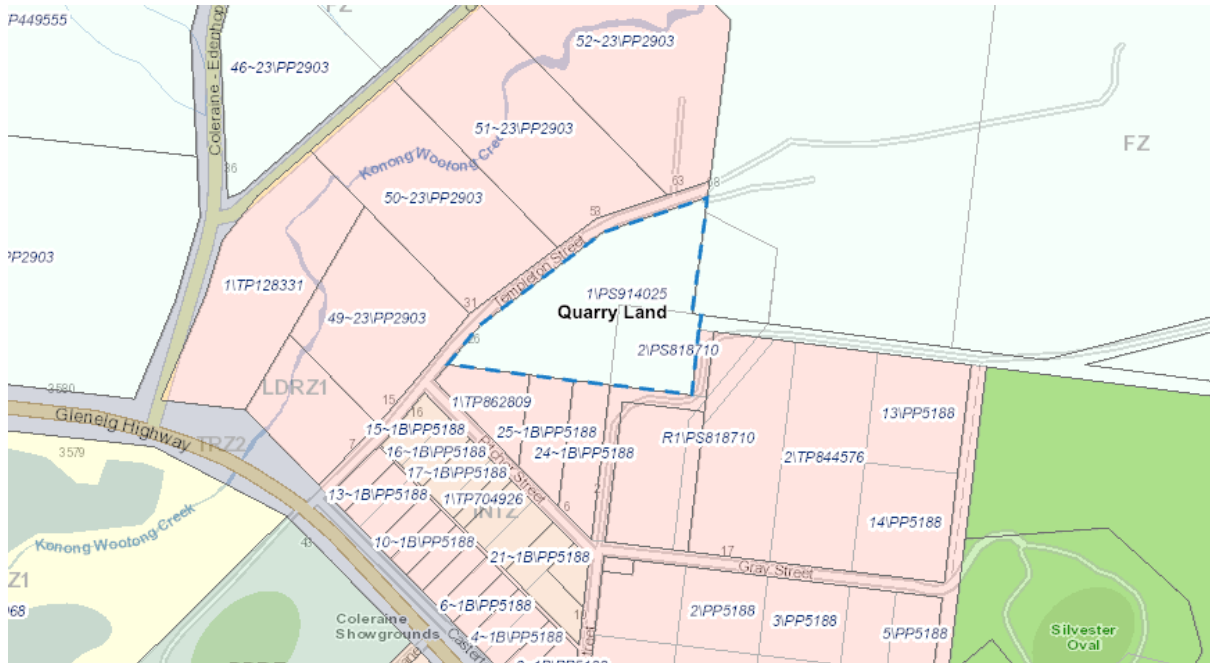
The land subject to the amendment is-

- 26 Templeton Street, Coleraine (Lot 2 on Plan of Subdivision 818710H)
- Pitcher Street, Coleraine (Lot 1 on Title Plan 862809)

- 12 Pitcher Street, Coleraine (Crown Allotment 25, Section 1B, Township of Coleraine)
- Cameron Street, Coleraine (Crown Allotment 24, Section 1B, Township of Coleraine)
- 17 Gray Street, Coleraine (Lot 1 on Plan of Subdivision 818710)

Specifically, the Amendment will rezone the land from Low Density Residential Zone – Schedule 1 (LDRZ1) to the Farming Zone (FZ).

The maps below show the existing zoning of the subject land and an aerial photo.



Existing Zone- Low Density Residential Zone and Farming Zone



Aerial photo of subject land

The rezoning of the LDRZ land to FZ will allow the expansion of the quarry to occur as such a use is prohibited in the LDRZ. The planning permit application proposes to allow, subject to conditions, the Use and development of land for extractive industry.

Discussion

At the Ordinary Council meeting on 11 June 2025, Council resolved to -

1. Seek authorisation from the Minister for Planning under Section 8A of the Planning and Environment Act 1987 to prepare and exhibit a combined planning scheme amendment and planning permit application under Section 96A of the Act to facilitate the expansion of the existing Coleraine Quarry at 26 Templeton Street, Coleraine.
2. Authorise the Director, Wellbeing Planning and Regulation to make any necessary changes to the amendment documentation to comply with conditions of authorisation. And –
3. Upon receiving authorisation, prepare and exhibit the amendment and combined permit application in accordance with section 96C of the Act.

A request for Authorisation to prepare the Amendment was submitted to the Department of Transport and Planning (DTP), which was authorised on 18 November 2025 subject to minor administrative corrections.

Copies of all the relevant documents on the Amendment and planning permit can be found at Attachments 1, 2, 3, 4 and 5 of this report.

The amendment was publicly exhibited from 12 February to 12 March 2026.

One (1) submission was received from the Department of Energy, Environment and Climate Action (DEECA) requesting further information from the proponent requiring wildlife surveys be undertaken. After discussions occurring between DEECA and the proponent, DEECA advises they now have no objection to the proposal.

Next Steps

Officers recommend the Council adopt Amendment C64sgra and resolve to submit the Amendment to the Minister for Planning for final approval.

Financial and Resource Implications

The costs associated with the adoption of the Amendment can be met within the 2025-2026 Planning Budget and all statutory fees are paid by the proponent.

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

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

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

Legislation

The amendment is consistent with the Southern Grampians Planning Scheme, Victorian Planning Provisions and the *Planning and Environment Act 1987*.

Gender Equality Act 2020

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

Risk Management

Risk is managed through implementing the provisions of the Southern Grampians Planning Scheme and the *Planning and Environment Act 1987*.

Climate Change, Environmental and Sustainability Considerations

Any adverse environmental effects that could result from the Amendment would be addressed through the relevant conditions of planning permit TP-30-2025 and the requirements of Work Authority approved by DEECA.

Community Engagement, Communication and Consultation

Amendment C64sgra was exhibited according to the *Planning and Environment Act 1987* requirements.

A letter was sent to relevant Ministers, public authorities and owners and occupiers of land that may be affected by the Amendment, to inform them of the Amendment.

Notices were also placed in the local newspaper and Government Gazette.

No objecting submissions were received.

Youth Charter

There are no direct implications to the Youth Charter in adopting the Amendment.

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)
- Daryl Adamson (Manager Strategy and Regulation)
- Anita Collingwood (Planning Coordinator)
- Scott Elliott (Principal Strategic Planner)

RECOMMENDATION

That Council

1. Adopt Amendment C64sgra to the Southern Grampians Planning Scheme, in the form outlined in Attachments 1, 2, 3 and 4 of this report.

2. Submit the adopted Amendment C64sgra together with the prescribed information to the Minister for Planning requesting approval.
3. Recommend to the Minister for Planning that Planning Permit TP-30-2025 be approved in the form outlined in Attachment 5 of this report.

RESOLUTION

MOVED: Cr Manning
SECONDED: Cr Barber

That Council

1. **Adopt Amendment C64sgra to the Southern Grampians Planning Scheme, in the form outlined in Attachments 1, 2, 3 and 4 of this report.**
2. **Submit the adopted Amendment C64sgra together with the prescribed information to the Minister for Planning requesting approval.**
3. **Recommend to the Minister for Planning that Planning Permit TP-30-2025 be approved in the form outlined in Attachment 5 of this report.**

CARRIED

12.8 Hamilton Town Gateway Entrance Sign - Outcomes of Community Consultation and Adoption of Design

Directorate:	Infrastructure and Sustainability
Report Approver:	Marg Scanlon (Director Infrastructure and Sustainability)
Report Author:	Marg Scanlon, Director Infrastructure and Sustainability
Attachment(s):	<ol style="list-style-type: none">1. Southern Grampians Signage and Wayfinding Design Guide _ Final 30102025 [12.8.1 - 35 pages]2. Hamilton Gateway Entrance Signs Modified Options [12.8.2 - 1 page]3. Hamilton Town Entrance Gateway Signs - Community Consultation Summary [12.8.3 - 6 pages]

Executive Summary

In 2022 Council developed a Place Vision which identified the things that make Hamilton and the Southern Grampians special and what the community values most, and this Vision distils these down into a simple vision that can be used to guide and tie together future projects. This Vision underpins the design development for the three major projects.

In 2024/2025 Council developed the Signage and Wayfinding Guide as a reference for the replacement and/or establishment of new township gateway entrance signage.

Following recent public exhibition of the proposed replacement Hamilton Town Entrance Signs, 81 submissions were received with 36 submitters supporting the proposal, 26 not supporting the proposal and the remaining 19 providing various comments in response to the proposed design.

The purpose of this report is to present Council with the amended design and location details together with the findings received through the recent consultation phase on the proposed design for the Hamilton Town Entrance Signage.

Discussion

Council undertook the development of the Southern Grampians Signage and Wayfinding Guide (Refer to Attachment 1) which defines the previously identified Place Based Vision which identifies three key themes, being:

- Strengthening Heritage and Character
- Local and Creative
- Bringing the Community Together

In response to these themes the proposed Hamilton Gateway Signs reference and celebrate the heritage features and details that are familiar to the local area in a modern and tasteful manner rather than in an imitation heritage style. Our First Nations are incorporated which help to tell the indigenous story of the local area and the identity and sense of place by incorporating simple and robust materials and design that reflects the local rural agricultural history and character. Furthermore, the design includes landscape elements that reflect the

local natural landscapes and agricultural history of the area and celebrate the local and creative community.

Consultation was undertaken in December 2025 - January 2026 resulting in 368 online visits to the project engagement webpage, with a total of 81 submissions comprising 36 submitters supporting the proposal, 26 not supporting the proposal and the remaining 19 not committing either to support the design or not. The summary spreadsheet of the submissions is attached to this report. From the submissions received the key themes were;

Theme	Comments	Design Changes
Approve/support the proposed design	12 submissions received indicating their support for the proposed design.	No design change
Lacks Hamilton/Southern Grampians identity	20 submissions requested representation of the wool, sheep and agricultural heritage of Southern Grampians.	Considered but no design change recommended.
Text Font and Size	33 submissions referenced the font, size and text. This feedback	Font and size altered.
Design	23 submissions provided alternative designs or modifications to the design	Considered but no design change recommended.
Materials	5 submissions, 4 of which like the materials, 1 submission raised maintenance issues.	Considered but no design change recommended.
Locations	3 submissions, 2 supported the proposed sites.	Considered but no location changes recommended.
Cost	7 submissions, 6 of which indicated it was a waste of funds and one questioned if it could be replicated in outer towns.	Considered but no changes.

Based on the comments received, one alteration has been made to the design, specifically the font style consistent with Council's Corporate Style Guide. Consideration was given to incorporating sheep and wool, the silhouette of the Grampians and the Council's logo to the design however these are considered to distract from the design intent and subsequently are not recommended. One alternative design option (Attachment 2) representing wool will be included as a provisional item through the construction procurement process.

Noting these signs are replacing existing signs located on arterial roads, Council engaged with the Department of Transport and Planning and has secured approval for the proposed new locations which are consistent with the Road Management Guidelines. The new five locations for the replacement signs are shown in Attachment and include;

- A200 359 – 365 Henty Highway, Hamilton north of intersection Glenelg Highway (toward Cavendish)

- B160 Henty Highway, Hamilton west of intersection with Glenelg Highway (toward Coleraine)
- B160 172-186 Ballarat Road (Glenelg Highway) east of Hamilton Road just short of the existing 60 kph sign
- B140 8341 Hamilton Road running off Glenelg Hwy (Ballarat Road) outside of the 100 kph zone
- A200 27-45 Portland Road (Henty Highway) near directional sign

As a result of this DTP approval, the existing signs located on the Henty Highway, Ballarat Road, and Glenelg Highway will be removed with these sites reinstated and the salvageable bluestone returned to the Hamilton Depot for reuse.

Procurement for the proposed town signage project will involve the sourcing and engagement of suppliers and contractors for the fabrication, supply, and installation of key signage elements.

The works include the construction of a concrete plinth with sandstone cladding, the fabrication and installation of corten steel panels incorporating profile-cut lettering on one feature panel, and the installation of steel frames to support the corten panels. Additional materials required include raw and cut sandstone and solar lighting units to provide illumination for the sign.

Subject to project approval, procurement of materials and fabrication requires approximately four to six weeks, followed by on-site construction and installation works, including plinth construction, sandstone cladding, panel installation, and solar lighting installation, which are expected to be completed within an additional 5 - 6 weeks, subject to contractor availability and site conditions.

Financial and Resource Implications

The 2024/2025 capital allocation for this project was \$181,648 and currently \$162,954 remains for the construction of the five Gateway Entrance signs with \$18,694 expended on design, engagement and project management.

Council Plan, Community Vision, Strategies and Policies

This proposal is primarily consistent with two pillars within the Council Plan 2025-2029, specifically Business, Economy and Tourism and Leadership and Governance.

The Signage and Wayfinding Design Guide is a reference which has been developed based on various Council strategies which identifies Southern Grampians heritage, environment and culture and how these can be represented through signage and wayfinding across the Shire.

Legislation

Local Government Act 2020
Road Management Act 2004

Gender Equality Act 2020

A Gender Impact Assessment has not been undertaken for this project.

Risk Management

The existing Hamilton Gateway Signage does not meet the Department of Transport and Planning (DTP) requirements, specifically in relation to their location within an arterial road reserve. The amended design and locations are consistent with the Victorian Road Management Guidelines and have been approved by the DTP. No risks have been identified on the proposed amended design and the locations.

Climate Change, Environmental and Sustainability Considerations

The design presented is based on the Signage and Wayfinding Design Guidelines which aim to include the use of local materials and local trades for the fabrication and installation.

Community Engagement, Communication and Consultation

This report provides the findings from the recent community consultation undertaken in relation to the Hamilton Gateway Entrance Signs design.

Youth Charter

This recent community consultation enabled youth to have input to the design development through the online engagement. No data has been collected to ascertain how many youth participated.

Disclosure of Interests

Naga Chaitanya, Project Manager
Marg Scanlon, Director Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Acknowledges the submissions received in response to the draft design provided for community consultation; and
2. Endorse the Hamilton Entrance Gateway Sign design and proceed with the implementation of the capital works.

RESOLUTION

MOVED: Cr Manning

SECONDED: Cr Barber

That Council:

- 1. Acknowledges the submissions received in response to the draft design provided for community consultation; and**
- 2. Endorse the Hamilton Entrance Gateway Sign design and proceed with the implementation of the capital works.**

CARRIED

12.9 Waste Management Report - Kerbside Glass Service

Directorate: Infrastructure and Sustainability
Report Approver: Marg Scanlon (Director Infrastructure and Sustainability)
Report Author: Juan Donis, Manager Waste and Sustainability
Attachment(s): Nil

Executive Summary

The State Government is planning to standardise waste collection across the state through the Circular Economy Act 2021. Council has complied with all the requirements of the act so far including the introduction of kerbside FOGO collection due to the clear benefits to the community (over 2,000 tones of material diverted from landfill). However, the legislation also mandates the introduction of a purple lid glass bin (fourth bin) from 1 July 2027.

A glass roll out across the Shire will cost ratepayers approximately \$1,000,000 during the first year and additional \$150,000 every year after to maintain the service. The additional costs will be a significant impose to the community for a service that might not have direct benefits to the community. Since the introduction of the Container Deposit Scheme (CDS) the volume of glass in Council recycling stream has reduced significantly. In addition, the absence of the service standards for glass collection services does not provide a sense of confidence to Council to implement a mandatory service of this nature and expense.

This report provides options for the glass service implementation, based on the available information released by the regulator, together with the unknown details particularly in relation to penalties enforced on Council's not meeting the mandated date. For the introduction of glass only bins, a user pay model has been applied, that is, a one-off increase will be added to the 2026/2027 waste service rates.

Based on 6,157 rateables properties across the Shire requiring the compulsory kerbside glass collection service, the additional fee is approximately \$137.29 per property. The projected waste service rate for next financial year only, will be approximately \$572 per property which will cover the costs for the glass only waste bins purchase and roll out, community education and information campaign, infrastructure upgrades to support glass collection and separation, and on-going kerbside lifting services.

Discussion

During 2025/2026 several new initiatives have been implemented across the Shire in relation to waste management. These initiatives were mainly focused on increasing the level of service to the community; however, some of these came at a financial cost to Council. The following provides an overview of these initiatives including the resource impact to Council and the response from the community.

- **Free Waste Disposal Days.**
 - **Farmer Drought Support**

Between July and September 2025 Council offered free waste and recycling drop-off across all sites for farmers impacted by the Green Drought. During this period, Council received the following volumes across the Shire's Transfer Stations.

	Waste	Recycling	Total
Clients	233	142	375
Volume (240L)	380	194	574
Cost to Council (\$)	\$9,310	\$2,483	\$11,793

This initiative was well received by our farming community, with the cost to Council of approximately \$11,000.

- **Free Green Waste Disposal – Fire preparation**

Council offered four weeks of free green waste disposal to the community to assist with fire season preparation. No commercial volumes were accepted. This program was used by 479 customers bringing approximately 629.5 cubic meters of material which equals \$15,422.75 of revenue not received by Council.

- **Free Green Waste Vouchers – Rates Notice**

Free green waste disposal vouchers were offered to all rateables properties across the Shire. As of 3 February 2026, 313 transactions were registered of which 95% of them were in Hamilton, for a total volume of 320 cubic meters of green waste. This is the equivalent to \$7,845 cost to Council.

- **Free Green Waste Outer Township Mulching**

In autumn, a trial will be conducted in outer towns offering residents the opportunity to leave green waste at nominated locations for mulching. This mulch will be offered back to the community and/or used in community parks and reserves.

- **Out of Kerbside Zone Vouchers**

To offer an equivalent kerbside service across all residents within the Shire, the Out of Zone Program offers residents without kerbside services to bring their waste to any of Council's transfer stations at the same price of any resident with kerbside service. Fifteen properties subscribed to this program.

- **Cardboard Separation**

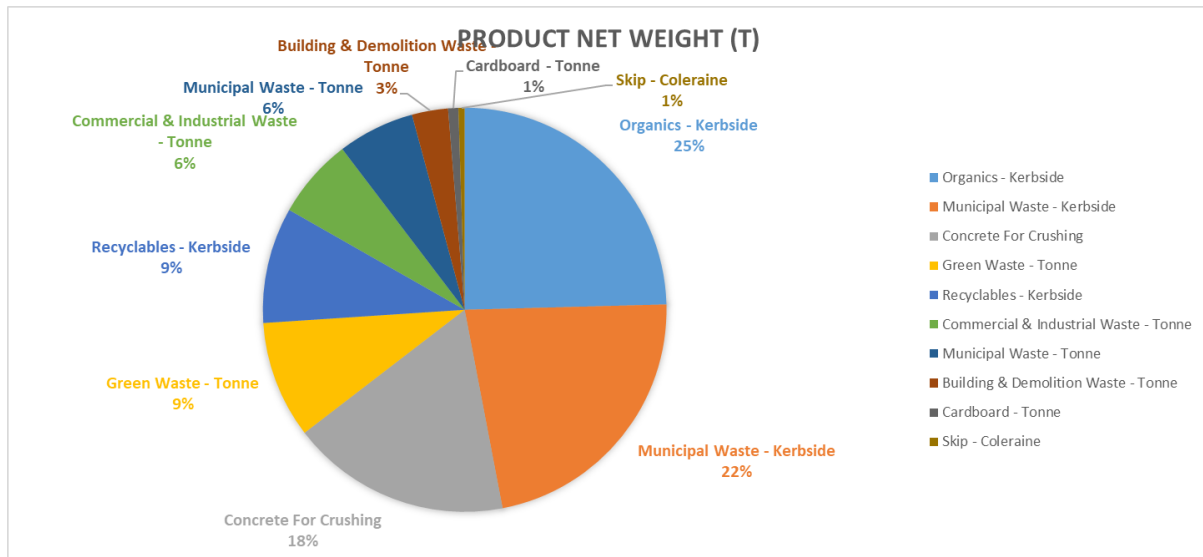
Introduced at the Hamilton Transfer Station, residents can separate cardboard from the general recycling collection paying a significantly lower price. The cardboard is then collected by a local contractor for processing. If the contractor has no capacity, the material is transported to Warrnambool, where it is accepted at no cost to Council.

Since its inception in December 2024, 924 transactions have been registered for cardboard totaling \$8,484.05 income for Council.

Officers propose continuation of these programs in 2026/20227 due to the uptake of recycling by the community which otherwise would be waste material. The financial impact to Council is relatively low, and it is evident that the community support waste separation initiatives. It should be noted that mid-2026/2027 green waste received will contribute to the organics processing at the Hamilton Transfer Station decreasing the costs to Council.

- **Waste Material – Product type and weight**

Graph 1 below shows the top 10 products received and processed at the Hamilton Transfer Station. It is important to note that all the material from the outer transfer stations is transported to Hamilton for processing.



- **Separated Glass**

As part of the kerbside reform program, all Councils in Victoria must provide the four-bin kerbside service comprising general waste, organics, recyclables and glass by 1 July 2027. How this service will operate remains unknown as the State Government is yet to release the kerbside service standards. Early indications suggest that the service will be a mandatory kerbside collection of glass, or it could be rolled out as a combination of kerbside and central drop-off points.

Known criteria for the central drop-off points include the need for these to be accessible and/or near public transport routes. The final details on the requirements for centralised drop-off locations are still not available.

Over 30 Victorian Councils are advocating against or seeking to delay the State Government's mandatory rollout of a fourth purple-lid bin for glass recycling, due to the costs of implementing the service and the success of the Container Deposit Scheme. Many Councils are advocating to the state government to extend the CDS to include glass and increase the CDS collection locations and capacity.

Currently Southern Grampians and Glenelg Shires are the only Councils that remain without the separated glass service. Corangamite, Moyne and Colac Otway Councils currently collect kerbside glass every four weeks, and Warrnambool collects kerside glass fortnightly.

Rolling out the kerbside glass services requires more than just providing bins to residents. Specifically, concrete hardstands will be required at the Hamilton Transfer Station to unload and stockpile the glass material before transporting off-site for processing. This is in addition to kerbside bin lift and bulk haulage services depending on the final use of the material.

Officers are currently exploring various options and scenarios for further consideration based on the current information available. The scenarios will be divided on access to the service, glass lifting services, and baulk haulage for reuse or disposal.

Based on a Shire wide roll out of a glass kerside collection, it is estimated Council would collect between 200 to 300 tonnes of glass per year, which equates to approximately \$40,000 for processing and \$15,000 on bulk haulage to Warrnambool.

Identified options include;

- **Access to the service** – this relates to the number of properties that will receive the glass kerbside service.
 - Full mandatory rollout: supply and deliver approximately 6,500 bins across the Shire for the mandatory 4 bin kerbside service. This is expected to cost \$435,000 or
 - Hybrid model: service only provided to main townships including the allocation of centralised drop off areas at each of the transfer stations to service those residents located outside the kerbside serviced areas.
- **Glass lifting services** – this refers to glass collection from each property as part of the kerbside service.
 - Collection every four weeks: the majority of Victorian Councils are currently providing or proposing to provide the glass collection every four weeks. Based on the current contract terms, this is estimated to cost an additional \$105,625 per year, in addition to the existing kerbside service costs.
 - On demand collection: this option might only work for the hybrid access to service model, with each township having a designated day/date per month for glass collection. Council would provide the service after the resident registers that the service is needed. In addition, all transfer stations will accept glass at no cost to residents.
- **Baulk Haulage for Reuse or Disposal**

- o This will be the final step in the process with material to either be used locally for road and footpath base material or transported for external processing (likely to be Warrnambool or Melbourne).

Further details are currently being determined and the costs for implementing the service are expected to vary, however the minimal infrastructure required will include:

- Approximately 6,500 (80L or 120L) wheelie bins, if the service is rolled out Shire wide
- Concrete hardstand at the Hamilton Transfer Station for glass disposal which is estimated to cost \$86,000
- Skips at all Council transfer stations for community glass drop-off, which is estimated to cost \$7,000.

To achieve the mandated date of glass kerbside collection of 1 July 2027, the procurement of the glass kerbside bins should start as soon as possible however, there is no budget allocated within the 2025/2026 budget for this activity.

The following options are presented for Council's consideration:

Option 1: No decision and/or action is taken by Council on this matter until the kerbside standards are released with details on the future glass service operational model and community consultation is completed. It is unknown if penalties, if any, would apply should Council elect this course of action. If Council elects to support this option, it is proposed that Council notifies the regulator immediately of its position and that the Shire will not have a glass kerbside service available before 1 July 2027. This is the Officers recommended option.

Option 2: Allocate \$845,325 within the 2026/2027 budget for the full kerbside glass collection roll out, including the required infrastructure at the Hamilton Transfer Station to manage the glass collection effectively. If Council elects to support this option, Officers will commence community consultation with the limited information available to achieve a partial roll out of the service by 1 July 2027.

In terms of funding there are two options for Councils consideration:

- Create a waste reserve: Council to allocate surplus funds from the 2025/2026 budget from the waste operations and/or waste service charges to support the funding of the glass collection services and required infrastructure, or
- Create an additional fee within the waste service charge to cover bin purchase and the infrastructure upgrades required. This charge would be determined by either a compulsory Shire wide roll out or partial kerbside service, together with centralised drop-off locations.

The table below summarises the cost estimate per resident based on a full glass roll out with a collection frequency of every 4 weeks.

Frequency	Item	Option A	Option B
Once off investment	Purchase new bins (140L)	\$ 273,000	\$ 273,000
Once off investment	Installation and roll - out	\$ 162,500	\$ 162,500
Once off investment	Potential shed hire for storage	\$ 15,000	\$ 15,000
Once off investment	Collateral and stickers for recycling bin lids (option A)	\$ 100,000	N/A
Once off investment	Replace existing lids (option B)	N/A	\$ 230,000
Once off investment	Mail out campaign x 2	\$ 32,500	\$ 32,500
Once off investment	Hardstand for receival	\$ 86,000	\$ 86,000
Ongoing	Lifting - Every four weeks	\$ 105,625	\$ 105,625
Ongoing	Gate Fees (including contamination allowance)	\$ 30,000	\$ 30,000
Ongoing	Bulk haulage (assuming Warrnambool)	\$ 13,800	\$ 13,800
Two years	Kerbside reform officer - project manager (potentially part-time (3 days a week) for a maximum two-year term)	\$ 80,000	\$ 80,000
Total		\$ 898,425	\$ 1,028,425
Savings in glass diverted from recycling bins		\$ 39,375	\$ 39,375
Savings in glass no transported to Melbourne		\$ 13,725	\$ 13,725
Revised Total		\$ 845,325	\$ 975,325
Cost per resident (based on 6157 current kerbside ratepayer)		\$ 137.29	\$ 142.17

The main costs of rolling out the kerbside glass service is the initial establishment including the purchase of new bins and the concrete hardstand at the Hamilton Transfer Station for glass receival prior to bulk haulage to Warrnambool.

Potential scenarios for Councils consideration include:

- Collection every 8 weeks resulting in an additional \$127.87 year per ratepayer in year 1.

- Kerbside glass service roll out across two financial years – extended timeframes for the service delivery could be achieved through diverting some of Councils existing resources, however, this would not meet the 1 July 2027 mandated date.
- Centralised locations – purchase 8 custom made skips for glass drop off to be located at townships to be determined through community engagement. The skips would be serviced by the Hamilton Transfer Station with material returned to Hamilton for sorting and decontamination.

The following table provides indicative costs for these respective options however this cannot be implemented until the kerbside standards are released.

Frequency	Item	Cost (\$)
Once off investment	Purchase new custom-made skips	240,000
Once off investment	Collateral and stickers for recycling bin lids (option A)	50,000
Once off investment	Mail out campaign x 2	16,000
Once off investment	Hardstand for receival	120,000
Ongoing	Lifting - Every four weeks	-
Ongoing	Gate Fees (including contamination allowance)	30,000
Ongoing	Bulk haulage (assuming Warrnambool)	13,800
Two years	Waste decontamination assistant	65,000
Total		534,800
Savings in glass diverted from recycling bins		39,375
Savings in glass no transported to Melbourne		13,725
Revised Total		481,700

Centralised locations are the least costly option for Council with far less an intrusive service for residents, however, the ongoing site management and illegal dumping in those sites will represent a major risk to the viability of this option to Council.

- **Service model options - 4-bin system**

The following options are provided for Council consideration.

- Council could make the glass roll out service compulsory for every single rate payer with existing kerbside service and split the implementation costs across a broader range of properties which will make a relatively small increase; however, this option will not be popular as it requires all residents, regardless of current or future kerbside service provisions, to share the financial burden.
- Provide mandatory glass bin service to a small catchment within the more densely populated areas which will follow a user pays principle. The main

challenge with this approach is that the cost will be higher for residents living in those areas without an option to opt out of the service, which may be perceived as unfair or creating a postcode penalty.

- o Council could reduce the waste collection frequency (from weekly to fortnightly) and/or cease the weekly FOGO collection during spring to offset the costs to Council to introduce a Shire wide glass collection service. This option would require upgrading the existing waste bins to 160L bins at cost. This option is not deemed feasible due to the high upfront costs, limited savings, and the significantly reduced level of service to the community.
- o Council delays its decision and takes no action until the service standards are released by the State Government and where possible try to implement a level of service that balances the future requirements introduced by Recycling Victoria while meeting community expectations. Council would need to allocate funding in the 2026/2027 budget for the potential glass roll out, sourced through an additional charge to the waste service rates.

Implementing a four bins system will cost Council approximately \$1,000,000 for the first year and around \$150,000 every year after managing the glass material.

The options provided in this report have been developed based on the information provided by the State Government and current industry knowledge.

Officers recommend to Council that no decision and/or action is taken with this matter until the kerbside service standards are released to the public and community consultation is undertaken to determine the most viable model for Council to apply in accordance with the service standards. If supported by Council, Officers would notify the State Government of Council's position.

Council Plan, Community Vision, Strategies and Policies

Protect Our Natural Environment

4.3 Sustainable waste management services

4.3.1 Engage and educate the community to decrease waste to landfill.

4.3.2 Manage waste efficiently to limit costs, reduce waste and grow circular economy.

4.3.3 Investigate, support and advocate for opportunities in renewable energy sources and re-use of waste streams.

4.3.4 Partner with key agencies to provide an effective regional response to innovative waste management.

Legislation

Council is obligated under the *Environment Protection Act 2017* to safely operate transfer stations and to reduce the risk of harm to the environment and users of the facilities.

Gender Equality Act 2020

There are no *Gender Equality Act 2020* implications specifically in relation to this report.

Risk Management

Early December 2025, the state government announced that Sustainability Victoria will cease as at 1 June 2026 with some functions transitioning across the Department of Energy, Environment and Climate Change. Simultaneously, Recycling Victoria is merging with the Environmental Protection Authority (EPA). Recently EPA has focused on smaller transfer station sites with a recent inspection conducted at the Coleraine Transfer Station where a fire risk assessment is now being undertaken. Impending changes in regulation will impact the level of service that these sites offer to the community and the type of material they will be able to accept.

Council is at risk of potential penalties if the glass service is not rolled out by 1 July 2027, however, exact details remain unknown. Estimated penalties are in the order of 1200 penalty units which equates to \$244,212 together with the reputational damage to Council with the regulator.

Climate Change, Environmental and Sustainability Considerations

Further research and trials need to be undertaken, however the option for local separation of waste glass and processing for the purposes of material reuse in road and footpath construction, could prove viable. This research will also inform the development of a business case which will be undertaken over the coming year.

Community Engagement, Communication and Consultation

Community engagement and communication plans will be developed around the introduction of glass services in particular the shape or form that Council seeks to apply based on the service standards once released.

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.

Juan Donis, Manager Waste and Sustainability
Nathan Wenn, Circular Economy Coordinator
Marg Scanlon, Director Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Delay a decision and action for the full roll out of the kerbside service until the kerbside standards are released, acknowledging that Council will not meet the mandated date to provide a four-bin kerbside service by 1 July 2027.

2. Write to the State Government, advising that due to the delayed release of the service standards and the lead time required to introduce a dedicated glass service, Council is unable to comply with the 1 July 2027 deadline to introduce a waste glass kerside service.
3. Advocate to remove the legislated requirement for a mandatory glass service.

RESOLUTION

MOVED: Cr Rainsford
SECONDED: Cr Campbell

That Council:

1. **Delay a decision and action for the full roll out of the kerbside service until the kerbside standards are released, acknowledging that Council will not meet the mandated date to provide a four-bin kerbside service by 1 July 2027.**
2. **Write to the State Government, advising that due to the delayed release of the service standards and the lead time required to introduce a dedicated glass service, Council is unable to comply with the 1 July 2027 deadline to introduce a waste glass kerbside service.**
3. **Advocate to remove the legislated requirement for a mandatory glass service.**

CARRIED

13 Notices of Motion

There no were Notices of Motion listed on the agenda.

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 Jayne Manning

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

15.2 Cr Katrina Rainsford

RAIL FREIGHT ALLIANCE

AGM held 14 Feb Cr Michael Carr Glenelg Shire Council re elected as RFA Chair, Cr Rainsford Deputy Chair and Cr Graeme Milne Buloke Shire Council elected as Treasurer. RFA GM Reid Mather. Executive meeting held 7th April. RFA Policy Paper and Advocacy Report provided to members councils and councillors. Full reports available on the RFA web site. Work on the Maroona Portland Rail line, the first major works since changing the broad gauge to standard gauge in 1995 has commenced with the clearing of vegetation and ordering of concrete sleepers as part of the 150 Million Federal Government upgrade to enhance weight and speed capacity of the line and ensuring future use of this arterial link from central Victoria to the Port of Portland.

March 20 21 23 I attended the second Women On Farms Gathering to be held in Hamilton. The last one 20 years ago in 2006. Another well organised and attended event where visitors enjoyed our Hamilton Showgrounds, Botanic Gardens and Hamilton Gallery amongst guest speakers and activities. Congratulations to the event organisers.

March 27 I joined a group of community members including farmers , Landcare and Nature Glenelg Trust officers to find and walk the Wannon River catchment diversions within the Grampians. Our Wannon River is dying, With changed rainfall patterns and reduced annual rainfall over the last 30 years in this district without any change to the harvesting practices. Our Wannon Water flow is harvested from June to October inclusive from my understanding. With the best escarpment catchment being harvested where the water flow north to Lake Bellfield is maximised. This period of harvesting reduces the natural flushing of our Wannon River. Loss of natural habitat for wildlife, access to water resources for community recreation, stock and domestic use and our Nigretta and Wannon Water Falls. Our Glenelg Hopkins CMA last year raised the need for an environmental flow allocation be created through the formal water allocation process. I will again be attending the next GWM Water Stakeholder meeting as we formalise a working group to advocate for treating our Wannon River with the same respect and values as our Glenelg River which does have a management and environmental flow policy.

March 25 Rotary Domestic Violence Breakfast at the Speckled Frog

March 31 Byaduk Community BBQ community engagement which was well attended

1 April I attended HRLEX to discuss the SGSC Composting project with community members that attended and council officer.

A shout out to the Cavendish Red Gum Festival committee and community that are hosting their biannual event this weekend. Commencing with a Gala Art Show this Friday evening at our Cavendish Memorial Hall then the main event this Saturday. An Environmental Forum in the morning, music in the park, stalls and heaps of activities for children and jumping dogs.

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 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.

15.5 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.

15.6 Mayor Dennis Heslin

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

16 Confidential Reports

RECOMMENDATION

That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1).

16.1 Waste and FOGO Disposal Contracts

Reason why it is confidential:

Section 66(2)(a) *Local Government Act 2020* – and referenced in section 3(1)
– Confidential Information (a) council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released.

Explanation of why that ground or grounds has been applied:

This report is confidential as the information included in the report is commercial in confidence due to costings.

RESOLUTION

MOVED: Cr Heslin

SECONDED: Cr Henry

That the following item be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1).

16.1 Waste and FOGO Disposal Contracts

CARRIED

17 Close of Meeting

This concludes the business of the meeting.

The Council Meeting closed at 7:11pm.

To be confirmed by Resolution at the next Council Meeting.