

# SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Minutes  
Wednesday 13 August 2025**

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



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**Meeting opened at 5:30pm**

## **1 Membership**

### **Councillors**

Cr Dennis Heslin, Mayor  
Cr Afton Barber  
Cr Albert Calvano  
Cr Adam Campbell  
Cr Helen Henry  
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  
Mr Juan Donis, Acting Director Infrastructure and Sustainability  
Mrs Karly Herring, Governance Coordinator

## **2 Welcome and Acknowledgement of Country**

The Mayor, Cr Heslin read the acknowledgement of country:

*“Our meeting is being held on the traditional lands of the Gunditjmara, Djab Wurrung, Jardwadjali and Buandig people.*

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

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

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

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

### 3 Prayer

Cr Campbell led the meeting in a prayer.

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

### 4 Apologies

### 5 Confirmation of Minutes

#### RECOMMENDATION

That the Minutes of the Council Meetings held on 9 July 2025 and 30 July 2025 be confirmed as a correct record of business transacted.

#### COUNCIL RESOLUTION

**MOVED:** Cr Calvano  
**SECONDED:** Cr Barber

**That the Minutes of the Council Meetings held on 9 July 2025 and 30 July 2025 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

There were no Questions on Notice listed on the agenda.

## 9 Public Deputations

There were two Public Deputations and one request to Address to Council listed on the agenda.

### 9.1 Jenny Rankin – Glenthompson Swimming Pool - Deputation

A request to speak was received regarding the Glenthompson Swimming Pool.

**Attachment:**

Circulated to Councillors.

Didn't proceed with a deputation and wished to ask questions of Council which is a separate process under Council's Governance Rules.

### 9.2 Ian Murray and Todd Burger – Glenthompson Swimming Pool - Deputation

A request to speak has been received regarding the Glenthompson Swimming Pool.

**Attachment:**

Nil

<b>RECOMMENDATION</b>
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That Council receive the deputation.

<b>COUNCIL RESOLUTION</b>
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**MOVED:** Cr Henry  
**SECONDED:** Cr Manning

**That Council receive the deputation.**

**CARRIED**

### 9.3 Todd Burger – Request to Address Council

A request has been received to address Council with regard to Item 13.3 Notice of Motion #11/25 Glenthompson Carryover Funds Allocation.

**RECOMMENDATION**

That Council receive the address to Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Manning  
**SECONDED:** Cr Henry

**That Council receive the deputation.**

**CARRIED**



## 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 2 July 2025
- Briefing Session 9 July 2025
- Drought Support Rate Relief Package Discussion 23 July 2025
- Briefing Session 30 July 2025

This agenda was prepared on 5 August 2025. 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 2 July 2025
Date:	2 July 2025
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell 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 Bill Scott, Manager Project Management Office

The Informal Meeting commenced at 10:30am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Workshop, Jenny Scicluna	Nil.
2	New Hamilton Gallery, Draft Concept Community Feedback	Nil.
3	Fee Variation for Concept Design, CBD Streetscape Project	Nil.

The Informal Meeting concluded at 4:30pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session 9 July 2025
Date:	9 July 2025
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Calvano 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 Susannah Milne, Acting Director Wellbeing, Planning and Regulation Matthew Tulloch, Manager Business Systems and Transformation Karly Herring, Governance Coordinator Tania Quinn, Council Support Officer

The Informal Meeting commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Audit and Risk Committee Bi-Annual Report	Nil.
2	Glenthompson Pool Options Report	Nil.
3	Public IT Use Policy	Nil
4	Artificial Intelligence Policy	Nil.
5	Councillor Briefing Frequency and Process Discussion	Nil.
6	2025 Community Satisfaction Survey Results	Nil.

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Drought Support Rate Relief Package Discussion - 23 July 2025
Date:	23 July 2025
Location:	Virtually via Teams
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Heslin Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability

The Informal Meeting commenced at 9:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Drought Support Rate Relief Package Discussion	Cr Katrina Rainsford Cr Jayne Manning

The Informal Meeting concluded at 10:00am.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session 30 July 2025
Date:	30 July 2025
Location:	MJ Hynes
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Heslin Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Karly Herring, Governance Coordinator Alison Quade, Manager Communications and Engagement Susannah Milne, Manager Community Wellbeing Aaron Smith, Manager Assets

The Informal Meeting commenced at 10:30am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CEO Performance Review	Nil.
2	Hamilton Basketball Association	Nil.
3	Coleraine Sporting Grounds Committee Minutes	Nil.
4	Council App Development	Nil.
5	Exhibition of Draft Council Plan	Nil.
6	Road Management Plan	Nil.

The Informal Meeting concluded at 4:35pm.

## 12 Management Reports

### 12.1 2025 Community Satisfaction Survey Results

**Directorate:** People and Performance  
**Report Approver:** Darren Barber (Director People and Performance)  
**Report Author:** Karly Herring, Governance Coordinator  
**Attachment(s):** 1. Community Satisfaction Survey 2025 Southern Grampians Shire Council Report [12.1.1 - 55 pages]

#### Executive Summary

Results of the 2025 Community Satisfaction Survey carried out by independent market research consultancy, JWS Research, have been provided to Council.

Each year Local Government Victoria coordinates this Community Satisfaction Survey throughout Victoria. This coordinated approach allows for far more cost-effective surveying than would be possible if Councils commissioned surveys individually.

Participation in the Community Satisfaction Survey is optional and participating Councils have a range of choices as to the content of the questionnaire. However, some of the data required for the Local Government Performance Reporting Framework, which informs Council's Annual Report, is only available through this survey.

The survey's main objectives are to assess the performance of Southern Grampians Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery.

The survey methodology includes:

- completing 400 interviews (based on a population of 13,100 people who aged 18 years or over according to ABS estimates)
- Meeting minimum quotas of gender within age groups to ensure an accurate representation of age and gender profile within Southern Grampians Shire Council area
- Each interview takes about 9 minutes to complete
- Publicly available phone records, including up to 48% of mobile phone numbers to cater to the diversity of residents within Southern Grampians, particularly younger people.

This report outlines the relevant and significant survey results and recommends they be noted by Council.

#### Discussion

Perceptions of Southern Grampians Shire Council's overall performance are unchanged from 2024, halting the trend of decline that first started to emerge in 2022.

Council's overall performance index score of 44 remains. However, ratings of the direction of Council's overall performance significantly improved, suggesting residents are seeing positive signs of Council's efforts.

Perceptions of Council's performance in all service areas is in line with or slightly improved compared to 2024.









JWS advised generally, government sentiment and its downward trend can be attributed to cost of living, floods damage including potholes, waste management and the number of councils entering into administration.

The Overall Performance score of 44 is six points lower than the Large Rural average (50).

Whilst Council's performance had been improving steadily from 2017 to 2021, last year's decrease is also reflected in the Large Rural and State-wide average which have both decreased over the past two years.

## Summary of Southern Grampians Shire Council performance

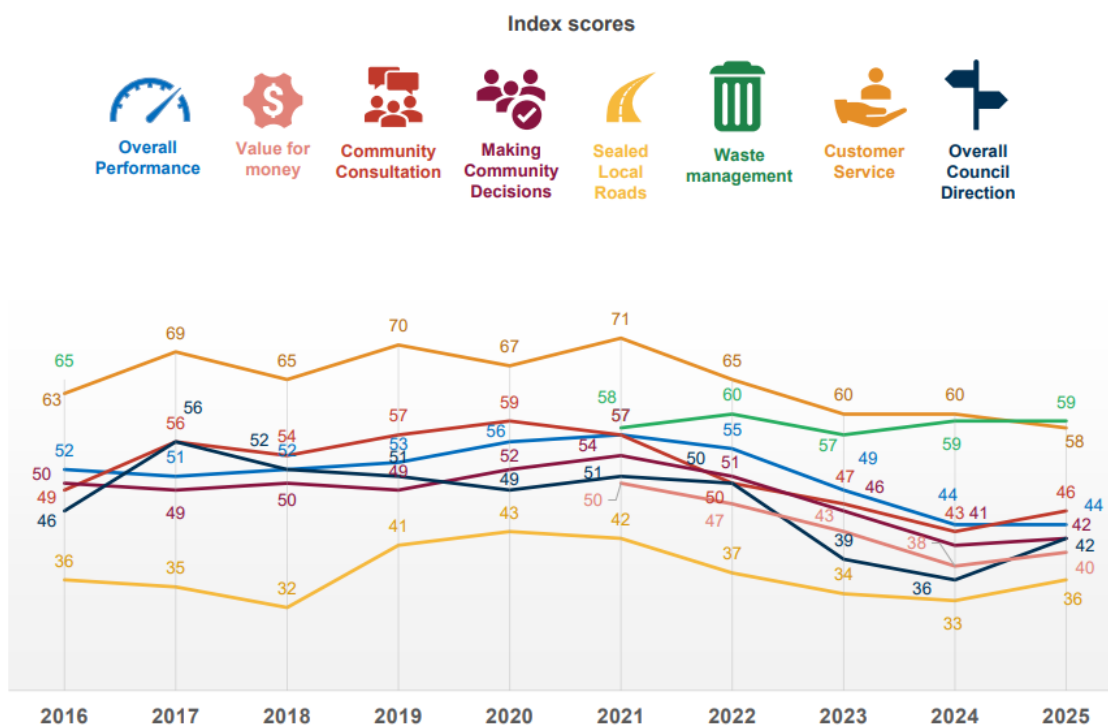


Services	Southern Grampians 2025	Southern Grampians 2024	Large Rural 2025	State-wide 2025	Highest score	Lowest score
 Overall performance	44	44	50	53	18-34 years	50-64 years
 Value for money	40	38	43	47	65+ years, 18-34 years	35-49 years
 Overall council direction	42	36	44	46	18-34 years	50-64 years, Men
 Customer service	58	60	65	66	65+ years	35-49 years
 Waste management	59	59	62	65	65+ years	35-49 years
 Consultation & engagement	46	43	48	50	18-34 years	35-49 years
 Community decisions	42	41	46	49	18-34 years	50-64 years
 Sealed local roads	36	33	39	45	18-34 years	35-49 years

Council's performance measures in overall Council direction (42), value for money (40), community decisions (42), consultation and engagement (46) and sealed local roads (36) have all increased from the 2024 scores. Waste management has remained steady (59) and Customer Service (58) has decreased slightly from 60 in 2024.



## Summary of core measures



More than half of Council residents (56%) had contact with Council in the last 12 months and contact rates with Council have remained relatively stable over the past 10 years.

Residents aged 35- 64 years (69%) contacted Council at a significantly higher rate than the Council average, whereas residents aged 18-34 years (42%) contacted Council at a significantly lower rate.

Decisions made in the interest of the community and consultation and engagement are service areas that warrant continued attention in the year ahead. Although the downward trends in perceived performance for both of these areas have stabilised, ratings remain well below peak levels achieved in 2020 and 2021. Council should aim to continue their progress in these areas by focusing on transparency in decision-making and good communication with the community.

Staff will continue to review and analyse the report with a view to developing actions to work towards improving customer perceptions of council services.

### Next Steps:

Executive have long had discussions whether the JWS Survey is the best option for Council.

Its use provides a coordinated approach to collecting data for the Local Government Performance Reporting Framework (this data is also then used by Councils to form its Annual Report) but there are a number of restrictions with the current survey method, including:

- Data from the survey is not in real time and does not allow follow up to unpack the community experience.
- Does not provide evidence that enable changes to processes, service standards or coaching of staff.

The current survey results are being responded to, examples of which are as follows:

- A new website has been implemented which will improve the accessibility of information for the community
- A new customer request system has been implemented which will support quicker responses to enquiries
- Condition assessments undertaken across the Council managed road and footpath network, buildings and playgrounds to inform the long-term capital works program and routine response to compliance requirements and maintenance actions
- Through community engagement, reviewed and updated the Road Management Plan which includes Council's levels of service and intervention levels on road and footpath repairs and renewal and roadside maintenance
- Offer a waste collection fee for service to properties previously not receiving the waste kerbside collection.
- New customer service charter providing clear timeframes for when enquiries will be responded to
- Better project communication
- New business facilitation officer to assist businesses gaining permits to start a new business

## **Financial and Resource Implications**

The cost to carry out the survey by JWS Research was \$9,900.00 (GST inclusive)

There may be some resource implications based on the issues identified in this report. Resources in relation to communication, engagement and service planning may be focused differently to ensure that the issues identified in this report are a focus of the organisation for the next 12 months.

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

### ***Provide Strong Governance and Leadership***

#### **5.1 Transparent and accountable governance**

5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

## **Legislation**

Some of the results from this survey are used as part of the reporting under the Local Government (Planning and Reporting) Regulations 2020.

The information is essential to future policy and strategy development and particularly service planning. It gives comparable data for several years over which Council can identify trends and areas which need attention.

### **Gender Equality Act 2020**

JWS surveying methodology includes meeting minimum quotas of gender within age groups to ensure an accurate representation of age and gender profile within Southern Grampians Shire area.

### **Risk Management**

There is a risk to Council's reputation if attention is not paid to matters of community concern. Beyond the matters of specific services, the approach to the condition of local sealed roads is of clear concern. Whilst Council takes this feedback seriously regarding the local roads, we also have a strong advocacy role with the State and Federal Road network which is arguably in a far worse condition than Council Local Roads and our residents cannot differentiate (nor should not) between local and other roads.

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

The adoption of the recommendations in this report do not have any environmental or sustainability impacts.

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

A total of 400 completed interviews of residents were made in the Shire during the period 28 January 2025 – 16 March 2025. 2,097 contacts were made to achieve 400 interviews.

The Community Satisfaction Survey results for 2025 will be released to the community together with an explanatory media release.

### **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 2025 Local Government Community Satisfaction Survey Report for Southern Grampians Shire Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Barber

**That Council receive the 2025 Local Government Community Satisfaction Survey Report for Southern Grampians Shire Council.**

**CARRIED**

## 12.2 Coleraine Sporting Grounds - Community Asset Committee Minutes

<b>Directorate:</b>	People and Performance
<b>Report Approver:</b>	Darren Barber (Director People and Performance)
<b>Report Author:</b>	Karly Herring, Governance Coordinator
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Minutes 18 February 2025 - Coleraine Sporting Grounds Committee [12.2.1 - 5 pages]</li><li>2. Minutes 18 March 2025 - Coleraine Sporting Grounds Committee [12.2.2 - 5 pages]</li><li>3. Minutes 15 April 2025 Coleraine Sporting Grounds Committee [12.2.3 - 5 pages]</li><li>4. Minutes 20 May 2025 Coleraine Sporting Grounds Committee [12.2.4 - 5 pages]</li><li>5. Minutes 17 June 2025 Coleraine Sporting Grounds Committee [12.2.5 - 5 pages]</li></ol>

### Executive Summary

In accordance with Council's Governance Rules and section 47(4)(b) of the *Local Government Act 2020*, approved minutes of Community Asset Committees are to be reported to Council Meetings to ensure governance requirements and appropriate standards of probity are being met.

### Discussion

The following minutes of the Coleraine Sporting Grounds Community Asset Committee are attached to this report:

- 18 February 2025
- 18 March 2025
- 15 April 2025
- 20 May 2025
- 17 June 2025

The minutes have been confirmed by the Committee and forwarded through to Council's Governance Coordinator for reporting to the next available Council Meeting.

Some achievements detailed in these minutes include:

- Installed new goal posts
- Ramp replacement
- Set fees and charges for 2025-2026

### Financial and Resource Implications

Not applicable.

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

### **Support Our Community**

1.1 An empowered and connected community

1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing.

### **Support Our Community**

1.2 Support and promote a healthy community

1.2.2 Support and encourage participation in arts and culture, education, leisure, recreation and sporting opportunities.

### **Provide Strong Governance and Leadership**

5.1 Transparent and accountable governance

5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

### **Legislation**

Community Asset Committees are established under section 65 of the *Local Government Act 2020* and operate under a section 47 delegation by the Chief Executive Officer and are bound by Council's Governance Rules and the Committee Terms of Reference.

### **Gender Equality Act 2020**

There are no gender equality implications with regard to Council receiving the minutes.

### **Risk Management**

Regular reporting of the Committee Meeting Minutes ensure governance requirements and appropriate standards of probity are being met.

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

Not applicable.

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

Not applicable.

### **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 minutes from the Coleraine Sporting Grounds Community Asset Committee for the meetings held on:

18 February 2025

18 March 2025

15 April 2025

20 May 2025

17 June 2025

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano  
**SECONDED:** Cr Rainsford

**That Council receive the minutes from the Coleraine Sporting Grounds Community Asset Committee for the meetings held on:**

**18 February 2025**

**18 March 2025**

**15 April 2025**

**20 May 2025**

**17 June 2025**

**CARRIED**

## 12.3 Public IT Use Policy

**Directorate:** People and Performance

**Report**

**Approver:** Darren Barber (Director People and Performance)

**Report Author:** Matthew Tulloch, Manager Business Systems and Transformation

**Attachment(s):** 1. Council Policy - Business Systems - Public IT Use Policy [12.3.1 - 7 pages]

### Executive Summary

Southern Grampians Shire Council's Public IT Use Policy was last revised and adopted in February 2018. Since then, the technology Council makes accessible for public use has changed as has the expectations of the community with the use of public internet access, including Public Wi-Fi in various locations throughout the municipality, as well as computer and printer services within Council's library.

The policy has been updated to ensure that it appropriately reflects this changing environment.

The intent of this policy is to provide guidance on the use of public IT resources and internet access for all community members. The revised policy aims to promote smart, safe, and responsible use of Council-provided technology within the Shire.

The policy is attached for Council's consideration.

### Discussion

The purpose of this policy is to ensure a safe, welcoming environment with equitable access to materials and services for everyone.

This policy outlines the obligations and responsibilities of all users of the Council's public IT resources and internet.

It has been developed to promote smart, safe, and responsible use of Council-provided technology within the Shire.

Council is committed to offering the community high-quality IT infrastructure and public IT access that is secure and supportive of their digital needs.

Public WiFi is provided at the following locations:

#### **Balmoral**

Balmoral Recreation Reserve  
Balmoral Swimming Pool

#### **Byaduk**

Byaduk Recreation Reserve

#### **Coleraine**

#### **Branxholme**

Branxholme Public Wifi

#### **Cavendish**

Cavendish Solider Settlers Hall

#### **Dunkeld**

Dunkeld Swimming Pool  
Dunkeld Visitor Information Centre



Coleraine - Old Wannon Shire Office  
Coleraine Swimming Pool  
Coleraine Visitor Information Centre

### **Glenthompson**

Glenthompson Swimming Pool

### **Hamilton**

Council Chambers - Martin J Hynes Building  
Francis Hewitt Community Centre  
Hamilton Aerodrome  
Hamilton Art Gallery  
Hamilton CBD (partial coverage)  
Hamilton Cinema  
Hamilton Gallery Nest Building  
Hamilton Indoor Leisure and Aquatic Centre  
Hamilton Library  
Hamilton Outdoor Swimming  
Hamilton Pedrina Park  
Hamilton Performing Arts Centre  
Hamilton Pound  
Hamilton Rural Livestock Exchange  
Hamilton Showgrounds  
Hamilton Skate Park  
Hamilton Transfer Station  
Hamilton Visitor Information Centre  
Lake Hamilton Rowing Club  
Lakes Edge Adventure Playground  
McGuigans Lane  
Melville Oval

### **Penshurst**

Penshurst Swimming Pool  
Penshurst Volcano Discovery Centre

### **Tarrington**

Tarrington Recreation Reserve

This Policy applies to all users of Council's public IT resources and internet. These resources include, but are not limited to, computer and internet access, scanning and printing services, kiosk machines, and the use of online databases.

It is the responsibility of all public users of Council-provided IT resources and internet to read and comply with this Policy.

Reviewing the policy has led to these proposed changes:

- Simplified language for better readability.
- Removed duplication and misuse of wording, shortening and simplifying the policy without losing key items.
- Aligned with current technology for monitoring and filtering usage.
- Consulted with library staff to reword certain points for clarity and add minor points based on feedback from staff and library patrons such as '*Do not move, disconnect, or tamper with Council IT equipment.*'

There are no substantial changes to this policy. The updates primarily involve rewording, reformatting, and simplifying the language to ensure clarity and ease of understanding for

the community users of Council public resources while maintaining the requirements for a safe and secure IT environment.

### **Financial and Resource Implications**

There are no financial or resource implications from this policy review, as no substantial changes have been made in this revision. All IT mechanisms described in this policy are currently in place with adequate staff to oversee the requirements listed within the policy.

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

#### ***Support Our Community***

1.3 Grow a diverse and inclusive community

1.3.3 Support the increase of social, economic and digital connectedness.

1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents.

#### ***Provide Strong Governance and Leadership***

5.4 Customer-focused services

5.4.1 Use digital solutions in service delivery to maximise efficiency of outcomes.

5.4.2 Improve the customer experience by delivering accessible and responsive customer service.

### **Legislation**

- Classification (Publications, Films and Computer Games)
- *Enforcement Act 1995*
- *Criminal Code Act 1995*
- *Copyright Act 1968*
- *Privacy Act 1988*
- *Privacy and Data Protection Act 2014 (Vic)*

### **Gender Equality Act 2020**

There are no implications for gender with the review or the application of this policy

### **Risk Management**

The policy aims to reduce reputational and data security risks for the Council and community users of its public IT systems. It ensures a safe environment when accessing these systems and details IT controls to protect against inappropriate use and IT security risks.

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

The revised policy has no significant changes related to Climate Change, Environmental, and Sustainability.

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

The Public IT Use Policy will be available online on the Council's website, at the Hamilton Library, and announced via social media. Feedback from library staff and community members will be considered in policy revisions.

## **Disclosure of Interests**

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

Matthew Tulloch, Manager Business Systems and Transformation

### **RECOMMENDATION**

That Council adopt the revised Public IT Use Policy.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Campbell  
**SECONDED:** Cr Henry

**That Council adopt the revised Public IT Use Policy.**

**CARRIED**

## 12.4 AI (Artificial Intelligence) Policy

**Directorate:** People and Performance  
**Report Approver:** Darren Barber (Director People and Performance)  
**Report Author:** Matthew Tulloch, Manager Business Systems & Transformation  
**Attachment(s):** 1. Council Policy – Artificial Intelligence ( A I) Usage [12.4.1 - 6 pages]

### Executive Summary

Southern Grampians Shire Council is proactively embracing Generative Artificial Intelligence (Gen AI) and other AI related technologies by focusing on education, training, and policy development to harness its potential in enhancing the quality and efficiency of services provided to the community. This initiative encourages responsible AI use while addressing risks related to data privacy, security, and ethical implications.

The Southern Grampians Shire Council's AI Usage Policy was developed using AI policies from the State Government of Victoria, Local Government IT Professional Associations, and other regional councils. These were collated and tailored to Council's needs to address key factors that affect government organisations with AI usage. The policy should be reviewed annually to remain current with legislative updates and maintain flexibility.

This policy aims to encourage the smart, safe, and responsible use of AI technologies while addressing with risks around privacy, data security, and ethical concerns.

The policy is attached for Council's consideration.

### Discussion

Artificial Intelligence (AI)	refers to the field of computer science that aims to create systems capable of performing tasks that would typically require human intelligence. These tasks include: • Learning from data (e.g., identifying patterns or drawing conclusions), • Recognising speech or visual information, • Understanding language, and • Making decisions or predictions. AI encompasses various technologies such as machine learning, where systems improve through experience, and natural language processing, which enables machines to interpret and respond to human language.
Generative AI (GenAI)	means a type of artificial intelligence that creates new content— such as text, images, audio, or video—based on patterns learned from existing data. Instead of simply analysing data, generative AI models can generate human-like text, create realistic images, compose music, or design other content. Examples ChatGPT, Microsoft Copilot, DALL-E, and Gemini
Machine Learning (ML)	means a subset of AI that involves algorithms and statistical models that

	enable computers to improve their performance on tasks though experience
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The purpose of this policy is to establish guidelines for the ethical, lawful, transparent, and secure use of Artificial Intelligence (AI) by the Southern Grampians Shire Council in alignment with relevant legislation as well as government frameworks and guidelines.

The Southern Grampians Shire Council strives to be innovative organisation using modern technology to improve operations. This approach aims to enhance professionalism and efficiency in service delivery while recognising the risks and benefits of tools like artificial intelligence. This ensures the organisation is equipped to meet challenges in a continuously modernising world.

This policy aims to enhance service delivery, support informed decision-making, and ensure that AI usage is compliant, accountable, and beneficial to the community.

This policy applies to all AI systems and tools developed, acquired, or used by Council, including machine learning models, automation tools, data analytics, and other decision making technologies. It is relevant to all employees, contractors, and third-party vendors engaged with AI in Council operations.

Council is committed to safeguarding business information, customer data, and compliance with security and privacy regulations, while ensuring AI usage maintains work quality and transparency.

Given AI's rapid evolution and potential risks, employees must ensure they understand their responsibilities regarding its use, especially regarding publicly available Generative AI (GenAI) tools such as Chat GPT, and the associated risks surrounding privacy and data security.

Employees will be provided with training and information to equip them with the knowledge to use these tools safely and effectively. Furthermore, employees should seek expert advice from the Business Systems and Transformation department before utilising these tools.

Additionally, the Business Systems and Transformation department will maintain a software register of all software used across the council that contains AI tools or features.

This policy will be updated regularly as AI technology and its safe practices evolve.

The policy includes the following aspects:

- Principles for AI Usage:
  - Human, societal and environmental wellbeing
  - Human-centred values
  - Fairness
  - Privacy protection and security
  - Reliability and safety
  - Transparency and explainability
  - Contestability
  - Accountability
- Legislative and Policy Compliance,
- AI System Development, Procurement, and Use
- Risk Assessment and Mitigation
- Training and Capacity Building

- Public Engagement and Feedback
- Compliance and Enforcement

## **Financial and Resource Implications**

There are no significant financial or resource implications involved with the adoption and application of this policy review, other than staff training and management of oversight and reporting of use, all within the capacity of the organisation, particularly the Business System and Transformation team within IT, to deliver directly.

While the policy itself does not have any financial and resource implications directly, it lays the groundwork for the council to implement modern AI tools and seek professional assistance for their adoption and improved usage, and any potential financial requirements for those will be evaluated based on their merit as needed.

Utilising modern AI tools is considered an investment, as they are expected to enhance the council's professionalism, decision-making processes, efficiency in business operations, and service delivery.

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

### ***Provide Strong Governance and Leadership***

#### **5.4 Customer-focused services**

5.4.1 Use digital solutions in service delivery to maximise efficiency of outcomes.

5.4.2 Improve the customer experience by delivering accessible and responsive customer service.

## **Legislation**

- *Privacy and Data Protection Act 2014.*
- *Public Records Act 1973*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 2020*
- *Equal Opportunity Act 2010*

## **Gender Equality Act 2020**

A partial Gender Impact Assessment has been completed for this policy. Relevant content has been incorporated to clarify responsibilities regarding human oversight of AI inputs and to provide training on recognising potential gender bias in data sources used by AI tools.

## **Risk Management**

The policy highlights measures to protect personal and sensitive information against unauthorized access, breaches, and misuse.

Additionally, the AI Usage Policy emphasizes the importance of accuracy and reliability in AI-generated content. By setting standards and guidelines for the use of AI tools, the policy aims to prevent the dissemination of incorrect or misleading information, thereby safeguarding the integrity of the data being used and shared.

Furthermore, the policy seeks to foster community confidence in decision-making processes that involve AI. It does so by ensuring transparency and accountability in how AI tools are implemented and governed. This includes regular audits, stakeholder consultations, and public reporting on AI usage and its outcomes.

By addressing these risks - data security, accuracy of AI-generated content, and community trust - the policy endeavours to create a robust framework that supports the Council in leveraging AI technologies while upholding the highest standards of safety, accuracy, and public confidence.

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

The AI Usage Policy does not directly address Climate Change, Environmental, and Sustainability issues. However, this policy supports the Council in adopting emerging technologies within the AI space. The increasing use of AI tools offers opportunities to improve service delivery, business processes, and decision-making, which can positively impact Climate Change, Environmental, and Sustainability outcomes.

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

The Artificial Intelligence (AI) Usage Policy will be available online on the Council's website and will be communicated on Council's social media platforms.

### **Disclosure of Interests**

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

Matthew Tulloch – Manager Business Systems and Transformation

### **RECOMMENDATION**

That Council adopt the new Artificial Intelligence (AI) Usage Policy.

### **COUNCIL RESOLUTION**

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

**That Council adopt the new Artificial Intelligence (AI) Usage Policy.**

**CARRIED**

## 12.5 Exhibition of draft Council Plan 2025-2029

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle, Chief Executive Officer  
**Report Author:** Karly Herring, Governance Coordinator  
**Attachment(s):** 1. SGSC Council Plan 2025- Draft for Exhibition [**12.5.1** - 44 pages]

### Executive Summary

Section 90 of the *Local Government Act 2020* (the Act) requires Councils to prepare and approve a Council Plan by 31 October in the year following a general election, noting it has effect from 1 July.

The draft Council Plan for 2025-2029 (the draft Plan) has been prepared for public exhibition and feedback.

### Discussion

The Council Plan is the key document that drives the strategic direction of Council. The Council Plan seeks to outline where Council and the community will be by 2029 and how the Council will achieve those outcomes. The Council Plan must include the strategic objectives of the Council, strategies for achieving the objectives, and indicators for monitoring the achievement of the objectives.

The draft Plan was developed through thorough consultation and discussion with Councillors, the community and staff.

The draft Plan identifies Council's five fundamental priority areas for the next four years.

These priorities have formed the 'Themes' of the Council Plan:

1. Support our Community
2. Grow our Regional Economy
3. Maintain and Renew our Infrastructure
4. Protect our Natural Environment
5. Provide Strong Governance and Leadership

Under each theme, Councillors, and Council staff and the community have identified priorities that will guide Councillors and Council staff over the next four years and developed performance measures to help monitor how well Council is achieving the strategies and overall objectives.

Council also has a range of specific strategic plans that provide more detail about key local issues, how these issues will be addressed and the initiatives or services Council will provide. These strategic plans are intrinsically linked to the Council Plan and are detailed under the relevant Themes in the draft Plan.



Each year Council will measure performance against the indicators set out in the Plan and report on the progress in the Annual Report.

Delivery of the Council Plan is supported by Council's other key strategic documents, in particular the Council Budget, Community Vision Framework and the Annual Plan which highlight the initiatives to be implemented by the organisation.

The Council Plan will be further supported by the development of an Annual Plan. The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives, and to demonstrate to the community what key projects will be delivered each year. The Annual Plan identifies actions under each strategy in the Council Plan and contains a detailed list of Council's activities and initiatives for the upcoming financial year. These initiatives are projects that are undertaken over and above normal service delivery and are intended to attain important outcomes for Council and the community.

For the first time, the Municipal Health and Wellbeing Plan is being incorporated into the Council Plan, alongside the Disability Action Plan. This will ensure that priorities identified by our community and analysis of health indicators are at the forefront of everything we do and are integrated across all Council services and initiatives. Providing leadership in this way, the Council strives to promote healthy and livable communities to improve the wellbeing of our Southern Grampian residents.

Council also used the engagement opportunity to seek feedback from the public regarding the current Community Vision 2041 to determine whether the vision still aligns with community aspirations and the development of the 2025-2029 Council Plan.

### **Financial and Resource Implications**

There have been several costs in relation to the development of the draft Council Plan, including:

- Community Engagement
- Graphic Designer

The total costs for the development of the Council Plan document are expected to be approximately \$7,500. This figure does not include staff costs.

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

#### ***Provide Strong Governance and Leadership***

5.1 Transparent and accountable governance

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

5.1.3 Build social policy and strategy to improve equity, inclusion and diversity within the Shire.

#### ***Provide Strong Governance and Leadership***

5.2 Effective advocacy

5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.

## **Legislation**

Section 90 of the Act sets out that Councils must prepare and approve a Council Plan by 31 October in the year following a general election.

A Council Plan must include:

- The strategic objectives of Council;
- Strategies for achieving these objectives for at least the next 4 years;
- Strategic indicators for monitoring the achievement of the objectives; and
- Initiatives and priorities for services, infrastructure and amenity.

A Council must develop or review its Council Plan in accordance with its deliberative engagement practices.

## **Gender Equality Act 2020**

A gender impact assessment will be undertaken on two elements on the Council Plan, being:

1. Community Engagement Process; and
2. The document itself

The gender impact assessment will be completed prior to the final Council Plan document being provided to Council recommending adoption.

## **Risk Management**

There are no risk management issues in relation to Council giving public notice of the preparation of the draft Council Plan and inviting feedback from the community and staff.

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

Section 9 of the *Local Government Act 2020* states:

A Council must in the performance of its role give effect to the overarching governance principles, this includes, the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risk, is to be promoted.

The draft Council Plan outlines objectives and strategies in relation to a wide range of categories. Achievement of these objectives will have an impact on many aspects of community life, including social, economic and environmental aspects.

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

Significant engagement has been undertaken between February and March 2025 to develop the draft Council Plan. This engagement included:

- Cavendish - 17 February 2025
- Tarrington – 20 February 2025
- Coleraine - 24 February 2025
- Dunkeld - 26 February 2025
- Byaduk – 3 March 2025
- Branxholme – 6 March 2025
- Glenthompson – 17 March 2025
- Penshurst – 20 March 2025
- Balmoral – 24 March 2025
- Hamilton Pump Track Party (Youth Engagement)– 21 February 2025
- Coleraine Pool Party (Youth Engagement) - 28 February 2025
- Hamilton Shopfront – 24 February – 1 March 2025
- HILAC (Youth Engagement) - 3 March – 7 March
- Consultation with staff took place across multiple locations
- Online survey available for the duration of the engagement period

The next step is to seek Council approval to exhibit the draft Council Plan and seek feedback.

Public notice inviting submissions from the community will be published in the Hamilton Spectator and Council website.

Hardcopies can be made available upon request.

Submissions will be circulated to Councillors for discussion, but submissions will not be heard.

### **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

Alison Quade, Manager Communication and Engagement

Susannah Milne, Manager Community Wellbeing

**RECOMMENDATION**

That Council:

1. Approve the public exhibition of the draft Council Plan 2025-2029 for a period of 14 days; and
2. Note that following the expiration of the public exhibition period, a further report will be presented to Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano  
**SECONDED:** Cr Manning

That Council:

1. Approve the public exhibition of the draft Council Plan 2025-2029 for a period of 14 days; and
2. Note that following the expiration of the public exhibition period, a further report will be presented to Council.

**CARRIED**

## 12.6

## MAV State Council Motions

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

### Executive Summary

This report seeks to table four proposed motions for Council's consideration to be lodged for the Municipal Association of Victoria's State Council meeting to be held on Friday 10 October 2025.

### Discussion

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

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

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

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

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

Council's four proposed motions are:

#### 1) *Motion Title: Renewal aged pools - Pool Infrastructure Renewal*

##### *Motion:*

*That the Municipal Association of Victoria advocates to State and Federal Governments for greater renewal investment in aquatic facilities in regional and rural Victoria to assist local government to replace aquatic facilities that are end of life.*

#### 2) *Motion Title: Farmer Support*

##### *Motion:*

*That the Municipal Association of Victoria:*

- 1. Write to the Premier of Victoria to:*

- a. *Thank the State Government for its drought support package announced on 4 July, 2025.*
- b. *Request the State Government formally acknowledge that the financial distress caused by the current drought in Southwest Victoria will take many good seasons to repair, and consequentially our farmers will require continued support beyond the package announced on 4 July 2025.*

3) *Motion Title: Emergency Services Volunteer Fund (ESVF)*

*Motion:*

*The MAV through its advocacy call on the Victorian State Government to conduct a Parliamentary Inquiry into the equity and impact of the Emergency Services Volunteer Fund on farmers in Victoria.*

4) *Motion Title: Funding for Waste Management*

*Motion:*

*That the MAV write to the Ministers for the Victorian Department of Energy, Environment and Climate Action (DEECA) to:*

1. *Call on the Victorian Government to review the kerbside waste reform as proposed by Recycle Victoria and the anticipated costs to Council.*
2. *Seek assurances for funding opportunities to Councils for kerbside collection infrastructure and ongoing support for processing requirements.*
3. *Call on the Victorian Government to provide greater investment for the Container Deposit Scheme (CDS) with direct financial support to VicReturn for more regional infrastructure.*
4. *Call on Victorian Government to increase reinvestment of landfill levy funds collected by the State back into development of long-term waste to energy and other waste processing infrastructure in regional areas.*

## **Financial and Resource Implications**

The motions in this report do not carry any financial implications for Council.

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

### ***Support Our Community***

#### ***1.1 An empowered and connected community***

***1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing.***

***1.1.2 Support the community and other agencies to build resilience and preparedness in planning for emergencies and climate change impacts and mitigation.***

### ***Support Our Community***

#### ***1.2 Support and promote a healthy community***

***1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices.***

### ***Grow Our Regional Economy***

#### ***2.1 Drive economic growth***

2.1.2 Advocate for long-term population growth, a skilled labour force and support emerging growth sectors.

### ***Grow Our Regional Economy***

2.4 Support local business and industry

2.4.2 Support and facilitate business development and growth initiatives.

### ***Maintain and Renew Our Infrastructure***

3.1 Plan and maintain sustainable assets and infrastructure

3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability.

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

## **Legislation**

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

## **Gender Equality Act 2020**

Council undertakes gender impact assessments on policies and projects. This would include capital investment into pools and drought support.

## **Risk Management**

There are no risk management issues arising from this report.

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

This report itself does not raise any sustainability issues.

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

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

The impact of the drought and the implementation of the Emergency Services Volunteer fund have had a highly detrimental impact on the financial and mental wellbeing of our community, and it is important Council takes this opportunity to further advocate for reform.

## Disclosure of Interests

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

Tony Doyle, Chief Executive Officer

## RECOMMENDATION

That Council:

1. Endorse the following motions to be submitted to the MAV for tabling at the State Council Meeting on Friday 10 October 2025:
  - a. *That the Municipal Association of Victoria advocates to State and Federal Governments for greater renewal investment in aquatic facilities in regional and rural Victoria to assist local government to replace aquatic facilities that are end of life.*
  - b. *That the Municipal Association of Victoria:*
    - i. *Write to the Premier of Victoria to:*
      1. *Thank the State Government for its drought support package announced on 4 July, 2025.*
      2. *Request the State Government formally acknowledge that the financial distress caused by the current drought in Southwest Victoria will take many good seasons to repair, and consequentially our farmers will require continued support beyond the package announced on 4 July 2025.*
  - c. *The MAV through its advocacy call on the Victorian State Government to conduct a Parliamentary Inquiry into the equity and impact of the Emergency Services Volunteer Fund on farmers in Victoria.*
  - d. *That the MAV write to the Ministers for the Victorian Department of Energy, Environment and Climate Action (DEECA) to:*
    - i. *Call on the Victorian Government to review the kerbside waste reform as proposed by Recycle Victoria and the anticipated costs to Council.*
    - ii. *Seek assurances for funding opportunities to Councils for kerbside collection infrastructure and ongoing support for processing requirements.*
    - iii. *Call on the Victorian Government to provide greater investment for the Container Deposit Scheme (CDS) with direct financial support to VicReturn for more regional infrastructure.*
    - iv. *Call on Victorian Government to increase reinvestment of landfill levy funds collected by the State back into development of long-term waste to energy and other waste processing infrastructure in regional areas.*



2. Authorise the CEO and/or Council's delegate at State Council to alter the motions, without changing their effect, following discussion with the MAV and other Councils with similar motions, to support the motions being tabled.

<b>MOTION</b>
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**MOVED:** Cr Henry  
**SECONDED:** Cr Rainsford

**That Council:**

1. Endorse the following motions to be submitted to the MAV for tabling at the State Council Meeting on Friday 10 October 2025:
  - a. *That the Municipal Association of Victoria advocates to State and Federal Governments for greater renewal investment in aquatic facilities in regional and rural Victoria to assist local government to replace aquatic facilities that are end of life.*
  - b. *That the Municipal Association of Victoria:*
    - i. *Write to the Premier of Victoria to:*
      1. *Thank the State Government for its drought support package announced on 4 July, 2025.*
      2. *Request the State Government formally acknowledge that the financial distress caused by the current drought in Southwest Victoria will take many good seasons to repair, and consequentially our farmers will require continued support beyond the package announced on 4 July 2025.*
  - c. *The MAV through its advocacy call on the Victorian State Government to conduct a Parliamentary Inquiry into the equity and impact of the Emergency Services Volunteer Fund on farmers in Victoria.*
  - d. *That the MAV write to the Ministers for the Victorian Department of Energy, Environment and Climate Action (DEECA) to:*
    - i. *Call on the Victorian Government to review the kerbside waste reform as proposed by Recycle Victoria and the anticipated costs to Council.*
    - ii. *Seek assurances for funding opportunities to Councils for kerbside collection infrastructure and ongoing support for processing requirements.*
    - iii. *Call on the Victorian Government to provide greater investment for the Container Deposit Scheme (CDS) with direct financial support to VicReturn for more regional infrastructure.*
    - iv. *Call on Victorian Government to increase reinvestment of landfill levy funds collected by the State back into development of long-term waste to energy and other waste processing infrastructure in regional areas.*
  - e. *That MAV, through its advocacy, call on the Victorian State Government to subsidise passenger flights into rural areas in alignment with other States in Australia.*

2. Authorise the CEO and/or Council's delegate at State Council to alter the motions, without changing their effect, following discussion with the MAV and other Councils with similar motions, to support the motions being tabled.

**ALTERATION**

Include:

3. Endorse Councillor Campbell as the delegate to attend the October MAV State Council Meeting.

**ACCEPTED BY MOVER AND  
SECONDER AS AN ALTERATION TO THE MOTION**

**COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Rainsford

**That Council:**

1. Endorse the following motions to be submitted to the MAV for tabling at the State Council Meeting on Friday 10 October 2025:
  - a. *That the Municipal Association of Victoria advocates to State and Federal Governments for greater renewal investment in aquatic facilities in regional and rural Victoria to assist local government to replace aquatic facilities that are end of life.*
  - b. *That the Municipal Association of Victoria:*
    - i. *Write to the Premier of Victoria to:*
      1. *Thank the State Government for its drought support package announced on 4 July, 2025.*
      2. *Request the State Government formally acknowledge that the financial distress caused by the current drought in Southwest Victoria will take many good seasons to repair, and consequentially our farmers will require continued support beyond the package announced on 4 July 2025.*
  - c. *The MAV through its advocacy call on the Victorian State Government to conduct a Parliamentary Inquiry into the equity and impact of the Emergency Services Volunteer Fund on farmers in Victoria.*
  - d. *That the MAV write to the Ministers for the Victorian Department of Energy, Environment and Climate Action (DEECA) to:*

- i. Call on the Victorian Government to review the kerbside waste reform as proposed by Recycle Victoria and the anticipated costs to Council.*
    - ii. Seek assurances for funding opportunities to Councils for kerbside collection infrastructure and ongoing support for processing requirements.*
    - iii. Call on the Victorian Government to provide greater investment for the Container Deposit Scheme (CDS) with direct financial support to VicReturn for more regional infrastructure.*
    - iv. Call on Victorian Government to increase reinvestment of landfill levy funds collected by the State back into development of long-term waste to energy and other waste processing infrastructure in regional areas.*
  - e. That the MAV, through its advocacy, call on the Victorian State Government to subsidise passenger flights into rural areas in alignment with other States in Australia.*
- 2. Authorise the CEO and/or Council's delegate at State Council to alter the motions, without changing their effect, following discussion with the MAV and other Councils with similar motions, to support the motions being tabled.**
  - 3. Endorse Councillor Campbell as the delegate to attend the October MAV State Council Meeting.**

**CARRIED**

## 12.7 Road Management Plan

<b>Directorate:</b>	Infrastructure and Sustainability
<b>Report Approver:</b>	Marg Scanlon (Director Infrastructure and Sustainability)
<b>Report Author:</b>	Aaron Smith, Manager Assets
<b>Attachment(s):</b>	1. Community Feedback Themes [12.7.1 - 6 pages] 2. Road Management Plan 2025-2029 [12.7.2 - 55 pages]

### Executive Summary

Council is required under the Road Management Act 2004 and the Road Management (General) Regulations 2016 to review its Road Management Plan (RMP) every four years. The RMP outlines Council's approach to road inspections, maintenance response times, intervention thresholds, and asset management practices to ensure a safe, affordable, and sustainable local road network.

The purpose of this report is to provide Council with the draft Road Management Plan (RMP) 2025-2029 which has been developed following a review of the RMP 2021-2025 and community engagement.

### Discussion

Council's RMP is reviewed every four years in accordance with sections 303 and 304 of the Road Management (General) Regulations 2005.

A key requirement is that Council must commence the review of the current RMP within four years of its commencement and must complete the review within 12 months of the review commencement.

The RMP details:

- Management of the roads in Council's Register of Public Roads.
- Standards for inspection and response times.
- Systems Council will implement to ensure responsibilities within the *Road Management Act 2004* are met.
- The demand for road asset maintenance is managed within annual Council budget allocation.
- Sustainable road maintenance methods.

Typically, Southern Grampians has made minor changes to the RMP, including amendments to inspection frequency, intervention thresholds and the register of public roads. Leading into the review of the RMP various sources confirmed the need for further change to the RMP. This information included;

- Road Hierarchy – Shepherds (RACAS Contractors) suggested that the hierarchy didn't accurately reflect the road network. This will make it difficult to correctly prioritise maintenance and renewal funding.
- Road & Footpath Register – Various inconsistencies were pointed out during the road and footpath condition audit which needed to be addressed.

- Asset Inspection frequencies and intervention levels – lack of distinction between several asset groups, which makes prioritising maintenance activities difficult, as well as unnecessarily increasing the workload of the asset inspector.
- Bushfire affected residents – informal feedback during the fires pointed out that road usage had changed over time which should be considered in the RMP.

In summary the key changes to the RMP 2025-2029 include the following;

- Road and Footpath Hierarchy: The road hierarchy has been altered to better reflect the needs of the community, as well as defining how council categorises roads via metrics.
  - By establishing metrics (including number of houses, traffic counts, heavy vehicles volumes and frequency) Council establishes a clear link between the road classification and the usage and/or risk of the road or footpath.
  - An additional 19 kilometres of roads have been elevated to Urban Link. This better reflects the usage and risk associated with these roads.
  - 50 kilometres of roads have been reclassified to Rural Limited Access. This better reflects the current usage of these roads, decreasing the frequency of inspection and maintenance based on need to a more appropriate level.
- Road and footpath inspection frequencies and intervention levels have been adjusted for more consistency with risk and use.
  - Consistency of inspection and intervention provides better value for money for the Council, while ensuring no additional risk.
  - Rural Limited Access roads as a rule do not provide access to residential properties, will now be inspected less frequently but with higher intervention levels. This allows Council to ensure that routine grading and road maintenance can be carried out more consistently for more critical or higher priority roads.
- Clarification of Councils responsibilities within the road reserve.
  - Community feedback was very positive around this addition, as it provides clarity on Council and private property owner responsibilities specifically for roadside maintenance. This ensures consistency with Council responsibilities as the road manager.

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

### ***Maintain and Renew Our Infrastructure***

#### **3.1 Plan and maintain sustainable assets and infrastructure**

3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability.

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

## Legislation

The draft RMP meets the requirements as defined within the *Victorian Road Management Act 2004*. The timing and consideration of this draft RMP also meet the requirements under section 90(3) of the *Local Government Act 2020*.

## Gender Equality Act 2020

A gender impact assessment (GIA) has not been undertaken for the development of the RMP and not considered relevant to the contents contained in the draft RMP.

## Risk Management

Consideration and compliance with road safety requirements are pertinent items for the RMP and are addressed within the RMP. Related road maintenance aspects such as roadside clearance and road maintenance have been identified and form part of the proposed changes to the RMP.

## Climate Change, Environmental and Sustainability Considerations

There are a few key environmental and sustainability considerations that contribute to the development of the 2025-2029 RMP. From the recent road condition audit findings design development for the road capital works, alternative construction methods and materials, and more cost-effective options have been identified and will be further considered and trialled. Further research and planning are required however these considerations are key factors that inform the RMP.

## Community Engagement, Communication and Consultation

Community engagement including targeted consultation and promotion through Council's media streams was conducted in June and July 2025. Specifically:

- **Three targeted engagement sessions** were held in the bushfire-affected communities of Balmoral, Cavendish and Victoria Valley/Mirrinatwa) to capture feedback around road access, safety, and emergency response requirements.
- **Three community drop-in sessions** were held in Coleraine, Hamilton and Dunkeld capturing input from the west, east and central sectors of the Shire;
- **An online consultation portal** was established, allowing residents to provide comments, suggestions, or identify specific road-related issues;
- Promotion was undertaken through Council's website, social media channels, and local town progress association networks to encourage broad participation.

In total, more than 50 residents participated in sessions or provided feedback through the online platform.

The key themes captured through the community engagement include;

- Road Maintenance – grading schedules, vegetation, drainage and other defects
- Administration – road ownership (Council or State Government) and how to log defects

- Funding – the current capital budget, and other potential funding streams
- Application of the RMP – standards of construction, fire access, heavy vehicle accessibility and intervention times.

### **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.

Rami Sanchez, Asset Planning Engineer

Aaron Smith, Manager Assets

Marg Scanlon, Director Infrastructure and Sustainability

### **RECOMMENDATION**

That Council adopt the Road Management Plan 2025-2029.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Barber

**SECONDED:** Cr Henry

**That Council adopt the Road Management Plan 2025-2029.**

**CARRIED**

## 12.8 CBD Streetscape Project Advisory Group

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Susannah Milne (Manager Community Wellbeing), Rory Neeson  
**Report Author:** (Director Wellbeing, Planning and Regulation)  
**Attachment(s):** 1. CONFIDENTIAL - CBD Project Advisory Group - Expressions of Interest [12.8.1 - 31 pages]

### Executive Summary

The Hamilton CBD Streetscape Project Advisory Group was established following a Council resolution at the April 2025 Meeting to help guide the Hamilton CBD Streetscape revitalisation project.

Following the adoption of the Terms of Reference at the June 2025 Council Meeting, an Expression of Interest for Advisory Group members was advertised. The purpose of this report is to advise Councillors of this process and recommend the appointment of Advisory Group members.

### Discussion

At the April 2025 Council Meeting, the Concept Plans for the Hamilton CBD Streetscape Project were presented to Council with the recommendation to adopt and commence works on the next stages of the project.

An alternate recommendation was brought forward and resolved upon by Council which included several recommendations including:

3. Council establishes a Project Advisory Group with representation from business, community, Councillors and Council officers. Officers are to bring draft terms of reference for this advisory group to a Council Briefing in May 2025.

At the June 2025 Council meeting Council resolved to:

1. Adopt the Draft Terms of Reference for the Hamilton CBD Revitalisation Project Advisory Group.
2. Appoint Councillor Barber to Chair the Hamilton CBD Revitalisation Project Advisory Group.
3. Commence an Expression of Interest process to engage community members and business representatives to the Group.

In response to the recommendation an Expression of Interest process commenced, which was advertised in the Hamilton Spectator, on radio and on Council's social media channels.

Following the Expression of Interest period, which was open between 12 June and 30 June 2025, 15 applications were received from a mix of business and community members across the Shire with a wide range of expertise.



Each of the completed Expressions of Interest received have been included as a confidential attachment to this report.

An interview process was conducted by Manager, Communications and Engagement and Acting Director, Wellbeing Planning and Regulation which examined the experience, skills and diversity of views of each applicant.

In determining recommendations for the committee members consideration has been given to:

- equal representation from business and community,
- gender,
- skills and experience, and;
- vision for Hamilton CBD.

The interview process sought to find a balanced representation of community voices to ensure the advisory group reflects the diverse experiences of the Southern Grampians community and the varying perspectives of the issues to be considered within the project.

It is also important to note that while there were a number of technically skilled and knowledgeable applicants, the role of the advisory group is not to provide technical expertise to the project but to offer advice and guidance on community and business engagement, project implementation and timing and communications.

As a result of this evaluation and interview process, the following applicants have been recommended for appointment to the Project Advisory Group:

Justin Slade - Business Representative – CBD business owner and employer  
Keven Quinn - Business Representative – CBD business and property owner  
Elizabeth Hurley - Business Representative – CBD business owner and community focused  
Carly Behncke - Business Representative – Western District Chamber representative  
Sarah Hope – Community Representative - Small business owner, community outcome focus.  
Colin Dunkley - Community Representative – Knowledge and experience across past roles, Councillor and governance, with understanding of planning and horticulture.  
Coralie Coulson– Community Representative – Knowledge and experience in Council and community organisations, with focus on community benefit and outcomes  
Paul McCallum – Community Representative – Professional experience in community engagement and data analysis in decision making process.

### **Financial and Resource Implications**

The Hamilton CBD Revitalisation Project Advisory Group would have no responsibility for managing finances or access to funding. There will be a cost to resource administration of the group.

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

### ***Support Our Community***

1.1 An empowered and connected community

1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.

### ***Provide Strong Governance and Leadership***

5.1 Transparent and accountable governance

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

### **Legislation**

The establishment of a Project Advisory Group for the CBD Streetscape Revitalisation Project ensures Council is meeting the obligations of its Community Engagement Policy as required under the *Local Government Act 2020*.

Reporting requirements will adhere to the *Local Government Act 2020*.

### **Gender Equality Act 2020**

Gender balance has been considered within the people recommended for the Project Advisory Group membership.

### **Risk Management**

The establishment of this Project Advisory Group aims to help reduce risk to Council throughout the duration of this project by ensuring Council is communicating with the community and with local businesses to ensure.

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

The Project Advisory Group will consider Environmental and Sustainability factors as they relate to the CBD revitalisation project when giving feedback and advice to Council.

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

Following the June Council meeting an Expression of Interest process for community members and business owners was advertised publicly through Council's communication channels.

Establishing a Project Advisory Group for this project enables deliberative engagement to occur, ensuring a wide range of voices are heard and considered.

### **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  
Susannah Milne – Acting Director Wellbeing, Planning and Regulation  
Rory Neeson – Director Wellbeing Planning and Regulation

### RECOMMENDATION

That Council resolve to appoint the following eight successful applicants to the Hamilton CBD Revitalisation Project Advisory Group:

- Justin Slade
- Keven Quinn
- Elizabeth Hurley
- Carly Behncke
- Sarah Hope
- Colin Dunkley
- Coralie Coulson
- Paul McCallum

### COUNCIL RESOLUTION

**MOVED:** Cr Campbell  
**SECONDED:** Cr Calvano

That Council resolve to appoint the following eight successful applicants to the Hamilton CBD Revitalisation Project Advisory Group:

- Justin Slade
- Keven Quinn
- Elizabeth Hurley
- Carly Behncke
- Sarah Hope
- Colin Dunkley
- Coralie Coulson
- Paul McCallum

**CARRIED**

## 12.9 Capital Works Monthly Report - End of June 2025

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Bill Scott (Manager Project Management Office), Marg Scanlon  
**Report Author:** (Director Infrastructure and Sustainability)  
 Howard Tu, PMO Business Partner  
**Attachment(s):** 1. Attachment 1 [12.9.1 - 3 pages]

### Executive Summary

This report provides Council with a final status report for the 2024/2025 Capital Works Program at the end of June 2025 including projects carried over from 2023/2024 as identified in the 2024/2025 budget.

The expenditure target set for 2024/2025 was \$23 Million and this target was achieved as at the end of June 2025. As anticipated, the delivery at the end of this financial year has exceeded the 2023/2024 total capital expenditure of \$18M which represented the highest capital expenditure for Council within the past six years.

In summary the following represents the completion rates:

End of Financial Year 24/25						
New & Upgrade	Total Project	Completed Project	Forecasted Budget	Actuals	Actuals and Commitments	Expenditure Completion
	34	12	\$ 11,449,936	\$ 10,158,132	\$ 11,103,975	89%

Project completed with remianing budget: \$60k (Included as part of "Actuals" in expenditure completion calculation)

End of Financial Year 24/25						
Renewal	Total Project	Completed Project	Forecasted Budget	Actuals	Actuals and Commitments	Expenditure Completion
	127	89	\$ 10,356,539	\$ 9,148,415	\$ 11,494,748	95%

Project completed with remianing budget: \$710k (Included as part of "Actuals" in expenditure completion calculation)

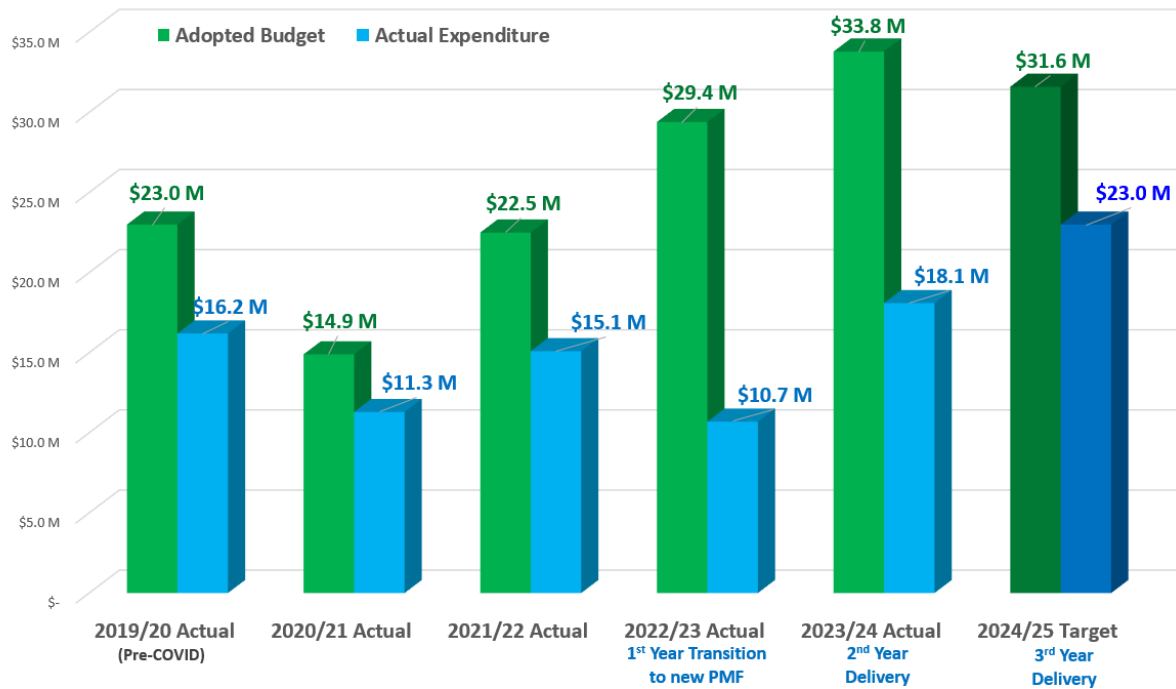
End of Financial Year 24/25						
Compliance	Total Project	Completed Project	Forecasted Budget	Actuals	Actuals and Commitments	Expenditure Completion
	142	127	\$ 5,010,586	\$ 3,726,929	\$ 4,279,671	87%

Project completed with remianing budget: \$628k (Included as part of "Actuals" in expenditure completion calculation)

### Discussion

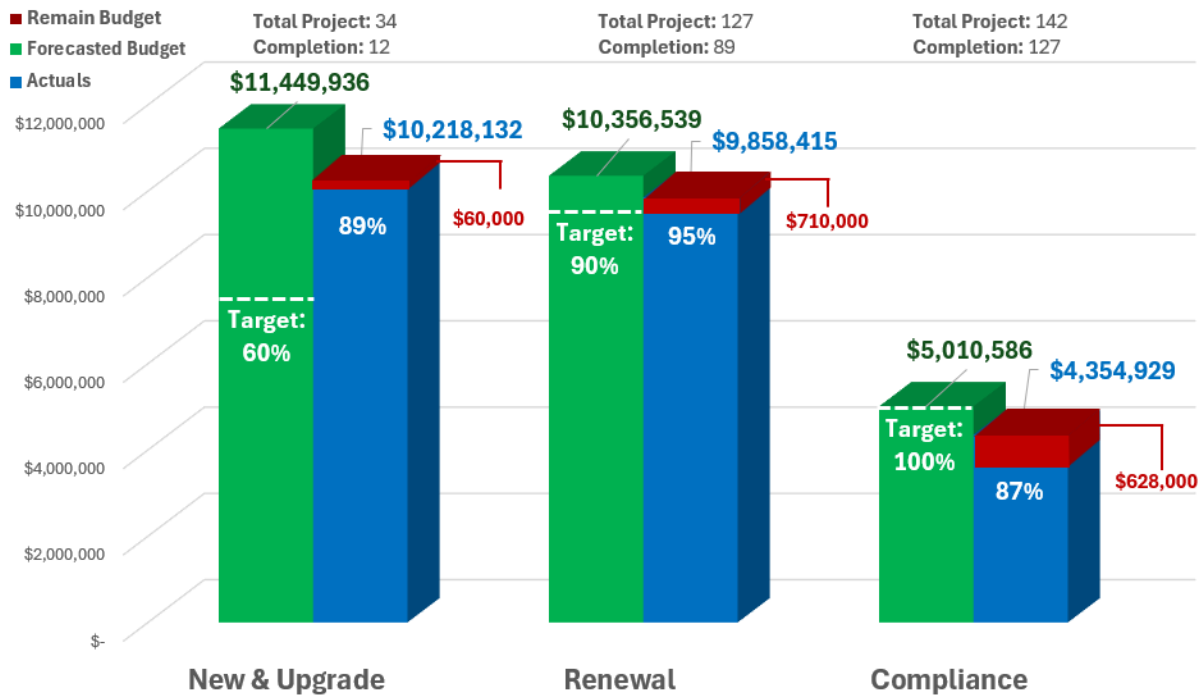
The graph below summarises the capital works delivered over the last 6 financial years, representing a strong upward trajectory in delivery and project completion. In 2022/2023 Council introduced the Project Management Office and Framework which has centralised the management of capital works.

### SGSC Annual Budget & Expenditure Overview



The 2024/2025 capital program includes 303 capital projects comprising individual asset renewal programs. Of the 303 projects, 228 are completed as the end of financial year 2024/2025.

### SGSC EOFY 24/25 Capital Work Overview



The new/upgrade projects achieved 89% and renewal achieved 95% both above the nominated targets.

Five compliance categorised projects will be completed early in 2025/2026, resulting in 87% of the compliance projects completed in 2024/2025 which is below the 100% target. This is primarily attributed to specific elements of the projects requiring additional external agency assessments or additional scope elements.

- Coleraine Closed Landfill Remediation. (landfill cap design is completed to achieve the required cover)
- Hamilton Landfill Leachate Bore and Sump (Investigations and requirements confirmed)
- Hamilton Industrial Land Development (Powercor assessments resulting in project delays)
- Essential safety measures (ESM) (Transition of ESM Management to Facilities Maintenance to enable efficiencies and compliance)
- Hamilton Livestock Exchange Walkways (RFQ closed works planned for completion by end of September)

The above projects while not completed have progressed considerably with significant progress on refining the scopes and completion due diligence orks to progress towards delivery.

It is anticipated that the majority of carry-forward projects will be completed by the end of October 2025, some specific items will be later due to the targeting of specific weather or timelines for works such as the Coleraine Landfill Cap and the swimming pool filtration systems. A final list of carry forward projects is being confirmed for Council endorsement in September 2025, and this will be reported as a part of the End of Financial Year Financial Report.

Below is a summary of all the project which have been completed in this financial year, this list set at the project level and as such items like the rural reseals are listed as one project even though it covers 20 individual roads.

### Completed Projects

Project Status	Title	% Complete
Complete	Martin Hynes Council Suite - roof & windows	100.00%
Complete	Business Systems - CCTV Cameras & IT Network Infrastructure	99.13%
Complete	Hamilton Outdoor Pool - Shell repairs, Painting & Expansion Joints	100.00%
Complete	Hamilton Showgrounds Carpark & Pedestrian Crossing (Stormwater Management Plan)	100.00%
Complete	Melville Oval - Facilities Upgrade Project	99.88%
Complete	Pedrina Park - Carpark Upgrade - Construction	100.00%
Complete	Pedrina Park - Soccer Drainage	100.00%
Complete	PAC Stage Lights (formerly PAC - Front of House Lights)	100.00%
Complete	Playgrounds - General Renewal	100.00%
Complete	Parking Meter Renewal	100.00%
Complete	EV Charger (Fleet)	100.00%
Complete	Dunkeld Loop Walking Track	100.00%
Complete	Mill Road / Lakes Edge Connection Business Case	100.00%
Complete	Roadside Safety Improvements	99.82%
Complete	Hamilton Transfer Station Bunker (Waste Options Implementation)	100.00%
Complete	Transfer Station Upgrade Program - Hamilton	100.00%
Complete	Roof Repair and heating and cooling - Coleraine Mechanics Institute	100.00%
Complete	Roof Cladding Replacements - Silvester Oval (Pavilion & Change Room Verandah)	100.00%
Complete	Coleraine - Silvester Oval - Sewerage Works	100.00%
Complete	Cox Street, Penshurst - Design and construct	100.00%
Complete	French Street, Hamilton - Design and construct	100.00%
Complete	Kent Manor - Design and construct	100.00%
Complete	Hamilton Pump Track	100.00%
Complete	Hamilton Botanic Gardens - Skene Street Gates	100.00%
Complete	Hamilton Regional Livestock Exchange Cattle Yard Upgrade	100.00%
Complete	Pedrina Park Cricket Nets	96.33%
Complete	Lake Hamilton - Solar Lighting Installation	95.00%
Complete	Skip Bin Replacement	100.00%
Complete	Melville Oval Irrigation	99.99%
Complete	Development contribution - St Marys Lane Hamilton	100.00%
Complete	HILAC UV Disinfection	100.00%
Complete	Melville Oval - Repair of Termite Damage Within Existing Pavilion	98.07%
Complete	Drainage - Annual Renewal	100.00%
Complete	Wetlands Loop Walk Track CFSE	100.00%
Complete	54 Park Street Drainage, Hamilton	100.00%
Complete	Smith St Kerb and Channel	100.00%
Complete	Light Fleet Renewal Program 24/25	99.83%
Complete	Bridges & Culverts Program 23/24	100.00%
Complete	Final Road Seal Program 24/25	100.00%
Complete	Footpath Program (Design) 24/25	99.17%
Complete	Kerb & Channel Program 24/25	99.56%
Complete	Rural Road Reseal Program 24/25	100.00%
Complete	Road Rehabilitation Program 24/25	100.00%
Complete	Gravel Road Resheet Program 24/25	100.00%
Complete	Urban Road Reseal Program 24/25	100.00%

## **Financial and Resource Implications**

Contracted project management services have been procured to assist with the planning and development of the three major Hamilton CBD projects, with the remaining capital program managed through existing resources.

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

### ***Maintain and Renew Our Infrastructure***

3.1 Plan and maintain sustainable assets and infrastructure

3.1.1 Review and adopt asset management plans to align with future service levels, environmental and financial sustainability.

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.

3.1.3 Deliver to the Council and the community, a strategic approach to our Arts and Culture infrastructure including progressing the new Hamilton Gallery.

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

### ***Provide Strong Governance and Leadership***

5.1 Transparent and accountable governance

5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

### ***Provide Strong Governance and Leadership***

5.2 Effective advocacy

5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.

5.2.3 Support and partner with service providers, State and Federal Government departments to improve inclusive opportunities for the Southern Grampians community.

### ***Provide Strong Governance and Leadership***

5.4 Customer-focused services

5.4.1 Use digital solutions in service delivery to maximise efficiency of outcomes.

## **Legislation**

Local Government Act 2020,  
Road management Act 2004

## **Gender Equality Act 2020**

Some individual project had gender impacts and appropriate gender impact assessments were completed in relation to these projects.



## **Risk Management**

All capital works project have risk implications these relate to the project delivery process as well as to the outcome being targeted for achievement via the project in question, all Council business cases require the proponent to indicate if the project is risk neutral or increases or decreases Council risk by completion. Council Project managers also undertake a project risk assessment for each specific project as part of the planning phase of the project delivery this includes the application of risk reduction techniques throughout the stages of delivery of the project.

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

Council's Climate Change and Sustainability Strategy underpins a few capital projects within the capital works program, namely the transfer station improvements, bunkers at the Hamilton Transfer Station. These initiatives significantly contribute to the reduction in waste and improvement management of resources for repurposing.

Some projects have practical climate change actions in built such as drainage upgrades and drainage trouble spots as well as assessing potential implications which may occur relating to specific project outcomes. These are assessed on a project-by-project basis.

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

Each project requires a comms plan to be developed in the planning phase this structure is now built into Councils project management software CAMMs Project, the scale and direct outcomes of the comms plans will vary project to project.

## **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.

Howard Tu – Business Partner Project Management Office

Bill Scott – Manager Project Management Office

Marg Scanlon – Director Infrastructure & Sustainability

### RECOMMENDATION

That Council acknowledge the end of financial year capital program report which confirms;

- \$23,094,901 expended against the adjusted budget comprised of the adopted budget of \$20,624,250, along with approved carry forwards projects endorsed in the September 2024 Council report.
- 85% complete of the revised Capital Works Program.

### COUNCIL RESOLUTION

**MOVED:** Cr Henry  
**SECONDED:** Cr Barber

**That Council acknowledge the end of financial year capital program report which confirms:**

- 1. \$23,094,901 expended against the adjusted budget comprised of the adopted budget of \$20,624,250, along with approved carry forwards projects endorsed in the September 2024 Council report.**
- 2. 85% complete of the revised Capital Works Program.**

**CARRIED**

## 12.10 Design Brief for Hamilton Library, Community Hub and Civic Square

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon (Director Infrastructure and Sustainability), Darren  
**Report Author:** Barber (Director People and Performance)  
**Attachment(s):** 1. Attachment A 2025007 Hamilton Government Hub Specifications for final review [12.10.1 - 16 pages]

### Executive Summary

The purpose of this report is to present the proposed scope and deliverables of Hamilton Library, Community Hub and Civic Square (the Hub) design development phase following the establishment of the Regional Precincts and Partnerships Program (rPPP) funding agreement.

The rPPP funding deliverables includes design development for the Hamilton Community Hub which comprises a new Hamilton Library, Digital Hub, shared administration offices, and a new civic square. This report includes the project architectural brief which informs the design development noting the respective project partners and stakeholders.

Councils' endorsement of the Hub Architectural Brief (Attachment 1) is recommended with an aim to award the design tender in October 2025.

### Discussion

Council successfully attained \$5M funding through the rPPP in 2025 to undertake design development for the New Hamilton Gallery, the Hamilton Hub and the Hamilton CBD Streetscape together with respective partnership agreements. These multigenerational projects will not only transform Hamilton but will contribute significantly to the educational pathways for residents, regional tourism, local business growth and provide community spaces for celebrations, activity and respite. The overall vision depicts a centrally located, accessible precinct that attracts residents and visitors to connect and linger longer together.

Located within the New Hamilton Hub, the new Hamilton Library will be a vibrant, inclusive community living room and a landmark in the Hamilton CBD, reflecting Council's commitment to modern and responsive library services which meet the evolving needs of the community. Welcoming people of all ages, abilities and interests, it will offer a place to relax, learn, explore and connect, to experience history and culture, to play and create, fostering curiosity and broadening horizons.

The Digital Hub, also located within the Hub, will be a dynamic platform for local innovation, equipping businesses, students and community groups with the ICT resources they need to fulfill their goals and aspirations. The Digital Hub will:

- Provide high-quality hardware, software, digital tools and high-speed connectivity.
- Include dedicated work zones and meeting rooms to enable remote work and virtual meetings, alongside multipurpose zones to allow collaboration.

- Enhance the reach of the Country University Centre Southern Grampians program for local students, extending tertiary level education, research and support to local learners.

The Hub will provide access to a range of multipurpose, bookable indoor spaces to host a diverse range of users, activities and programs. Uses may include social and civic events, public meetings, training and education programs and activities for all ages.

The Hub will centralise local offices with a suite of government agencies, specifically including Council, Wannon Water and the Glenelg Hopkins Catchment Management Authority together with allied health services provided for by Western District Health Services. The co-location of these services and the establishment of a shared customer service desk will streamline service delivery across all agencies and allow for a vastly improved and highly accessible customer service experience for southern Grampians residents and visitors.

Finally, the Hub precinct will also include a civic square that provides a welcoming location for community events, celebrations, exhibitions and activities, or more simply a gathering and meeting space, which provides a physical connection between the Hub, New Hamilton Gallery, Hamilton CBD and Melville Oval.

In summary, the design development project brief for architectural services defines the deliverables as follows;

#### Stage 1: Finalise the Hub Concept Design and Return Brief

- Review the Hub Concept Plan, Return Brief and Cost Plan through consideration of the NHG Concept Plan and the Hamilton CBD Streetscape Concepts.
- Re-engage with the key stakeholders and relevant agencies to reassess and confirm their priorities based on the two-storey concept plan and determine how a single storey option would operate.
- Incorporate stakeholder feedback into the concept design, ensuring alignment with the defined project vision and objectives.
- Revise and refine the concept design to meet stakeholder requirements and project goals including architectural and landscape designs and a cost analysis for the proposed two storey Hub building.
- Provide circulation analysis that links the Hub, carparking, civic square, new and existing buildings development, laneways and CBD main streets.
- Flexibility to adjust the concept design that includes Lots 86 and 86A which are currently privately owned properties operating as take-away food outlets

#### Stage 2: Design Development including specifications

- Develop detailed architectural, structural, civil, geotechnical, landscaping and building services drawings for the two-storey building.
- Provide specifications for materials, finishes, systems, and equipment to guide procurement.

Stage 3: Construction Support and Project Delivery including resolution to design related challenges that arise during construction.

In addition, the following provisional items are included and will be determined following review of the tenders and/or over the design development phase.

- Allow for an alternative concept design with cost plan for a single storey building being Southern Grampians Shire Council and Library/Digital Hub at the ground floor and Western District Health Service and other agencies to relocate elsewhere.
- Provision of Parking Precinct Plan that will manage existing and future car parking supply and demand to support the role and function of precinct development.

## **Financial and Resource Implications**

The budget allocated within the Council's Long Term Financial Plan for the detailed design and construction of Hub is \$34 million. Council has secured \$5 million from rPPP which provides financial contributions to the design development, partnership agreements and contracted project management services for the New Hamilton Gallery, the Hub and the Hamilton CBD Streetscape projects.

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

### ***Support Our Community***

1.3 Grow a diverse and inclusive community

1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents.

### ***Grow Our Regional Economy***

2.3 Continue to support the development of a skilled workforce

2.3.1 Advocate for educational pathways that provide access to tertiary, vocational, education and career opportunities.

2.3.4 Provide support for businesses to adapt to the digital economy.

### ***Grow Our Regional Economy***

2.4 Support local business and industry

2.4.2 Support and facilitate business development and growth initiatives.

### ***Maintain and Renew Our Infrastructure***

3.1 Plan and maintain sustainable assets and infrastructure

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

### ***Maintain and Renew Our Infrastructure***

3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

3.2.3 Provide infrastructure that supports a connected and active community.

### ***Maintain and Renew Our Infrastructure***

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.

## **Legislation**

The Hub design development phase will respond to various legislative requirements including but not limited to the *Building Act 1993*, Building Regulations 2018 and the *Road Management Act 2004* requirements.

This design development phase and the associated procurement arrangements will be consistent with Council's Procurement Policy and the *Local Government Act 2020*.

## **Gender Equality Act 2020**

Given the intended purpose of the Hub and the mix of shared spaces and diverse programs to be held within the Hub, a Gender Equality Assessment will be undertaken as the design phase as the project commences.

## **Risk Management**

The design development phase will further consider various risks which will inform the design, selection of materials, community engagement, services and authority submissions.

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

Climate change, environmental, and sustainability considerations play a critical role in informing future design requirements. The aim is to align with Green Star principles, maximising fresh air, natural light, acoustic quality, and low-toxin materials while targeting a high Built Environment Sustainability Scorecard (BESS) score and promoting occupant well-being in accordance with BuildWell principles.

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

Ten engagement workshops were undertaken with external stakeholders in addition to sessions held with the Council and staff during the development of the Hub concept plan. Staff engagement captured various internal business functions and service providers with Library, IT, People and Culture, Communications and Engagement and Sustainability well represented.

In principle approval to the Hub concept plan has been established with Western District Hospital Service (WDHS), Wannon Water (WW) and Glenelg Hopkins Catchment Management Authority (GHCMA). This forms a strong basis for the development of the partnership agreements. Other agencies have indicated their commitment to access the Hub on a regular basis to support their respective service and/or program needs. This access will be managed through programmable spaces.

## **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.

Rejoice De Vera, Senior Project Manager  
Alison Quade, Manager Communications and Engagement  
Susannah Milne, Manager Community Wellbeing  
Darren Barber, Director People and Performance  
Marg Scanlon, Director Infrastructure and Sustainability

### RECOMMENDATION

It is recommended that Council endorse the Hamilton Library, Community Hub and Civic Square Design Brief for the purposes of commencing the respective procurement process to secure architectural services.

### MOTION

**MOVED:** Cr Manning  
**SECONDED:** Cr Henry

**That Council endorse the Hamilton Library, Community Hub and Civic Square Design Brief for the purposes of commencing the respective procurement process to secure architectural services.**

### PROCEDURAL MOTION

**MOVED:** Cr Rainsford

**That Council approve a request for an extension of speaking time.**

**LAPSED FOR WANT OF A SECONDER**

<b>COUNCIL RESOLUTION</b>
---------------------------

**MOVED:** Cr Manning

**SECONDED:** Cr Henry

**That Council endorse the Hamilton Library, Community Hub and Civic Square Design Brief for the purposes of commencing the respective procurement process to secure architectural services.**

**CARRIED**

**A Division was called.**

For:	Against
Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Heslin Cr Manning	Cr Rainsford



## 12.11

### Property Register - Properties identified for disposal - Sale of Properties

<b>Directorate:</b>	Infrastructure and Sustainability
<b>Report Approver:</b>	Marg Scanlon (Director Infrastructure and Sustainability)
<b>Report Author:</b>	Aaron Smith (Manager Assets)
<b>Attachment(s):</b>	1. CONFIDENTIAL - Southern Grampians Land Assets - Final Report [12.11.1 - 29 pages]

#### Executive Summary

Six properties listed in Council's Property Register were identified as surplus to operational requirements.

At its meeting on 8 May 2024, Council resolved to publish a Notice of Intention to Sell for the following properties:

- 5 Dunbar Court, Hamilton
- 63 Gordon Street, Hamilton
- 76–80 Recreation Road, Dunkeld
- 54–56 Kenna Avenue, Hamilton
- 118 McLeod Street, Coleraine
- Cox Street, Penshurst (corner Dickens, Burchett & Cox Streets)

The purpose of this report is to advise Council of the recent offer to purchase 63 Gordon Street, Hamilton with the recommendation to accept this offer. Furthermore this report recommends that Council delegates authority to the Chief Executive Officer to negotiate the terms in relation to the sale of the remaining five property sites.

#### Discussion

Public submissions regarding the proposed sales were considered at the 14 August 2024 Council Meeting. Independent valuations have been undertaken by Preston Rowe Paterson, with the most recent dated 30 June 2025 (Confidential Attachment 1: Valuation Report).

Following an Expressions of Interest process, a sales agent was appointed and the property sales campaign commenced on Thursday 31 July 2025. One offer of \$222,000 has since been received for 63 Gordon Street, Hamilton. This offer represents a competitive price and subsequently it is recommended that Council proceed with the sale of 63 Gordon Street Hamilton.

The sales campaign remains live for the remaining properties. Officers are seeking Council approval to delegate negotiations for the sale of the remaining five properties to the CEO to enable negotiations can be undertaken confidently and respond to offers in a timely manner.

## **Financial and Resource Implications**

The current maintenance costs attributed to the six nominated sites is approximately \$10,000, which the Council manages through its operational budgets.

The annual Fire Service Levy (FSPL) for each of the properties is approximately \$260.00 per year.

The cost of selling the land will be limited to valuation fees, advertising fees, agent selling fees and associated legal fees. These costs will be recovered from the income generated from the sale of these properties with the opportunity for the surplus funds to be utilised to improve other Council services and infrastructure for the community.

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

### ***Provide Strong Governance and Leadership***

5.1 Transparent and accountable governance

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

## **Legislation**

Under Section 114 of the *Local Government Act 2020* the following restrictions apply to Council's power to sell land, of which Council has completed all requirements.

Before selling or exchanging the land:

- a. at least 4 weeks prior to selling or exchanging the land, publish a notice of intention to do so on Council's Internet site and in any other manner prescribed by the regulations for the purposes of this subsection; and
- b. Undertake a community engagement process in accordance with Council's community Engagement Policy; and
- c. Obtain from a person who holds the qualification or experience specified under Section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

## **Gender Equality Act 2020**

It is important to note that under the *Gender Equality Act 2020*, there is an obligation for the Council to consider and promote gender equality in all their functions and activities. This includes the disposal of property. A gender impact assessment was not required as part of the disposal.

## **Risk Management**

The proposed recommendation does not present any risks to Council.

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

The proposal to sell the six properties demonstrates Council's leadership to consider the surplus property which is otherwise underutilised and not maintained.

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

The Council gave notice under Section 114 of the *Local Government Act 2020* proposing the intention to sell each of the six properties, as well as seeking public submissions from the community.

## **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.

Aaron Smith, Manager Assets

Katie Krebs, Property Officer

Marg Scanlon, Director Infrastructure and Sustainability

## **RECOMMENDATION**

That Council:

1. Accept the offer to sell 63 Gordon Street, Hamilton;
2. Authorise the Chief Executive Officer to execute all the respective documents for the sale and transfer of 63 Gordon Street, Hamilton; and
3. Authorise the Chief Executive Officer to negotiate the sale of the following five properties and execute all the respective documents for their sale and transfer:
  - a) 5 Dunbar Court, Hamilton
  - b) 76–80 Recreation Road, Dunkeld
  - c) 54–56 Kenna Avenue, Hamilton
  - d) 118 McLeod Street, Coleraine
  - e) Cox Street, Penshurst (corner Dickens, Burchett & Cox Streets)

**COUNCIL RESOLUTION**

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

**That Council:**

1. **Accept the offer to sell 63 Gordon Street, Hamilton;**
2. **Authorise the Chief Executive Officer to execute all the respective documents for the sale and transfer of 63 Gordon Street, Hamilton; and**
3. **Authorise the Chief Executive Officer to negotiate the sale of the following five properties and execute all the respective documents for their sale and transfer:**
  - a) **5 Dunbar Court, Hamilton**
  - b) **76–80 Recreation Road, Dunkeld**
  - c) **54–56 Kenna Avenue, Hamilton**
  - d) **118 McLeod Street, Coleraine**
  - e) **Cox Street, Penshurst (corner Dickens, Burchett & Cox Streets)**

**CARRIED**

## 13 Notices of Motion

### 13.1 Notice of Motion #9/25 - Cr Calvano - Flag Installation in the Sam Fitzpatrick Gardens

**Councillor:** Cr Calvano

**Attachment(s):** Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 13 August 2025.

#### MOTION

That Southern Grampians Shire Council:

1. Install a flagpole with the Australian flag in the Sam Fitzpatrick Gardens, Hamilton in the vicinity of the Ted Kenna statue.
2. Install spotlights to allow the flag to be viewed at night.
3. Works to be completed prior to end of 2025.

#### COUNCIL RESOLUTION

**MOVED:** Cr Calvano

**SECONDED:** Cr Campbell

That Southern Grampians Shire Council:

1. **Install a flagpole with the Australian flag in the Sam Fitzpatrick Gardens, Hamilton in the vicinity of the Ted Kenna statue.**
2. **Install spotlights to allow the flag to be viewed at night.**
3. **Works to be completed prior to end of 2025.**

**CARRIED**

**A Division was called.**

For:	Against
Cr Barber Cr Calvano Cr Campbell Cr Heslin Cr Rainsford	Cr Henry Cr Manning

13.2                      Notice of Motion #10/25 - Cr Rainsford - Hamilton CBD  
Tree Lighting Extension

**Councillor:**              Cr Rainsford

**Attachment(s):**        Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 13 August 2025.

**MOTION**

That Southern Grampians Shire Council:

- 1) Supports investigation of extending street tree lighting beyond the current section of Gray to include more of Gray Street and sections of Thompspon and Brown Streets in the Hamilton CBD
- 2) Seeks a report from Officers and potential consideration by the CBD Street Revitalisation Advisory Committee.

**LAPSED FOR WANT OF A SECONDER**

### 13.3 Notice of Motion #11/25 - Cr Rainsford - Glenthompson Carryover Funds Reallocation

**Councillor:** Cr Rainsford

**Attachment(s):** Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 13 August 2025.

#### MOTION

That Southern Grampians Shire Council:

1. approves the reallocation of the \$120,000 in the 2024/2025 budget now unspent carryover funds that was allocated the Glenthompson School Project, now to be directed towards the Glenthompson Memorial Swimming Pool
2. The specific expenditure of these funds to be determined in consultation with the Glenthompson Community and Council staff representatives.

**LAPSED FOR WANT OF A SECONDER**

## 14 Urgent Business

### RECOMMENDATION

That the following item be admitted to Urgent Business under sub-rule 3.7.2 of Council's Governance Rules being item 14.1 – VicGrid Bill.

### COUNCIL RESOLUTION

**MOVED:** Cr Campbell  
**SECONDED:** Cr Rainsford

That the following item be admitted to Urgent Business under sub-rule 3.7.2 of Council's Governance Rules being item 14.1 – VicGrid Bill.

**CARRIED**

### 14.1 VicGrid Bill

**Councillor:** Cr Campbell  
**Attachment(s):** Nil

### MOTION

1. That Southern Grampians Shire Council write to the Premier of Victoria and Hon Lily D'Ambrosio MP, Minister for Climate Action, Minister for Energy and Resources, Minister for the State Electricity Commission, to formally object to the bill seeking to legislate fines for farmers that oppose access to their land by companies building electricity infrastructure in the state and to authorise the use of force to achieve access.
2. That Southern Grampians Shire Council's Municipal Association of Victoria (MAV) delegate contact MAV and urge them to urgently convene an emergency meeting to establish their position and future strategy upon the matter above.
3. That the Mayor of the Southern Grampians Shire Council contact the relevant regional groups and Mayors in other rural Shires and urge them to urgently establish their position and future strategy upon the matter above.



**COUNCIL RESOLUTION**

**MOVED:** Cr Campbell

**SECONDED:** Cr Rainsford

1. That Southern Grampians Shire Council write to the Premier of Victoria and Hon Lily D'Ambrosio MP, Minister for Climate Action, Minister for Energy and Resources, Minister for the State Electricity Commission, to formally object to the bill seeking to legislate fines for farmers that oppose access to their land by companies building electricity infrastructure in the state and to authorise the use of force to achieve access.
2. That Southern Grampians Shire Council's Municipal Association of Victoria (MAV) delegate contact MAV and urge them to urgently convene an emergency meeting to establish their position and future strategy upon the matter above.
3. That the Mayor of the Southern Grampians Shire Council contact the relevant regional groups and Mayors in other rural Shires and urge them to urgently establish their position and future strategy upon the matter above.
4. Request the CEO to develop a motion to table at the MAV State Council in support of this recommendation.

**CARRIED**

## 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.

### **Cr Barber**

Wednesday 30<sup>th</sup> July

Attended and addressed the young leaders from our local schools, a fantastic group of future leaders with aspirations in a variety of different industries and employment as they all look to the future. A lot was discussed with them about how we can retain our young people in the shire or entice them back after they have gone off to University etc.

Thursday 31st July

Attended the Fresh water lake committee to appoint a new committee chair and secretary. There were 10 representatives. The new previous chair and secretary were re-elected. The committee does a fantastic job looking after the reserve and receive very little funding to do so. I mentioned to the committee about contacting the shire to assist them with a community grants application.

August 3<sup>rd</sup> & 4<sup>th</sup> August

Attended Sheepvention wearing my councillor and are-able hats. There was a fantastic crowd on the Sunday and the weather was perfect, very unusual for Sheepvention as we all know. Monday the weather turned very windy but there was still a great crowd in attendance.

Friday 8<sup>th</sup> August

Attended the Victorian Variety Bash launch event at Campe's Motor Museum. 82 vehicles were along with a fleet of support people and over approx. 350 rally participants. The vehicles all looked amazing and the costumes were excellent. I did a brief welcome before the official morning procedures kicked off. The Variety club gave George Street Primary School and North Hamilton Primary School donation of \$17,000 along with George Street receiving a portable building from the 'Ground Monkey's' a group of entrants all dressed in monkey costumes. They also said that they will come and build the portable dressed as monkey' which got a great reception from the crowd and the kids.

### **Cr Calvano**

On 21st of July I attended Pedrina Park user group meeting.

30th of July I attended the young leader's morning tea.

### **Cr Campbell**

No report received

**Cr Henry**

No report received

**Cr Heslin**

15 July – Victoria Valley Public Hall Meeting  
01 Aug - Rural Councils Victoria Annual Forum  
08 Aug – Coleraine Art & Photography Gala Event

**Cr Manning**

No report received

**Cr Rainsford**

Congratulations on the SGS team in hosting a diverse and exciting School Holiday Program incorporating our wonderful Library, Cinema Performing Arts and Indoor Leisure Centre.

July 8 Variety Bash send off and breakfast at Campe's Motor Museum which was well attended and the last 3 cars to leave had 2 French Onion Sellers, 3 Elvis Presley's and 4 Queens heading north.

July 15 Glenthompson Community Plan - Glenthompson Pool meeting with Council reps Council staff and Community at MHA to consider funding models, agreements and budget for reopening and operating the Glen Pool.

Jul 21 Pedrina Park Users Group Meeting with Recreation officers and Sporting Club representatives

Jul 23 Teams Virtual Council Meeting discussion on State Govt Drought Relief Package

Jul 30th Young Leaders meet and greet with SGS Councillors after a tour of the Council Chamber.

Aug 1 Rail Freight Alliance Meeting report from Dept of Transport and models of future management of membership funds with an extra meeting planned August 26 to ratify the new structure

Aug 2 We attended a packed Cavendish Hall Story event featuring the talented Damien Callinan and well supported by the Hamilton Performing Arts Team.

Aug 3 & 4 I attended the 2025 Sheepvention Rural Expo including attending the inaugural Women in Ag Lunch event, inaugural performance of our Community Choir Footprints in the Home Paddock Pavilion , the Shannon Noll concert after a Q & A forum promoting better mental health. and the 2nd Peter Schroeder breakfast forum  
A shout out to the Hamilton P & A and numerous volunteers, businesses and visitors that made this years' Sheepvention Rural Expo a hugely successful event

## 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), Confidential Information (a) council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released due to costings in the report.

#### 16.1 Kerbside Contract Extension

### COUNCIL RESOLUTION

**MOVED:** Cr Henry  
**SECONDED:** Cr Campbell

**That the following items be considered in Closed Council as specified in section 66(2)(a) 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 due to costings in the report.**

#### 16.1 Kerbside Contract Extension

**CARRIED**

## 17 Close of Meeting

This concludes the business of the meeting.

Meeting closed at 8:18pm.

Confirmed by resolution at the Council Meeting held on 10 September 2025.