

# SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Minutes  
Wednesday 10 December 2025**

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



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

## **1 Membership**

### **Councillors**

Cr Dennis Heslin, Mayor  
Cr Afton Barber  
Cr 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  
Ms Marg Scanlon, Director Infrastructure and Sustainability  
Mrs Karly Herring, Governance Coordinator

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

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

*“Our meeting is being held on the traditional lands of the Gunditjmarra, 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 Calvano will lead the meeting in a prayer.

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

### 4 Apologies

Cr Helen Henry

### 5 Confirmation of Minutes

#### RECOMMENDATION

That the Minutes of the Council Meeting held on 12 November 2025 be confirmed as a correct record of business transacted.

#### COUNCIL RESOLUTION

**MOVED:** Cr Campbell

**SECONDED:** Cr Barber

**That the Minutes of the Council Meeting held on 12 November 2025 be confirmed as a correct record of business transacted.**

**CARRIED**

### 6 Declaration of Interest

Cr Calvano declared an interest with regard to item 7.1

## 7 Leave of Absence

**Cr Calvano left the room at 5:32pm**

### 7.1 Cr Calvano - 1 May 2026 to 30 June 2026

#### RECOMMENDATION

In accordance with section 35(4) of the *Local Government Act 2020*, Council grant a leave of absence to Councillor Albert Calvano for all meetings held from 1 May 2026 to 30 June 2026 inclusive.

#### COUNCIL RESOLUTION

**MOVED:** Cr Heslin  
**SECONDED:** Cr Campbell

**In accordance with section 35(4) of the *Local Government Act 2020*, Council grant a leave of absence to Councillor Albert Calvano for all meetings held from 1 May 2026 to 30 June 2026 inclusive.**

**CARRIED**

**Cr Calvano returned at 5:32 pm.**

## 8 Questions on Notice

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

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

Questions must:

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

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

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

There were two questions on notice:

**Q1:**

Regarding the existing Civic Hub in Brown Street:

Several councillors, including our Mayor, have proclaimed the current Civic Hub building has reached its end of life, is unfit for purpose, and is unsound, implying it has been condemned. I understand there has been an engineer's assessment made under the auspices of Angelo Candalepas and Associates, the architects for the new art gallery, who found it unfit for redevelopment as a modern gallery. And Council reports avoid suggesting it is at end of life or unfit for repurposing.

Demolishing and replacing this building - which currently houses the library, art gallery, cinema, public toilets, coffee shop, staff offices, and Council enquiries and cashiers' desks - will cost \$millions, with cuts to services and asset management likely for the rest of the shire.

Residents of Glenthompson already know what this looks like.

However, for the sake of reassuring staff and public users, for openness and accountability, and so that we all know we are getting good value for our ratepayers' and taxpayers' money and from our Council, could you please indicate when an independent asset report on the



condition and estimated costs of repair and refurbishment or repurposing of the existing Brown Street Civic Hub will be made public??

### **Response Q1**

Multiple independent engineering reports have been produced and made publicly available throughout the life of this project, most recently as part of the design phase. The detailed report by Arup Engineers, which was over 80 pages in length, was included in the public documentation endorsed at the July 2025 Council Meeting. This report along with other relevant project documentation can be accessed via Council's website.

The Arup report provides comprehensive building and site analysis, highlighting significant issues with the current structure and serious limitations in repurposing the building. These included structural concerns such as the low load capacity of the floors and the steel structure and reduced durability in what could be used in the building because of that. The inability to effectively upgrade insulation, waterproofing and thermal barriers, all of which had significantly deteriorated. The requirement to remove and replace all steel work, limited access to footage restricting increase to floor loads or addition of new levels, outdated and non-reusable services such as electrical and mechanical services, poor access to essential service pathways beneath the building and no fire rated walls.

A building in this condition cannot be effectively repurposed, on this basis Council did not seek any costings to repurpose the building other than advice taken from two different architectural firms that said a refit would really cost more than a new build and result in a compromised product that would not meet our community's needs and serve our community well for hopefully the next 100 years.

To undertake those costings, on a repurposing of the building we would have to develop fully detailed designs and construction drawings of the works and then have a quantities surveyor prepare a cross plan. This certainly would be at a substantial cost and not justifiable given the advice we'd had on the state of the existing building. The current gallery building would not be fit for purpose as a library for exactly the same reason. In addition it also had other flaws in terms of its use as a community facility in that it has no windows or natural light in the building, no community meeting spaces and no acoustic layers.

### **Q2:**

Regarding the Glenthompson public toilets:

In April, Cr Manning successfully moved that investigations be made into renovating the swimming pool building for public toilets and parking in the immediate area. While some progress has been made on the former, no assessment of parking has been forthcoming.

Cr Manning also proposed that the Glenthompson community be given the opportunity to contribute to decisions being made. If the community is to make knowledgeable contributions, it needs all available information.

However, we still await a Briefing Report from November 2022 regarding public toilets across the shire. It was requested under Freedom of Information and approved for release in January 2025 by the Information Commissioner, who found the majority of documents failed to satisfy any condition of confidentiality. But instead of receiving the Briefing Report, a readily available



Management Report for the December '23 meeting, which referred to the Briefing Report, was re-named and sent in its place.

Therefore I ask, is there any reason for withholding that Briefing Report from the community while decisions on design and siting are still pending?

## **Response Q2**

The Governance team checked your Freedom of Information application request and found that you didn't receive the "staff briefing report of November 2022 concerning roadside toilets in Glenthompson, as mentioned in the Management Report, of December 2023" as it didn't exist, however, the search did find that there is a briefing report for December 2022 which can be provided.

## 9 Public Deputations

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

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

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

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

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

### 9.1 Tim Leeming, Clair Wettenhall, Andrew Edgar and Michelle Edgar - Renewable Project Proposal

There was one request to speak regarding a renewable project proposal.

#### RECOMMENDATION

That Council receive the deputation.

#### COUNCIL RESOLUTION

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

**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 - 5 November 2025
- Briefing Session - 12 November 2025
- Briefing Session - 26 November 2025

This agenda was prepared on 3 December 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 - 5 November 2025
Date:	5 November 2025
Location:	MJ Hynes Auditorium
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 Rory Neeson, Director Wellbeing, Planning and Regulation Rejoice De Vera, Senior Project Manager Alison Quade, Manager Communication and Engagement Jane Coshustt, Senior Community Development Coordinator Daryl Adamson, Manager Shire Strategy and Regulation

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Architectural Approach to the Community and Cultural Precinct	Nil
2	Hamilton Library and Community Hub Award Tender	Nil
3	Partnership Agreement	Nil
4	Youth Policy	Nil
5	Bev McArthur MP	Nil
6	VicGrid REZ and Community Benefits	Nil
7	Council Meeting Items	Nil

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 12 November 2025
Date:	12 November 2025
Location:	MJ Hynes Auditorium
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 Rory Neeson, Director Wellbeing, Planning and Regulation Karly Saunders, Governance Coordinator

The Informal Meeting commenced at 1:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Sustainability Competition	Nil
2	Councillor Only Meeting	Nil
3	Councillor and CEO Only Meeting	Nil
4	Council Meeting Item Discussion	Nil

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 26 November 2025
Date:	26 November 2026
Location:	MJ Hynes Auditorium
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 Rory Neeson, Director Wellbeing, Planning and Regulation Rejoice De Vera, Senior Project Manager Alison Quade, Manager Communication and Engagement Jane Coshutt, Senior Community Development Coordinator Anita Collingwood, Planning Coordinator

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CBD Streetscape	Nil
2	HILAC User Groups	Nil
3	Finance Report	Nil
4	MAV Workcover Invoice	Nil
5	Coleraine and Cavendish Structure Plan	Nil
6	Rescission of Council Policy – Historical Societies and Museums and Cultural Protocols	Nil
7	Councillor Only Meeting	Nil

The Informal Meeting concluded at 5:00pm



## 12 Management Reports

### 12.1 Hamilton CBD Streetscape Revitalisation – Tree Audit Stage 1 and Project Advisory Group Update

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Rory Neeson, Director Wellbeing, Planning and Regulation Bill Scott, Manager Project Management Office
<b>Report Author:</b>	Rejoice De Vera, Senior Project Manager
<b>Attachment(s):</b>	1. 250815 Tree Impact on Existing Infrastructure Audit Report [12.1.1 - 11 pages] 2. CBD Streetscape Project Advisory Group - Summary of Feedback and Design Direction [12.1.2 - 4 pages]

#### Executive Summary

This report provides Councillors with an update on the findings of the Tree Audit for Stage 1 of the Hamilton CBD Revitalisation Project, which assessed the impact of existing trees on current infrastructure and the associated risks for keeping those less problematic trees.

The report also provides Councillors with a summary of the feedback from the three meetings that have been held with the Hamilton CBD Revitalisation Project Advisory Group (PAG) and some design directions the group would like shared with the consultants as part of development of the next version of concept plans for the project.

#### Discussion

At the August Council Briefing when officers were updating Councillors on a recommendation for the members of the PAG for the Hamilton CBD Revitalisation Project, officers discussed the proposed methodology to identify the most problematic Plane trees in the Hamilton CBD, which will inform the updated concept plan options.

Glenn Rundell Consulting was engaged by Council to audit the 25 Plane trees in Stage 1 of the project and to assess the impact each tree has on existing infrastructure.

#### Audit Elements

From previous site inspections and reports, it was apparent that some trees have affected existing infrastructure as follows:

1. Tree roots have lifted the pavement under road traffic lanes and car parking bays, cracking the asphalt and bituminous sealed surfaces, and allowing water to infiltrate and detrimentally affect the road pavement structure;
2. Tree roots have lifted sections of kerb and channel, causing water to pond in kerb and channel, reducing the life of road and parking bay pavements;
3. Tree roots have lifted brick pavers in various areas of the footpaths causing uneven surfaces and trip hazards;
4. Tree roots growing under building footings, have caused cracking and movement in building footings, and in some cases had resulted in window breakages;
5. Tree roots have infiltrated building sewers and drainage pipes causing pipe blockages;

6. Tree roots have infiltrated Council's underground drainage pipes and pits, reducing drainage capacity, and in some cases displaced pipe joints and reduced the effective life of the drainage system;
7. Tree roots have displaced and cracked underground service conduits, pipes and pits such as water pipes, gas mains, underground power, Telstra and NBN conduits and pits; and
8. Tree leaves have blocked building spouts and down-pipes causing flooding and early deterioration of building drainage systems.

Based upon the above, an audit sheet was developed to visually assess the effect each tree has had on each infrastructure element. The following rating system was used to assess the extent of impact.

**Audit Rating System:**

- 0 – No evidence of impact
- 1 – Evidence of minimal impact
- 2 – Evidence of substantial impact
- 3 – Evidence of severe impact
- Not Vis – Not Visible

Each Plane tree in Stage 1 was assigned a rating score (0–3) for its impact on existing infrastructure. The total score for each tree, detailed in Appendix B, reflects its overall impact, with higher scores indicating greater negative effects.

In addition, the audit sheet listed the Structural Root Zone (SRZ) and Tree Protection Zone (TPZ) for each tree, as determined by arborist Homewood Consulting in their report dated 20 March 2025.

To assess the impact of trees on the underground drainage system, TDG Environmental was engaged to insert a camera into the system to capture photographs and continuous video footage of the condition of pipes and pits. All other audit assessments were conducted through visual inspections of above-ground impacts, supported by knowledge from past investigations, reports, and repairs undertaken by Council staff.

**Audit Results**

Appendix B of the Audit Report presents the Audit Table results, based on visual assessments and a review of the TDG Environmental report, videos, and photographs.

A total of 25 trees were inspected and total impact rating scores ranged from a low of 15 out of a possible 39, to a high of 33 out of 39. The tree with the lowest total impact score of 15 still had 1 No. "severe impact" individual ratings and 3 No. "substantial impact" individual ratings.

The underground drainage system was found to be in poor condition, with tree roots and debris infiltrating pipes and pits, partially blocking drains. In some locations, blockages were so severe that camera inspections could not be completed. Evidence of pipe joint displacement was also observed.

The drainage system is significantly aged and does not meet current standards, which require a minimum 375mm diameter pipe with rubber ring joints beneath road infrastructure.

**Discussion of Audit Results**

The Tree Impact Audit clearly indicates that retaining any trees within Stage 1 would present a very high risk. Even if Council were to retain the four trees with the lowest infrastructure impact ratings (Trees 1, 2, 6, and 16), the audit shows that each has between one and three

severe impact ratings, while those with fewer severe ratings still record between three and five substantial impact ratings.

These results, highlighted in red and orange in the audit table below, underscore the significant risks associated with retention.

Hamilton CBD Tree Audit Package 1 - Impact on Existing Infrastructure																	
Rating System:																	
	0 – No evidence of impact																
	1 – Evidence of minimal impact																
	2 - Evidence of substantial impact																
	3 – Evidence of severe impact																
	Not Vis - Not visible																
Tree Identification				Rating Score (0 to 3)													Total Rating Score
Tree No. from Aerial Photo	Location	Structural Root Zone (SRZ) From Homewood Consulting Report	Tree Protection Zone (TPZ) From Homewood Consulting Report	Impact on road pavement within 3.0m	Impact on road pavement within 1.0m	Impact on footpath within 1.0m of trunk	Impact on footpath centre of path	Impact on footpath within 1.0m of property line	Impact on kerb & channel	Impact on building footing	Impact on building gutter	Impact on underground (UG) drainage pipes	Impact on drainage pits	Impact on UG property drain	Impact on UG services conduits	Impact on UG services pits	Total Rating Score
																	(0 to 39)
1	Gray StNE cnr Gray St & Brown St	2.39	4.68	0	1	3	2	2	1	1	2	2	Not Vis	Not Vis	Not Vis	2	16
2	Gray StSE cnr Gray St & Brown St	2.53	5.40	0	0	3	2	2	2	1	2	0	Not Vis	Not Vis	Not Vis	3	15
3	Brown St SE cnr Gray St & Brown St	2.53	5.04	0	1	3	2	2	3	3	2	0	3	3	3	3	28
4	Brown St SW cnr Gray St & Brown St	2.74	6.12	0	0	3	3	3	2	3	2	0	Not Vis	3	2	3	24
5	Gray St SW cnr Gray St & Brown St - CBA bank	2.57	5.52	0	1	3	1	1	3	0	1	3	3	1	Not Vis	3	20
6	Gray St sth side at Findex	2.57	5.28	0	0	1	2	1	1	2	2	0	Not Vis	3	Not Vis	3	15
7	Gray St sth side at Cook Walk	2.93	7.44	0	3	3	3	3	3	2	1	3	3	Not Vis	3	3	30
8	Gray St sth side at Lincraft	2.30	3.84	1	3	2	1	1	3	3	2	0	Not Vis	3	Not Vis	3	22
9	Gray St sth side at Venture & ped crossing	2.55	5.28	0	3	3	3	3	3	3	2	0	Not Vis	Not Vis	3	3	26
10	Gray St sth side at Accurate	2.32	4.08	1	3	1	2	1	3	1	2	0	Not Vis	3	3	3	23
11	Gray St sth side at Wards	2.61	5.64	1	3	3	3	3	3	3	2	3	3	3	Not Vis	3	33
12	Gray StNW cnr Gray St & Thompson St at Elders	2.87	6.96	1	1	3	3	3	3	3	2	0	Not Vis	Not Vis	Not Vis	2	21
13	Thompson StNW cnr Gray St & Thompson St at Elders	2.73	5.52	0	3	3	3	3	3	3	2	0	Not Vis	Not Vis	Not Vis	1	21
14	Thompson StNE cnr Gray St & Thompson St at Victoria's	2.43	4.44	0	2	3	2	3	3	2	2	3	Not Vis	3	Not Vis	Not Vis	23
15	Gray StNE cnr Gray St & Thompson St at Victoria's	2.65	5.28	1	3	3	3	1	3	1	2	3	3	Not Vis	Not Vis	2	25
16	Gray St nth side at Sheppards	2.30	4.08	1	1	1	1	2	3	1	1	0	Not Vis	3	Not Vis	3	17
17	Gray St nth side at K-Mart	2.57	5.76	0	3	3	2	2	2	2	1	3	Not Vis	Not Vis	Not Vis	1	19
18	Gray St nth side at Trev's Bargain Emporium	2.51	4.92	0	2	1	2	2	3	1	2	0	Not Vis	3	Not Vis	2	18
19	Gray St nth side at Corriedale Lne	2.78	6.60	0	1	3	3	3	2	2	0	3	Not Vis	Not Vis	Not Vis	1	18
20	Gray St nth side at Beaties	2.34	4.32	0	2	2	2	2	2	2	2	0	Not Vis	3	Not Vis	1	18
21	Gray St nth side at McGuigan Lne	2.80	7.32	2	3	3	3	3	3	2	2	2	Not Vis	2	Not Vis	2	27
22	Gray St nth side at Lemon Murtle	2.47	4.44	0	3	3	2	2	3	2	2	2	Not Vis	2	Not Vis	2	23
23	Gray StNW cnr Gray St & Brown St at Best City	2.61	5.40	2	2	2	2	2	3	2	2	2	3	2	Not Vis	2	26
24	Brown St NW cnr Gray St & Brown St at Best City	2.61	5.76	2	2	2	2	1	2	0	2	2	Not Vis	3	Not Vis	3	21
25	Brown St NE cnr Gray St & Brown St at Best City	2.49	5.04	2	2	3	2	1	2	0	2	2	Not Vis	2	Not Vis	0	18

The audit clearly shows that there are issues with the Plane trees severely impacting existing infrastructure at the present time. Over time as the trees age, the roots will only grow bigger in diameter, and the extent of root growth (distance from the tree trunk) will also become larger. The ratings allocated in this audit will change. It is highly likely that some ratings assessed as “minimal impact” will grow to “substantial impact” and some assessed as “substantial” impact” will grow to “severe impact”.

Under the current draft concept plan, the new paths are proposed to consist of pavers laid on a reinforced concrete slab. Construction will require an excavation depth of approximately 220 mm, comprising 50 mm of sand or crusher dust base, a 125 mm reinforced concrete slab (IDM standard), and 45 mm of mortar and pavers. As the existing root mass lies directly beneath the current loose-laid brick pavers, which are 75 mm thick, tree roots would need to be removed during excavation for path construction.

The Homewood Consulting report measured the Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) of each tree and concluded that:

- *The TPZ's of the trees range from 3.8m to 8.2m radius.*
- *The SRZ's of the trees range from 2.2m to 3.0m radius.*
- *With the private property/building line located between 5.2m and 3.7m away from the trees, the installation of a root barrier will be within the TPZ of nearly every tree and will be approaching the SRZ of most trees.*

As nearly all the proposed paving is located within the TPZ and substantial portions within the SRZ, significant root disturbance is unavoidable. The Tree Impact Audit confirms that cutting roots within the TPZ may adversely affect tree health, while cutting roots within the SRZ may compromise tree stability, increasing the risk of the tree leaning or falling.

Similarly, any excavations required to install new underground drainage in the vicinity of a tree will, in most cases, fall within the SRZ, as the current underground drains are located just behind the kerb and channel. Modifications to underground services and the installation of new pits will also occur within the TPZ or SRZ.

Excavations to install root barriers between the tree and adjoining buildings would need to reach approximately 1.0 m in depth. Given the extensive underground infrastructure—including water mains, gas mains, telecommunications conduits, power pits, and drainage pipes—there is limited flexibility in locating these barriers. Excavation adjacent to building lines cannot be permitted, as this could destabilize shallow footings and cause structural damage. Therefore, any barrier installation within the footpath area will inevitably be within the TPZ and may also encroach into the SRZ, depending on practical installation required.

There is recent evidence that tree roots are infiltrating property sewer and drainage lines, with incidents reported to Council. During the audit, a business owner at the corner of Brown Street and Gray Street reported that they recently engaged a plumber to remove roots from their property sewers to unblock toilet and basin outlets, resulting in significant expense.

#### Consultation with CBD Streetscape Project Advisory Group

As part of Council's commitment to undertake broader community and stakeholder engagement in line with the April 2025 Council Meeting resolution, a series of consultation sessions with the CBD Streetscape Project Advisory Group has been conducted to support informed decision-making for the Hamilton Streetscape Revitalisation Project.

Engagement Session	Date	Discussion
First Session	28 August 2025	Roles and responsibilities of the group and established an ongoing communication and engagement throughout design and construction development.
Second Session	15 September 2025	Understanding the Tree Audit and previous arborists report and recommendation
Third Session	13 October 2025	Summary of feedback and Design direction recommendation

These sessions were aimed at providing guidance on key design elements, particularly relating to the retention of Plane trees that have long contributed to the distinctive character of the Hamilton CBD.

Following a thorough review and analysis of infrastructure impacts and the risks associated with the potential retention of existing trees within Stage 1, the Advisory Group have provided their support on the tree removal for Stage 1 due to the information contained and presented in the Tree Audit and shifted its focus towards identifying the most appropriate solutions to replace the lost trees, restore shade and maintain the character of the streetscape. This approach ensures that the future streetscape honours Hamilton's heritage and identity while delivering a comfortable, sustainable, and functional main street.

The PAG advocates that the following items be considered in the next round of design concepts:

- Achieve a lush, vertical green streetscape through a combination of tree canopy, climbers, and structural greening
- Integrate advanced soil and stormwater systems to ensure tree longevity and environmental performance.
- Reflect Hamilton's heritage and identity through materiality, craft, and cultural storytelling, including First Nations recognition.
- Deliver human comfort through a mix of shade, greenery, and practical amenities
- Utilise modular construction for efficiency and minimal disruption.
- Activate laneways and public spaces through lighting, art, and vegetation.

They suggested that the result should be a cohesive, timeless, and a distinctly Hamilton CBD - one that honours the past while confidently embracing the future.

### Financial and Resource Implications

The cost of this Tree Impact Assessment and Audit Report was funded through the project budget.

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

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

1.3 Promote and create spaces and places that bring people together

1.5 Promote safety and inclusion for whole of community including children, first nations, multicultural and gender diverse people

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

- 2.1 Build business confidence, encourage private investment and decrease vacancy rates by investing in public assets
- 2.2 Support and promote local businesses, reducing barriers for success, development and growth
- 2.4 Attract, support and deliver events that align with community values, drive visitation and economic activity

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

- 5.5 Advocate for community priorities
- 5.8 Ensure the community are at the forefront of decision making

## **Legislation**

There are no direct legislative requirements as a result of this report however the Hamilton CBD Revitalisation project will respond to various types of legislation through the various design and construction phases.

## **Gender Equality Act 2020**

Though there are no direct implications for the Gender Equality Act 2020 currently identified for this project. The officers will continue to ensure this lens is applied to the project as the design proceeds.

## **Risk Management**

Tree retention presents several construction, design, and maintenance challenges. The following risks and considerations have been identified:

- The installation of root barriers and associated streetscape works is likely to impact tree health and structural stability, with adjacent underground services further limiting the effectiveness of mitigation measures.
- Retention of existing trees restricts design flexibility, may reduce the number of parking spaces, and has the potential to result in unplanned contract variations and project delays.
- Tree roots have the potential to damage kerbs, road pavements, and private property, increasing future maintenance requirements and the risk of compensation claims.
- Retained trees are likely to require removal within 5–10 years, resulting in additional costs and potential disruption to surrounding infrastructure and streetscape consistency.
- Replacement trees will require time to establish and will not immediately provide equivalent canopy or amenity value, which may lead to community dissatisfaction.

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

While there is no direct climate change, environmental or sustainability considerations as part of this report, these factors will all play an important part informing future parts of the project such as canopy cover, tree species selection and other parts of the project.



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

Following the appointment of eight successful applicants for CBD Streetscape Advisory Group on 13 August 2025, a series of consultation has been undertaken to help guide the Hamilton Streetscape Revitalisation Project particularly around the retention of mature trees that have long defined character of the CBD.

The first consultation meeting with the group took place on 28 August 2025, it convenes the roles and responsibilities of the Advisory Group and established ongoing communication and engagement throughout design and construction development.

The second consultation was undertaken on 15 September 2025, during which officers presented the Tree Audit Report and findings. This session provided an opportunity to explain further the findings of the tree audit assessment alongside with previous investigation.

The third consultation session took place 13 October 2025 where the group agreed about the removal of all trees on Package 1 and provide feedback and design direction for future concept iteration.

Further meetings of the group will continue throughout the project as required and detailed in the terms of reference.

## **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.

Trevor Haley, Manager Works

Bill Scott, Manager Project Management Office.

Rory Neeson, Director Wellbeing Planning and Regulation



**RECOMMENDATION**

That Council:

1. Note the advice from the Hamilton CBD Streetscape Project Advisory Group to not retain any existing Plane trees in Package 1
2. Direct project consultants Group GSA to develop an updated concept designs incorporating feedback from the Project Advisory Group.
3. Bring updated concepted designs back to Council and the community for further engagement at a future Council Meeting in 2026 that will include new tree species to be planted in the CBD.

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano

**SECONDED:** Cr Barber

That Council:

1. Note the advice from the Hamilton CBD Streetscape Project Advisory Group to not retain any existing Plane trees in Package 1.
2. Direct project consultants Group GSA to develop updated concept designs incorporating feedback from the Project Advisory Group.
3. Bring updated concept designs back to Council and the community for further engagement at a future Council Meeting in 2026 that will include new tree species to be planted in the CBD.

**CARRIED**

A Division was called.

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

## 12.2

## Final Coleraine and Cavendish Structure Plans

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Rory Neeson, Director Wellbeing, Planning and Regulation Daryl Adamson, Manager Shire Strategy and Regulation
<b>Report Author:</b>	Scott Elliott, Principal Strategic Planner
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Cavendish Structure Plan, Final Nov 2025 [<b>12.2.1</b> - 51 pages]</li> <li>2. Appendix B - Background Report, July 2025 [<b>12.2.2</b> - 43 pages]</li> <li>3. Appendix C - Cavendish Place Vision, July 2025 [<b>12.2.3</b> - 48 pages]</li> <li>4. Appendix D - Residential Land Supply Assessment, July 2025 (1) [<b>12.2.4</b> - 87 pages]</li> <li>5. Appendix E - Strategic Bushfire Assessment - Cavendish, December 2024 [<b>12.2.5</b> - 26 pages]</li> <li>6. Combined submissions Cavendish Structure Plan [<b>12.2.6</b> - 4 pages]</li> <li>7. Coleraine Structure Plan - Final, Nov 2025 [<b>12.2.7</b> - 64 pages]</li> <li>8. Appendix B - Background Report, July 2025 (1) [<b>12.2.8</b> - 36 pages]</li> <li>9. Appendix C - Coleraine Place Vision, July 2025 [<b>12.2.9</b> - 50 pages]</li> <li>10. Appendix D - Residential Land Supply Assessment, July 2025 [<b>12.2.10</b> - 87 pages]</li> <li>11. Appendix E - Strategic Bushfire Assessment - Coleraine, December 2024 [<b>12.2.11</b> - 28 pages]</li> <li>12. Combined submissions Coleraine Structure Plan [<b>12.2.12</b> - 16 pages]</li> </ol>

### Executive Summary

Southern Grampians Shire Council has prepared Structure Plans for Cavendish and Coleraine as part of its broader commitment to the future of small towns in the Shire. These plans build on the Small-Town Strategy 2024 and provide a clear, place-based framework to guide future land use, infrastructure investment, environmental resilience, and community development.

Community engagement has been central to the development of the draft plans, with over 60 participants contributing to workshops in March, September and October 2025. The resulting consultation reemphasised the key directions in both draft Structure Plans, with particular emphasis on:

- Defining clear township settlement boundaries to guide sustainable growth and infrastructure planning.
- Revitalising main streets through greening, activation, and public realm improvements.
- Managing bushfire and flood risks and protecting environmental assets.
- Improving and upgrading stormwater infrastructure around Bryans Creek in Coleraine to minimise the risk of inundation during extreme rainfall events on the Coleraine central business area.

The final Structure Plans are presented to Council for adoption and to seek approval to prepare a planning scheme amendment to implement the relevant actions of both structure plans.

## Discussion

Council has been undertaking a structure planning process for the townships of Cavendish and Coleraine as part of its broader commitment to strengthening the future of small towns across the region. Recognising the unique identity, values, and potential of these communities, Council has prioritised the development of clear, strategic frameworks that provide confidence for residents, landowners, and investors alike.

The final Structure Plans for Cavendish and Coleraine build upon the foundations established by the Small Towns Strategy (Southern Grampians Shire Council, 2024), which identified the need for long-term planning responses to support the liveability, resilience, and economic sustainability of the Shire's smaller townships. These new plans translate that strategic direction into a place-based framework specific to each community - highlighting opportunities for growth, protecting local character and landscape values, and guiding infrastructure and service delivery into the future.

Each structure plan is a 20-year strategic document, looking ahead to 2045, and designed to be flexible and adaptive to emerging needs. The plans provide clear direction for land use, community infrastructure, environment and resilience, housing, tourism, and economic development. They are intended to guide not only statutory planning decisions but also investment priorities, partnerships, and community-led initiatives.

To deliver this important work, Council engaged Warrnambool-based MPAA Studio, a multidisciplinary planning and design consultancy, to prepare the Structure Plans. MPAA Studio collaborated with Village Well, one of Australia's leading placemaking firms, renowned for their creative and community-centred engagement processes. Their combined expertise has ensured that the process has been grounded in best-practice planning, and informed by local knowledge, values, and aspirations.

The final structure plans include the following high-level recommendations:

- Defining a clear settlement boundary for each township to guide sustainable growth and infrastructure planning.
- Support modest, well-located residential growth, primarily through infill development that responds to community character and infrastructure capacity.
- Revitalise town centres through place activation, greening, facade improvements, and support for local business.
- Protect key environmental features, including river corridors and Red Gum landscapes, with clear guidelines for managing interface areas and mitigating bushfire and flood risks.
- Enhance walking and cycling connections, improve access to public spaces, and support ageing-in-place through accessible infrastructure and diverse housing options.

## **Financial and Resource Implications**

Once the structure plans have been approved by Council, there will be no additional costs borne by Council in progressing the preparation of respective planning scheme amendments as council officers can undertake this work.

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

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

- 1.1 Partner with community, agencies and other levels of government to ensure our community facilities and services are welcoming, safe, accessible and inclusive so people can live healthy, resilient lives
- 1.2 Facilitate and encourage opportunities for people to participate in community and civic life
- 1.3 Promote and create spaces and places that bring people together

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

- 2.2 Support and promote local businesses, reducing barriers for success, development and growth
- 2.3 Grow the visitor economy through enhanced promotion of Southern Grampians Shire as a tourist destination and increased investment in tourism infrastructure
- 2.4 Attract, support and deliver events that align with community values, drive visitation and economic activity

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

- 3.1 Ensure transport infrastructure, roads and paths enable safe, accessible and efficient movement across the region
- 3.2 Advocate for better investment from State and Federal Government in our community infrastructure and assets
- 3.3 Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs
- 3.4 Ensure appropriate and connected residential, business and industrial development which encourages liveability

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

- 4.1 Manage, enhance and protect our natural environment, landscapes, green and open spaces, respecting cultural heritage
- 4.2 Enhance climate resilience through improved risk management, emissions reduction, knowledge sharing and climate adaptation
- 4.4 Support communities to prepare for, respond to and recover from emergencies, including natural disasters

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

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

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

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

5.5 Advocate for community priorities

5.8 Ensure the community are at the forefront of decision making

**Legislation**

The *Planning and Environment Act 1987* outlines the objectives of planning in Victoria, which are:

- a) *to provide for the fair, orderly, economic and sustainable use, and development of land; (b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- b) *to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*
- c) *to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;*
- d) *to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community;*
- e) *to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e)*
- f) *to facilitate the provision of affordable housing in Victoria;*
- (g) *to balance the present and future interests of all Victorians.*

The preparation of both structure plans has taken into account and is consistent with the objectives of planning in Victoria.

**Gender Equality Act 2020**

The Cavendish and Coleraine Structure Plans have no direct implications or actions under the *Gender Equality Act 2020*.

**Risk Management**

The Structure Plans identify mitigation measures and desired outcomes for the Cavendish and Coleraine townships to manage existing and potential risks, notably bushfire and flood risk.

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

Strategic bushfire assessments have been undertaken as part of preparing the structure plans for Cavendish and Coleraine to account for the greater risk of more intense bushfire events impacting both townships and recommending that any future growth in these townships be directed away from areas at greater risk of bushfire events occurring more frequently. Community feedback on both plans also emphasised the importance of protecting key environmental features, including river corridors and Red Gum landscapes and these have been incorporated as key actions within both structure plans.

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

Community workshops, “walkshops”, drop-in sessions and engagement with relevant stakeholders have occurred before and after the preparation of the Structure Plans.

Following exhibition of the Draft Structure Plans in September 2025, forms have been circulated for written feedback and various drop-in sessions and meetings have been held with stakeholders during October 2025 to gain verbal feedback. Two written submissions were received in relation to the Cavendish draft Structure Plan and nine written submissions for the Coleraine draft Structure Plan.

One on one consultation also occurred with authorities such as Wannon Water, Department of Transport and Planning (DTP) and the Glenelg Hopkins Catchment Management Authority (GHCMA) as well as the Gundjit Mirring Traditional Owners Local Aboriginal Corporation (GMTOAC) in their role as the relevant Registered Aboriginal Party (RAP) for both townships.

Feedback from residents and other stakeholders has been reflected in the final plans. Community feedback has been included in attachment 12.

## **Disclosure of Interests**

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

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

### RECOMMENDATION

That Council:

1. Adopt the Cavendish Structure Plan on behalf of Southern Grampians Shire Council.
2. Adopt the Coleraine Structure Plan on behalf of Southern Grampians Shire Council.
3. In accordance with Section 8A of the Planning and Environment Act 1987, seek authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the relevant recommendations of the Cavendish and Coleraine Structure Plans into the Southern Grampians Planning Scheme.

### COUNCIL RESOLUTION

**MOVED:** Cr Rainsford

**SECONDED:** Cr Manning

That Council:

1. **Adopt the Cavendish Structure Plan on behalf of Southern Grampians Shire Council.**
2. **Adopt the Coleraine Structure Plan on behalf of Southern Grampians Shire Council.**
3. **In accordance with Section 8A of the Planning and Environment Act 1987, seek authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the relevant recommendations of the Cavendish and Coleraine Structure Plans into the Southern Grampians Planning Scheme.**

**CARRIED**



## 12.3 Domestic Animal Management Plan 2026-2029

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson, Director Wellbeing, Planning and Regulation  
Daryl Adamson, Manager Strategy and Regulation  
**Report Author:** Melissa Beaton, Acting Coordinator Community Safety & Natural Resources  
**Attachment(s):** 1. Domestic Animal Management Plan [12.3.1 - 35 pages]

### Executive Summary

The Southern Grampians Shire Council Domestic Animal Management Plan 2021 - 2025 (the current DAMP) came into operation in November 2021. In accordance with Section 68A of the *Domestic Animal Act 1994 (Act)*, every Council must prepare a Domestic Animal Management Plan.

The purpose and objectives of the DAMP are to:

- ensure Authorised Officers are appropriately trained so that they can properly administer and enforce the requirements of the Act
- encourage the registration and identification of dogs and cats
- minimise the potential for dog and cats to create a nuisance
- minimise the risk of attacks by dogs on people and animals
- effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the Shire and to ensure that those dogs are kept in compliance with this Act and the regulations
- address any over population and high euthanasia rates of dogs and cats
- provide welfare for pets during periods of emergency

### Discussion

The purpose of the Domestic Animal Management Plan is to provide a guide for domestic animal management within the Southern Grampians Shire. The plan contains recommendations for a wide range of actions to be undertaken by the Council in a programmed approach. These actions will enable Council to maintain a balance between competing interests and to reposition animal management to accommodate new requirements.

In preparing the DAMP 2026-2029 the following community consultation was noted:

- 24-hour cat curfew was strongly supported, as it was noted that cats are rarely or never kept inside their house during the day or night
- offering of cat traps to limit the number of unowned and semi-owned cats within the municipality
- community have observed dogs off leash in areas they shouldn't be and dog waste not being picked up
- community noted it was very important for a cat and dog desexing program

Following all the feedback received, the DAMP was updated to include the following:

- investigate and apply for funding to be able to invest in a reduced desexing program

- promote a registration and microchipping day for the community
- education via social media, brochures and Council's website for responsible pet ownership, what 'effective control' of a dog means, barking dogs in your neighbourhood, picking up after your dog and other topics
- continue to provide community with cat traps to assist in the trapping of feral, unowned and semi-owned cats
- training for Authorised Officers as required

### **Financial and Resource Implications**

The implementation of the Domestic Animal Management Plan (DAMP) carries several financial and resource implications for Council. Key costs include staffing, such as dedicated Rangers and ongoing training in animal handling, regulation, and emergency response, as well as operational support like vehicles, equipment, and technology systems. After-hours response also contributes to expenditure. Infrastructure needs, including animal holding facilities and mobile patrols, require maintenance and scheduling resources.

Community engagement activities, such as pet expos and registration campaigns, incur costs for materials and staff time. Enforcement actions, legal proceedings, and infringement processing add further administrative overhead. However, strategic investment in these areas can lead to long-term savings through improved compliance, reduced euthanasia rates, and more efficient service delivery.

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

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

- 1.1 Partner with community, agencies and other levels of government to ensure our community facilities and services are welcoming, safe, accessible and inclusive so people can live healthy, resilient lives
- 1.2 Facilitate and encourage opportunities for people to participate in community and civic life

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

- 4.1 Manage, enhance and protect our natural environment, landscapes, green and open spaces, respecting cultural heritage

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

- 5.2 Communicate clearly about Council decisions, projects and services to increase awareness, confidence and trust in the community.
- 5.8 Ensure the community are at the forefront of decision making

## **Legislation**

The DAMP has been prepared by the Southern Grampians Shire Council in accordance with the requirements and responsibilities under the *Domestic Animals Act 1994*, Southern Grampians Shire Council Community Local Law No.1 of 2022 and Council Policies.

## **Gender Equality Act 2020**

A gender impact assessment (GIA) has not been undertaken for the development of the Domestic Animal Management Plan 2026 – 2029.

## **Risk Management**

The DAMP outlines Council's engagement and enforcement activities relating to all areas of animal management.

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

Climate change and environmental sustainability are increasingly important considerations in domestic animal management. Rising temperatures, extreme weather events, and shifting ecological conditions pose risks to animal welfare, particularly for stray and impounded animals.

Council must anticipate and respond to these challenges by integrating climate resilience into shelter operations, emergency planning, and disease prevention strategies. Additionally, domestic animals can impact local biodiversity through predation and habitat disruption, requiring careful management to protect native species and ecosystems.

Sustainability in animal management also involves promoting responsible pet ownership, reducing overpopulation through desexing and registration programs, and ensuring facilities adopt environmentally conscious practices. Aligning the Domestic Animal Management Plan with broader Council strategies, such as climate action plans, biodiversity protection, and sustainability frameworks, supports a holistic approach. Community engagement and collaboration with local stakeholders, including veterinarians and wildlife groups, are essential to achieving long-term environmental and social outcomes.

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

Council conducted community consultation between the 29 August 2025 and 29 September 2025. The community consultation was:

- Open for 32 days
- Viewed 13,127 times online
- Reached 6,301 on all social media posts
- The link was clicked on 176 times
- Received 84 feedback surveys

Council must provide the Department of Energy, Environment and Climate Action with a copy of the DAMP, including any amendments, and publish an evaluation of the DAMP's implantation in its annual report.

### **Disclosure of Interests**

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

- Melissa Beaton, Acting Coordinator Community Safety and Natural Resources
- Daryl Adamson, Manager Shire Strategy and Regulation
- Rory Neeson, Director Wellbeing Planning and Regulation

### **RECOMMENDATION**

That Council adopt the Domestic Animal Management Plan 2026-2029.

### **COUNCIL RESOLUTION**

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

**That Council adopt the Domestic Animal Management Plan 2026-2029.**

**CARRIED**

## 12.4 Youth Policy and Charter

<b>Directorate:</b>	Chief Executive Office
<b>Report Approver:</b>	Tony Doyle (Chief Executive Officer)
<b>Report Author:</b>	Jane Coshutt, Community Engagement Coordinator
<b>Attachment(s):</b>	1. Youth Policy - 2025 [12.4.1 - 5 pages] 2. Youth Charter - Final [12.4.2 - 2 pages]

### Executive Summary

All young people have a vital role in shaping the civic, social, economic, recreational and cultural life of the Southern Grampians Shire.

Council is committed to fostering ongoing engagement and building the capacity of the young people in the Southern Grampians Shire. Council values and celebrates the diversity of its young people, and works to nurture their contributions across social, educational, environmental, cultural, economic, sporting, recreational and creative pursuits.

In response to Notice of Motion 3/25 from Councillor Henry in February, a Youth Charter has been developed which reflects Council's commitment to young people in the Shire.

The Youth Policy has been updated to include the Youth Charter and clarity around our commitment to delivering on the principles of the Charter, to ensure young people feel heard, valued and are able to actively participate in civic life.

The Policy and Charter have been informed by the results of the 2025 Youth Survey. These results provide Council with important data about the needs, wants and preferences of the 12-25 years olds in the Southern Grampians Shire. This information will guide planning and development of youth programs and initiatives for the coming three years.

This report seeks the adoption of the Youth Charter and revised Youth Policy.

### Discussion

The Youth Policy was last revised in August 2022. The revised policy ensures the Youth Policy remains current, relevant, and effective, aligning with feedback received from young people.

Over the past 12 months Council has engaged with young people to inform the review of the policy and development of a Youth Charter. The results from the Youth Survey, Youth Council Plan engagement and recent youth activities have underpinned the Youth Policy review and development of the Youth Charter.

### Youth Policy

The purpose of the policy is to outline Council's role in relation to the needs of young people of the Southern Grampians Shire.

Council recognises that young people play a vital role in shaping our region's economic, social, and cultural success, both now and into the future.

The policy will guide Council decisions and actions within the scope of the policy. It aims to provide hope and opportunity for the voice of young people to be heard and considered, to enable them to make positive and informed decisions on issues that impact them, and access Council and community services, supports and facilities for their enjoyment and ongoing development.

A number of changes have been made to Youth Policy through the review process. The policy now includes the Youth Charter and outlines a number of measures Council will take to deliver on the objectives of the Charter.

### Youth Charter

Council has developed a Youth Charter to provide a 'whole of Council' approach for engaging with young people and promoting their participation in planning, service delivery and decision making.

The Youth Charter is Council's commitment to actively involving young people in the development of policies, programs, and services. This is not only the right thing to do; it leads to stronger outcomes for young people and the wider community.

The Charter provides the guiding principles of collaboration, listening, empowerment, advocacy, and respect (CLEAR).

#### Guiding Principle 1 – Collaboration

- Future-focused planning – Engaging youth supports long-term social, cultural, and economic growth.
- Stronger community connections – Builds trust and encourages active contribution.
- Innovation and creativity – Youth input inspires fresh ideas and approaches.
- Better program outcomes – Co-designed initiatives are more relevant and widely used.

#### Guiding Principle 2 – Listen

- Understand needs – Ensures programs and services align with youth priorities.
- Non-judgmental listening - Provide multiple opportunities and avenues for input
- Respond- Confirm our understanding and engage Youth perspectives bring creativity and new ideas.

#### Guiding Principle 3 – Empower

- Build confidence and skills – Fosters leadership, decision-making, and problem-solving.
- Support future leaders – Prepares the next generation to shape the region.
- Drive innovation – Empowered youth contribute new perspectives.

#### Guiding Principle 4 – Advocate

- Amplify youth voices – Ensures young people are heard in decision-making.

- Promote fairness – Supports equal opportunities and access.
- Build trust – Shows young people their views matter.

#### Guiding Principle 5 – Respect

- Strengthen relationships – Respect fosters participation in programs and decision-making.
- Support wellbeing – Being respected boosts confidence and mental health.
- Show equality- Value young people equivalent to any member in our community no matter the age.

‘Youth Charter’ will be added as a heading in the Briefing and Council Report template going forward. This will ensure that all issues and decisions coming before Council will consider how they align to the principles of the Youth Charter and include steps taken to engage/involve young people in the decision. This will also assist in mitigating the risk of failing to act on the Youth Charter.

#### Youth Survey

Engagement and consultation with young people occurred to inform the review and development of the Youth policy and charter. A Youth Survey was conducted to understand what support and action young people want from Council and how we can best deliver this.

The Southern Grampians Youth Survey was open from 24 May to 29 July 2025. Over 200 survey responses were received from young people in our shire. The Youth Survey was promoted via our website, social media channels, careers expo, newsletters, events, schools, networks etc.

A summary of the results indicates:

- Sport and physical activity are high on the list of activities that young people like to participate in, however this is very closely followed by gaming and music
- This is reflected in the attendance at our FReeZA events over the last three years, with the most attended events being Pool Parties, free holiday use of HILAC and free movies at the Hamilton cinema.
- While there is not an overwhelming desire to be involved with either organising events or being on a Youth Advisory Group, there are still enough positive responses to indicate these could be successful if implemented.
- Family, friends, doing well at school, health and mental wellbeing top the list of the things that are most important to young people.
- Mental health, boredom, body image, Friendships and Bullying are identified as the things that worry them the most.
- A high number indicated that they would be interested in undertaking leadership training and work-based skill development.
- School, parents and friends are their sources of information about what’s happening in Southern Grampians.



The full survey results will be shared on Council social channels and available on the website.

### **Financial and Resource Implications**

There are no financial implications associated with the review of the Youth Policy and development of the Youth Charter.

Council has funding through the State Government's Amplify funding for youth events and activities from January 2025 to December 2028.

There is currently no budget allocation for youth development initiatives such as leadership training, engagement or youth advisory groups. A business case will be prepared for consideration in the 2026-27 budget to allow for the delivery of youth engagement opportunities and development. Amplify funding from the State Government is only permitted to be used for events and activities.

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

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

- 1.2 Facilitate and encourage opportunities for people to participate in community and civic life
- 1.3 Promote and create spaces and places that bring people together
- 1.4 Ensure youth led engagement drives events, activities and programs for young people
- 1.5 Promote safety and inclusion for whole of community including children, first nations, multicultural and gender diverse people

### **Legislation**

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

### **Gender Equality Act 2020**

No gender impact assessment was conducted in relation to this report.

### **Risk Management**

Council should consider the potential for reputational risk should we not deliver on the community desire for more activity, action and engagement for young people in our Shire.

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

The Youth Survey was undertaken throughout May, June and July 2025 to inform the Youth Policy and Charter. Youth engagement was also undertaken for the Council Plan 2025-29 development.

Youth engagement is an ongoing part of the Community Development team role, throughout the delivery of events and activities, as it is for many roles and services across Council. A Youth working group has been established which includes officers from across all Council services, allowing for increased coordination and collaboration in the youth space.

The Youth Officer's role also still includes the facilitation of the Southern Grampians Youth Network which includes representatives from across the entire youth sector in the Southern Grampians Shire. This group meets quarterly and currently has approximately 30 participants.

The revised youth Policy and Charter will be shared through Council's social channels, available on Council's website and through the Youth network.

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

There are no climate change, environmental or sustainability considerations associated with this report.

### **Disclosure of Interests**

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

Alison Quade, Manager Communications and Engagement  
Jane Coshutt, Senior Community Development Coordinator  
Jesse Shannahan, Youth Engagement Officer

## **RECOMMENDATION**

That Council:

1. Adopt the revised Youth Policy.
2. Adopt the Youth Charter.

## **COUNCIL RESOLUTION**

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

That Council:

1. Adopt the revised Youth Policy.
2. Adopt the Youth Charter.

**CARRIED**

## 12.5 Plaques and Memorials Policy

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
**Report Author:** Marg Scanlon, Director Infrastructure and Sustainability  
**Attachment(s):** 1. Plaques and Memorials Policy DRAFT [12.5.1 - 4 pages]

### Executive Summary

This policy will guide the installation of commemorative plaques on Council-owned assets and public spaces. This has been developed in response to community requests for commemorative plaques and the need for a consistent framework to assess and manage such applications. The policy provides guidance for both the community and Council staff.

Following the recent public exhibition of the draft policy four submissions were received and subsequently adjustments have been made to the draft policy. Specifically, these submissions reference the opportunity to consider digital projection of plaques or memorials, youth engagement, diversity and inclusion and photographs of the installations to protect their longevity and ensure access for all to the information and images.

### Discussion

The policy aligns with Council's strategic documents, including the Arts and Culture Strategy, Reconciliation Action Plan, and LandVic Naming Rules and provides guidance for the community seeking to recognise individuals, events, or contributions through commemorative plaques and memorials in a respectful and sustainable manner.

Key considerations include:

- Clear and equitable criteria reflecting community sentiment
- Minimising visual clutter in open spaces and the option to consider digital or visual projected images
- Consistent, transparent decision-making
- Use of durable materials and clear installation processes

The details of the four submissions received together with the Officer responses are provided as follows.

Submission Content	Officer Response
The draft policy fully captures the practical considerations, what it does not do is address the need for greater diversity, inclusiveness, and cultural awareness when choosing such installations. We need to acknowledge the Frontier Wars which greatly impacted First Nations people and shaped so much of the economic and social development of the Western District. Consult with First Nations people on what needs to be memorialised and where.	Council's Reconciliation Action Plan and Gender Equity Action Plan both contribute to this Memorials and Plaques Policy together with Council's Communications and Engagement Policy.

<p>Also, plaques do not have to be permanent or of historical figures. One way to inspire local youth would be to have a plaque that is digital and evolving which celebrates the significant contributions of young people in the community for each year. If you can see it, you can be it. Consult with young locals for ideas on the format and placement for a modern and relevant plaque.</p> <p>Lastly so many plaques and memorials celebrate the achievements of Anglo-Saxon heritage men. We need to address any imbalance with the installation of plaques so that we recognise the achievements of individuals evenly across gender and cultural identity.</p>	<p>This policy has been amended to include consideration of digital and visual projected form.</p> <p>Youth engagement will form a part of the process to support the implementation of this policy.</p> <p>Council's Gender Equity and Arts and Culture Strategy contribute to this policy.</p>
<p>Nothing lasts in the weather, and it doesn't matter what you put in, they will always deteriorate. What the Hamilton Cemetery do is photograph all plaques and memorials and put them online. They are all online to see at the Hamilton Cemetery website.</p> <p>It is a great way to see them and keep a record especially if they are destroyed or vandalised, there will always be a record.</p> <p>This is suggested as it would be a great way to keep track of what was there and keep track of them. Making it a part of our webpage to have memorials people can go look at online.</p>	<p>Council has a register of some of the current plaques and memorials.</p> <p>This register will be updated as new items are processed through this policy.</p>
<p>"Only events or persons of outstanding significance to the Shire" is a very subjective statement. Who will be responsible for deciding if a person or event was of outstanding significance? Will they have a list of boxes to tick or how will the decision be made? There have been instances of planning permissions being granted for a dwelling despite council officers recommending they should be denied due to existing Shire criteria so who is to say the Plaques policy will be adhered to when councillors are seen to go against their own existing policies.</p> <p>The Southern Grampians Shire Council is lucky to have several Annis and George Bills Horse troughs located within the shire. It would be nice to see the historical significance of these troughs recognised by having descriptive plaques next to them. There is a Facebook page dedicated to the troughs and people travel around Victoria specifically looking for the troughs. The troughs</p>	<p>Council Officers will assess the proposals relating to this policy as received and prepare reports for Council consideration.</p> <p>Council's Arts and Culture Strategy reference the development of a Heritage Strategy which would guide the operational needs and actions to guide the protection, restoration and</p>

in Koroit and Macarthur have plaques next to them so maybe SGSC could look into doing the same for the troughs in our Shire.	acknowledgement of Council's heritage assets.
I note that it allows removal, replacement etc. You have referenced several documents including RAP and Aboriginal heritage council should not have the right to remove or replace plaques and other installations in the town with a proud heritage of founders and workers who were predominantly white. The amount of new plaques and items like that should reflect the majority of our population, not give priority to the 2%.	Council's Reconciliation Action Plan and Gender Equity Action Plan both contribute to this Memorials and Plaques Policy together with Council's Communications and Engagement Policy.

Council acknowledges these submissions, and the submitters will be formally notified of the outcome of this report with appreciation of their input to the draft policy.

### Financial and Resource Implications

Costs related to the production of plaques or memorials will generally be the responsibility of the applicant with Council responsible for the installation to ensure it meets relevant safety and design requirement. It is anticipated that the cost and resource impost to Council will be minimal and this is based on the volume of previous requests.

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

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

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

### Legislation

This policy has been informed by relevant legislation including:

- *Local Government Act 2020 (Vic)*
- *Planning and Environment Act 1987 (Vic)*
- *Aboriginal Heritage Act 2006 (Vic)*
- *Heritage Act 2017 (Vic)*
- *Disability Discrimination Act 1992 (Federal)*

### Gender Equality Act 2020

The policy ensures commemorative recognition is inclusive and reflective of the diverse contributions made by individuals and groups across all genders.

The application process is designed to be transparent and merit-based, which supports equitable access to public recognition.

## Risk Management

This Plaque and Memorial Policy introduces a structured approach to commemorative installations, but it also carries several operational, reputational, and environmental risks that Council must proactively manage.

## Climate Change, Environmental and Sustainability Considerations

The Plaques and Memorials Policy support environmental sustainability through the following measures:

- **Minimising footprint:** Limits plaques in open space to protect natural landscapes and reduce visual impact.
- **Durable materials:** Requires low-maintenance, weather- and vandal-resistant materials to reduce replacements and resource use.
- **Site protection:** Ensures installations avoid harm to vegetation, waterways and habitat corridors.
- **Climate resilience:** Promotes structurally sound, weather-resistant designs for long-term durability.
- **Sustainable governance:** Encourages responsible asset management and community awareness of environmental impacts.

## Community Engagement, Communication and Consultation

The draft Plaques and Memorials Policy was placed on public exhibition to seek community feedback. Made available on Council's website and promoted through relevant channels, the draft policy received four submissions which have been considered by Officers with the Policy updated to reflect these comments. In summary the submissions received included;

## 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.

Marg Scanlon, Director Infrastructure and Sustainability

**RECOMMENDATION**

That Council:

1. Adopt the Southern Grampians Plaques and Memorials Policy December 2025; and
2. Acknowledge the four submissions received following the public exhibition noting letters of appreciation will be sent to each of the submitters.

**COUNCIL RESOLUTION**

**MOVED: Cr Manning**

**SECONDED: Cr Barber**

That Council:

1. **Adopt the Southern Grampians Plaques and Memorials Policy December 2025; and**
2. **Acknowledge the four submissions received following the public exhibition noting letters of appreciation will be sent to each of the submitters.**

**CARRIED**

## 12.6 Rescission of Council Policies

<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>	1. Council Policy Historical Societies and Museums [12.6.1 - 3 pages] 2. Council Policy Cultural Protocols and Practices [12.6.2 - 3 pages]

### Executive Summary

The Executive Leadership Team and Senior Leadership Team are in the process of reviewing and updating policies listed on Council's Policy listing.

As a result, there are two policies which have been identified as being recommended for rescission and are listed in the body of this report.

### Discussion

A review of Council's policy listing is ongoing.

Each Directorate has worked with the Governance team to identify:

- Whether the objectives of the policy are being achieved
- Whether any amendments to the policy are required
- Whether the policy should continue to apply or be revoked

Although policies are reviewed periodically and in line with legislative change, Council's guidelines otherwise state policies are to be reviewed every four years.

The following policies have been identified and recommended for rescission:

#### Historical Societies and Museums:

References governance arrangements which have been superseded and replaced with the following.

Hamilton Mechanics Institute, 43 Gray Street, Hamilton:

- This policy was superseded by a lease, effective 15 January 2025 (expires 14 January 2028)
- The lessee is responsible for insurances, including public liability and contents insurance
- Council is responsible for building insurance as the owner
- The lessee is responsible for maintenance which is set out in a responsibilities table within the lease

Sir Reginald Ansett Transport Museum, 21 Ballarat Road, Hamilton:



- This policy is superseded by a Memorandum of Understanding (MoU), executed August 2023.
- Council is responsible for insuring the memorabilia
- The Association is responsible for public liability insurance
- Council pays all electricity, water and other utility charges
- The Association is responsible for good order, repair and conditions and Council provides \$6,500 (excluding GST) plus CPI increase each year for ongoing maintenance

Hamilton Pastoral Museum, 151 Ballarat Roads and A&B Hiller Lane:

- This policy is superseded by a Lease, effective 1 January 2025 – 31 December 2029
- Lessee responsible for repairs and maintenance
- Lessee responsible for public liability insurance, contents insurance

#### Cultural Protocols and Practices:

The purpose of the policy is to records Council's commitment to the Aboriginal Community which is superseded by Council's Reconciliation Act Plan (RAP).

The rest of the information in the policy is procedural in nature in relation to:

- Flag protocol (Council operates with the Australian Government Flag policy),
- Welcome to Country as compared to Acknowledgement of Country (Council has guidelines and process protocols for staff available on the intranet)
- Information relating to Days of Significance are also provided to staff via the intranet and are publicly acknowledged and celebrated.

The content of the Policy is relevant and applicable but has been implemented through processes and documentation which supersedes a requirement for this particular policy.

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

Policy reviews are coordinated by Governance with the work being undertaken by each respective business unit. There are no direct resource or financial implications with respect of rescinding these four policies.

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

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

5.1 Improve effective governance and public accountability

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

#### **Legislation**

Policies are updated in-line with legislative changes, including reforms to Acts, regulations, recommendations issued by regulatory bodies and ministerial or best practice guidelines issued to Councils.

### **Gender Equality Act 2020**

There are no direct gender equality implications with respect to rescinding the policies.

### **Risk Management**

Regular review of policies ensures content is correct and best practice processes are in place.

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

There are no climate change, environmental and sustainability considerations with respect to rescinding the policies.

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

There has been no community engagement, communication or consultation with respect to rescinding these policies. The policies are superseded by more recent documents, including the Reconciliation Action Plan, leases and Memorandum of Understanding, all of which were developed in consultation with relevant stakeholders.

### **Disclosure of Interests**

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

Karly Herring, Governance Coordinator

**RECOMMENDATION**

That Council:

1. Rescind the Cultural Protocols and Practices Policy;
2. Rescind the Historical Societies and Museums Policy;
3. Note that the content of both of these policies has been incorporated into more recent documentation.

**COUNCIL RESOLUTION**

**MOVED:** Cr Manning

**SECONDED:** Cr Barber

That Council:

1. **Rescind the Cultural Protocols and Practices Policy.**
2. **Rescind the Historical Societies and Museums Policy.**
3. **Note that the content of both of these policies has been incorporated into more recent documentation.**

**CARRIED**

## 12.7 Award of Contract 2025069 - Construction of Raised Intersection and Pedestrian Crossing in Hamilton

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon, Director Infrastructure and Sustainability  
 Bill Scott, Manager Project Management Office  
**Report Author:** Rejoice De Vera, Senior Project Manager  
**Attachment(s):** 1. CONFIDENTIAL REDACTED - 2025069 Tender Evaluation Report SLRSP [12.7.1 - 20 pages]

### Executive Summary

The purpose of this report is to present to Council the outcomes of the procurement process undertaken for the construction of the Raised Intersection and Pedestrian Crossings, in accordance with Council's endorsement of the Safer Local Roads and Streets Program (SLRSP) at the April 2025 Council Meeting.

Following the issue of the Request for Tender (RFT) for Contract No. 2025069, three submissions were received and assessed against the evaluation criteria. The officers conducted a detailed review of each submission to ensure value for money, technical experience, and the contractor's capability to deliver the project within the required budget and timeframe.

This report is seeking approval to award Contract No. 2025069 to Aviyanta Projects Pty Ltd for the tendered lump sum of \$1,024,160.95 (ex. GST). A confidential detailed procurement report is attached.

### Discussion

This project covers the construction of eight Raised Safety Platforms and a raised intersection under the Safer Local Road and Street Program (SLRSP) which is funded by the Victorian Government to improve pedestrian and traffic safety across the state. The TAC, in partnership with the Department of Transport and Planning, have developed the Safe Local Roads and Streets program to support the development and delivery of road safety infrastructure projects on local roads.

The following defines the approximate locations (nearest property address) for the approved and funded projects under SLRSP:

No	Project Location	Project Descriptions
1	41 George Street, Hamilton	Raised Safety Platform
2	Tyers Street Hamilton (20 Foster Street Hamilton)	Raised Safety Platform with Splitter Islands
3	57 Alexandra Parade Hamilton	Raised Safety Platform
4	Macpherson Street Hamilton (1 Chaucer Street Hamilton)	Raised Safety Platform

5	21 Shakespeare Street Hamilton	Raised Safety Platform
6	59 Kennedy Street Hamilton	Raised Safety Platform
7	78 French Street	Raised Safety Platform
8	King Street and Bree Road (intersection)	Raised Intersection with Splitter Islands on Bree Road

During the planning stage, identified key milestones were included in the specification, particularly enabling the works to be completed within school holiday periods to minimise disruption. It is also anticipated when a full road closure is deemed necessary, the respective contractor must prepare traffic diversion plans showing all alternative routes, detour signage, and traffic control measures to maintain access for local residents, service vehicles, and emergency services.

The following main tender scope of works were specified:

- Preparation of Traffic Management plan for each site
- Excavate, shape, and fill areas as needed, including removing any excess material.
- Provide all labour, equipment, and materials to complete the works as shown on the construction drawings.
- Install drainage, including all excavation, pipe laying, backfilling, and cleanup.
- Supply and place road pavement materials and complete all related works.
- Supply and install new signage.
- Reinstatement of disturbed areas
- Adjust the levels of existing sewer, Telstra, and water assets to suit the new works.
- Install tactile ground surface indicator as shown on the plans.
- Reinstatement of the existing survey mark on the footpath

In addition, the following items are listed provisional items

1. Adjustment of service pit level to match existing footpath
2. Supervision of excavation within TPZ/SRZ by suitably qualified arborist
3. Installation of solar lighting that complies with AS/NZS 1158.4.2024 under PX2 compliance.

The following summary represents the tenders received.

Company	Price (ex GST)	Conforming	Explanation
Aviyanta Projects Pty Ltd	\$1,024,160.95	Yes	Recommended
Tenderer 2	\$1,353,635.74	Yes	Beyond budget
Tenderer 3	\$1,392,434.43	No	Critical items where not submitted and provisional items excluded.

The evaluation criteria comprised:

- Price – 40%
- Demonstrated performance – 25%
- Methodology and Schedule – 25%
- Sustainable Environmental – 10%
- Occupation Health and Safety – Pass/Fail

Tenderers	Qualitative Score (%)	Price (ex GST)	Quantitative Score (%)	Total Score (%)
Aviyanta Projects Pty Ltd	33.96%	\$1,024,160	40.00%	73.96%
Tenderer 2	26.86%	\$1,353,635	30.26%	57.12%
Tenderer 3	9.27%	\$1,392,434	29.42%	38.69%

Three tenders were received for the project, with prices ranging from \$1,024,160.95 to \$1,392,434.43 (ex GST). It is noted that the highest-priced tender did not include the provisional item for solar lighting.

Tenderer 2 submitted a price that exceeded the allocated budget. The submission demonstrated a sound understanding of the project scope and included the required supporting information. The proposed construction schedule was logically sequenced; however, it lacked detail in several areas.

Tenderer 3 also exceeded the project budget, despite excluding the provisional solar lighting item. The submission was incomplete and did not provide essential information such as a project schedule or evidence of relevant project and staff experience.

Following a comprehensive evaluation, Aviyanta Projects Pty Ltd is identified as the preferred contractor for this project. Their submission demonstrated:

- a thorough understanding of the project scope and technical requirements;
- appropriate and logical sequencing of works; and
- a competitive and well-considered tender price.

In addition, Aviyanta Projects Pty Ltd proactively engaged a solar lighting supplier and submitted a lighting report and design proposal that complies with AS 1158.4:2024. This documentation has been reviewed by Council officers and deemed satisfactory.

Overall, Aviyanta Projects Pty Ltd achieved the strongest performance across the evaluation criteria and is therefore recommended as the most suitable contractor to undertake the works.

### Financial and Resource Implications

Council has secured a total external funding of \$1,840,000 from Transport Accident Commission (TAC). A total of \$1,265,000.00 contribution will be used to support the Contract No. 2025069 while the remaining \$575,000.00 will be used for Contract No. 2025067.

Council allocated \$110,000 from the CAP661 Road Safety Improvement budget to support Contract No. 2025067 – Glenelg Highway/Blackwood-Dunkeld Intersection, specifically for the design and construction associated with the electrical pole relocation.

In summary:

Projects	DTP/TAC Funding		Council Funds	Contract
Gray St Primary School, Hamilton - Raised Priority Crossings	SLRSP00195	\$235,000.00	N/A	Contract No. 2025069
King St and Bree Rd, Hamilton - Raised Intersection	SLRSP00196	\$443,000.00		
Multiple Roads in Hamilton - Raised Priority Crossings	SLRSP00200	\$490,000.00		
George Street, Hamilton - Raised Priority Crossing	SLRSP00273	\$97,000.00		
Glenelg Highway/Blackwood-Dunkeld Intersection	SLRSP00197	\$575,000.00	\$110,000.00	Contract No. 2025067
<b>Total Funds</b>		\$1,840,000.0	\$110,000.00	

A total of \$76,350.00 has been expended and fully paid for the detailed design phase while the remaining project scope will be managed through the state government grant funding as shown.

Expenditures Details	Budget	Expense	Remaining
Detailed Design and Specification	<b>\$1,265,000.00</b>	\$76,350.00	\$1,188,650.00
Construction of Raised Intersection and Pedestrian Crossing		\$801,505.95	\$387,144.05
Provisional Items – Solar Lightings, existing pits adjustment and supervision of qualified arborists		\$222,655.00	\$164,489.05
Project Management		\$20,000.00	\$144,489.05
Media/Comms		\$15,000.00	\$129,489.05
<b>Contingency: \$129,489.05</b>			

The contingency may be required to cover costs associated with any existing service relocations, such as Telstra pits, as well as potential constraints related to the solar lighting installation, particularly if minimum clearance requirements from the existing overhead power cables cannot be met.

Funding milestone and payments are as follows:

<b>Item 7 (Clause 3.2)</b>	<b>Report &amp; Payment Schedule</b>	<b>Status</b>
Establishment payment 30% of the total project	Within 20 Business Days of the receipt of a tax invoice following approval of the project and the execution of this Agreement: \$552,000.00+ GST	Claimed
Detailed Design Progress Payment 20% of the Total Project Cost	Within 20 Business Days of the receipt of a tax invoice of the Detailed Design: \$368,000.00 + GST	Claimed
Construction progress Payment 30% of the total Project Cost	Within 20 business Days of the receipt of a tax invoice after the construction phase has reached the midpoint point date (as agreed between the applicant and TAC) and upon the acceptance of the Progress Report \$552,000.00 + GST	To be claimed
Final Report (including financial report)	30/07/2026	
Final Payment balance of the total Project cost	Within 20 business days of the receipt of a tax invoice following the acceptance and approval of the Compliance Audit report and the final report including the financial report: \$368,000.00 + GST	To be claimed
Report Format	The relevant report must be prepared in accordance with and contain the information specified in the progress report requirements set out in Item 8.  Reports are to be completed and submitted to TAC via SmartyGrants.	

The funding agreement requires all works to be completed by 30 June 2026.

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

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

- 3.1 Ensure transport infrastructure, roads and paths enable safe, accessible and efficient movement across the region
- 3.2 Advocate for better investment from State and Federal Government in our community infrastructure and assets
- 3.3 Sustainably maintain and develop community infrastructure and assets, including our built heritage, ensuring they are fit for purpose and respond to community needs



## Legislation

The Construction of Raised Intersection and Pedestrian Crossing in Hamilton will respond to various legislative requirements including but not limited to *Road Management Act 2004* requirements which explicitly defines Council's responsibilities in relation to ensure local road safety for all users.

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

## Gender Equality Act 2020

There are no implications for the *Gender Equality Act 2020* identified through this report, however the road safety proposed treatments will improve safety for all users.

## Risk Management

The risk assessment of the current road safety conditions within the Shire has been a key contributor to the determination of the proposed treatments. The findings from the audit undertaken in partnership with DTP and TAC provide valuable information for Council to inform this capital programs with the support of external funding opportunities.

## Collaborative Procurement Opportunities

Collaborative procurement opportunities have been considered; however, they are not considered practical or reasonable given the project's unique requirements and constrained timelines, and it is recommended that the project proceed via an individual procurement process.

## Climate Change, Environmental and Sustainability Considerations

The project has been designed to align with Council's commitment to climate change mitigation, environmental protection, and sustainable infrastructure. Key sustainability measures include the use of solar-powered lighting for the Raised Intersection and Pedestrian Crossing, reducing reliance on the electricity grid and lowering greenhouse gas emissions.

In addition, the project incorporates the reuse of existing road pavement materials, road signpost where feasible, minimising waste and reducing the demand for new construction materials.

The design and construction practices have been carefully planned to reduce environmental impacts, maximise the reuse of materials, and ensure the infrastructure remains resilient over its lifecycle, directly supporting Council's environmental and sustainability objectives

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

The concept designs were published on Council's website in January 2025, with no enquiries or submissions received from the public. All key stakeholders, including Hamilton and Alexandra College, Gray Primary School, and George Street Primary School, have been engaged regarding the proposed development to ensure their feedback and considerations are incorporated.

The following stakeholders were also reached out via email about the upcoming development with the concept plan attached.

1. Ambulance Victoria
2. Country Fire Authority (CFA)
3. Western District Hospital Service (WDHS)
4. Frances Hewett Community Centre (FHCC)
5. Trotter Bus Company
6. Wayne Greaves Bus Company
7. Hamilton Bus Coordinator
8. Mulleraterong Centre Inc.
9. Good Shepherd College Junior
10. King Street Hamilton Deli Shop

A meeting with Trotter Bus Company was held on 19 November 2025 to discuss the proposed schedule and understand their usual bus routes. This enabled Council to plan for any required alternatives and implement effective traffic management if road closure is required.

In addition, a comprehensive Communication and Engagement Plan has been developed and will be implemented both prior to and throughout the construction phase. This plan includes ongoing consultation with stakeholders, regular project updates, and opportunities for community input to ensure transparency and encourage community participation in the project.

Engagement has also been undertaken with the School Supervisors making them aware of this project and the subsequent removal of the Supervised Crossings.

## **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, PMO Senior Project Manager  
Bill Scott, Manager Project Management Office  
Marg Scanlon, Director Infrastructure and Sustainability

## RECOMMENDATION

That Council:

1. Award Contract 2025069 to Aviyanta Projects Pty Ltd to undertake Construction of Raised Intersection and Pedestrian Crossing in Hamilton for the tendered lump sum price of \$1,024,160.95 excluding GST;
2. Approve the allocation of \$129,489.05 (10%) contingency for any potential unknown which can be encountered in the project delivery
3. Authorise the Chief Executive Officer to execute Contract 2025069 and any other documents required by or to give effect to the terms of the contract on behalf of Council.

## COUNCIL RESOLUTION

**MOVED:** Cr Rainsford

**SECONDED:** Cr Barber

That Council:

1. **Award Contract 2025069 to Aviyanta Projects Pty Ltd to undertake Construction of Raised Intersection and Pedestrian Crossing in Hamilton for the tendered lump sum price of \$1,024,160.95 excluding GST;**
2. **Approve the allocation of \$129,489.05 (10%) contingency for any potential unknown which can be encountered in the project delivery**
3. **Authorise the Chief Executive Officer to execute Contract 2025069 and any other documents required by or to give effect to the terms of the contract on behalf of Council.**

**CARRIED**

## 12.8 MAV Workcare Scheme Ongoing Liability Payment

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
Nick Templeton, Head of Finance  
**Report Author:** Tahlia Homes, Manager, People and Culture  
Tahlia Homes, Manager People and Performance  
**Attachment(s):** Nil

### Executive Summary

The Auditor General Victoria released a report on 20 April 2005, with recommendations for Victorian Councils in relation to managing Occupational Health and Safety obligations. It is understood that, as a result of the report, the MAV WorkCare Self Insurance Scheme was developed and established.

Southern Grampians Shire Council was a participant in the 'MAV WorkCare Self Insurance Scheme' which provided workers compensation insurance, from 1 November 2017 to 30 June 2021. Due to Council's participation in this scheme, there is a legislated requirement for Council to financially contribute after the cessation of the scheme for a set period of time. This report seeks to notify Council of the requirement for adjustment payments and seeks Council approval for payment of the current liability amount (invoice received), and for Council to note the requirement for a final liability amount (invoice due after 30 June 2027).

### Discussion

The below information provides context to the schemes development, and Council's participation.

#### 2005

##### **Management of occupational health and safety in Local Government – Auditor General Victoria report (20 April 2005)**

- The sector experienced two deaths in the 2003/2004 period
- 870 standard workers compensation claims were lodged
- Local governments paid a combined \$42 million in Victorian WorkCover Authority insurance premiums
- This averaged to over \$500,000 each and WorkCover paid out around \$20 million in fully developed claims costs
- Investigation into OHS in local government found that performance varied widely
- Overall, the sector's management of OHS is rated as basic and far from exemplary

#### 2014

##### **MAV WorkCare announcement**

- Statement released on 16 June 2014
- Developing a self-insurance scheme to give Victorian local government the long-sought opportunity to have its own workers' compensation insurance scheme

- Victoria is the only mainland state where local government does not already enjoy the cost savings and improved health and safety outcomes offered by self-insurance schemes
- Independent actuary analysis of 78 Councils over 10 years projected cost savings to be 15% lower than current WorkCover premiums in the first year of MAV WorkCare operation
- Must apply to Victorian WorkCover Authority for approval and meet regulatory requirements, under the Accident Compensation Act 1985
- Model will only work if there are more than 50 Councils in the scheme
- SGSC provided a \$5,000 payment as a commitment to supporting the scheme development

## 2015

- CEO signed a participation agreement on 29 May 2015
- 1 October 2015 – MAV proposal was provided to all proposed participants indicating appointment of Jardine Lloyd Thompson (JLT) as claim management agent

## 2016

- 20 May 2016 - agreement signed by MAV
- 6 December 2016 – SGSC Executive Leadership Team approved WorkSafe implementation project charter as a pilot Council for MAV self-insurance scheme
- WorkSafe audit and response to remedial actions occurred, supporting the scheme approval

## 2017

- 1 November 2017 - Scheme commenced
- Licence approved for three years (to 1 November 2020)

## 2018

- Scheme metrics presentation to SGSC by a Director and Manager at MAV WorkCare gave the following information
  - 31 participating corporations in the scheme
  - SGSC premium in 2018 saw an 8% reduction (cost saving)

## 2020

- In October 2020 WorkSafe Victoria declined to renew the scheme license
- The liability period commenced at cessation of the scheme
- Impacts all Councils who participated in the scheme

### Liability period

In accordance with the *'Workplace Injury Rehabilitation and Compensation Act 2013'*, Council has a 6-year liability period following cessation of the scheme. During the liability period, adjustment payments may be required. The determination of any adjustment payments is dependent upon revised actuarial assessments of the scheme's claims liabilities, as undertaken by Worksafe Victoria. Adjustments, if required, are payable at the three and six year mark, being 2024 and 2027.

### Adjustment payments

Council has recently received advice from the Municipal Association of Victoria (MAV) regarding the actuarial review of the 3-year period ending 30 June 2024. The total scheme deficiency as at the third-year anniversary is approximately \$5.8m, which is approximately double that expected by MAV.

The primary cause of the difference in the expected and actual deficiency is a consequence of a WorkSafe data-error in the extraction of claims data for the previous actuarial reviews, including:

- Missing claims from the data which meant relevant, active claims were not included in the actuarial analysis
- Issues with the recording of under excess claims

The allocation model used for the apportionment between the members is the same model used for the initial call at scheme cessation, which is based on each member's premium share at cessation and each member's share of open claims. MAV has completed a review of the allocation model, which has performed robustly across scheme members in estimating their share of claim payments. It has been determined that Council's adjustment payment obligation is **\$249,753**.

The next actuarial review will be conducted by WorkSafe Victoria on 30 June 2027.

### **Financial and Resource Implications**

This is an unbudgeted expense for 25/26, due to the unknown nature of the adjustments, being either credit or payment.

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

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

### **Legislation**

Council has an obligation under the *Workplace Injury Rehabilitation and Compensation Act 2013*.

### **Gender Equality Act 2020**

Not applicable.

### **Risk Management**

Council's Risk Appetite reflects minor for decisions that compromise financial impacts, less than \$100,000. This item exceeds councils risk appetite as it is greater than \$100,000.

It is recommended that Council considers and plans for a budget inclusion for the final adjustment payment, which will be payable in the 27/28 budget period.

### **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.

Mike Shanahan, Risk, Health and Safety Coordinator  
Tahlia Homes, Manager People and Culture  
Darren Barber, Director People and Performance

## **RECOMMENDATION**

That Council:

1. Approves the payment of the MAV WorkCare invoice, dated 30 June 2025, for the amount of \$249,753 (ex GST)
2. Authorise the Director People and Performance to finalise and sign all documents in relation to this payment
3. Note the requirement for a final adjustment payment, due after 30 June 2027

## **COUNCIL RESOLUTION**

**MOVED:** Cr Campbell

**SECONDED:** Cr Manning

**That Council:**

1. Approves the payment of the MAV WorkCare invoice, dated 30 June 2025, for the amount of \$249,753 (ex GST)
2. Authorise the Director People and Performance to finalise and sign all documents in relation to this payment
3. Note the requirement for a final adjustment payment, due after 30 June 2027

**CARRIED**

## 12.9

## Quarterly Finance Report to 30 September 2025

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Nick Templeton, Head of Finance  
**Attachment(s):** 1. SGSC Finance Report as at 30 September 2025 [**12.9.1** - 15 pages]

### Executive Summary

The Finance Report for the quarters ended 30 September 2025 is presented for the information of Council.

The performance of Council for the first three months is aligned to the forecast, with the operating result anticipated at 30 September being \$15.490m surplus compared to an actual result of \$16.641m surplus, which is a positive variance of \$1.151m.

### Discussion

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

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

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

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

The Comprehensive Income Statement result for the three months to 30 September is a surplus of \$16.641m and the forecasted result for the same period was a surplus of \$15.490m. During the September quarter there was total revenue recognised of \$30.127m while the total expenditure for the three months was \$13.486m.

Cash and investment held at 30 September 2025 was \$18.327m.

Key narratives to 30 September 2025 include;



### Income Statement

The Comprehensive Income Statement result for the three months to 30 September is a surplus of \$16.641m and the forecasted result for the same period was a surplus of \$15.490m. The actual and forecasted result for the period is very positive and is due to the rates for the full year being raised in the first quarter, which means that 99% of the annual forecasted rates revenue is recognised in this period.

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

### REVENUE

- Contributions to projects and reimbursement of expenditure is recognised under contributions and includes contributions for the Pedrina Park Cricket Nets and Balmoral Bowling Club.
- Operating grants were received for the administration of the Primary Producer Support Payment however this funding was not known at the time of setting the budget.
- Capital grants were received in the September quarter including \$1m for the Regional Precinct and Partnerships Program that was not anticipated during this quarter.
- Asset sales from renewal of fleet, sale of excess properties did not proceed as expected in the September quarter.

### EXPENDITURE

- Works expected to be undertaken in the first three months which did not occur to the level anticipated and is now expected in future periods. This impacted the materials and services expenditure for contractors and supplies including internal stores allocations, which were below forecasted amounts.
- Utility costs include electricity, gas and water charges which are all below budget for the first three months. Hamilton Indoor Leisure and Aquatic Centre costs are below anticipated by \$40k and outdoor pools are also below budget (by \$12k) with this expected to be aligned to budget by year end with pools to open late in 2025 and associated costs will increase at this point in time.
- Information technology expenditure includes software licenses which is recognised upon receipt of invoice with Council having many licenses that are 12 month licenses.
- Plant and fleet operations includes cost allocations of Council-owned fleet and the recovery of costs of running those fleet items, which is a non-cash internal allocation. The recovery is below budget however will increase when capital road construction occurs. Vehicle registration costs have been incurred and recognised in the first three months.
- Waste disposal costs are below budget by \$104k for the year to date due in part to timing of the payment of supplier invoices impacting the variance to forecast and is expected to align to budget by year end.

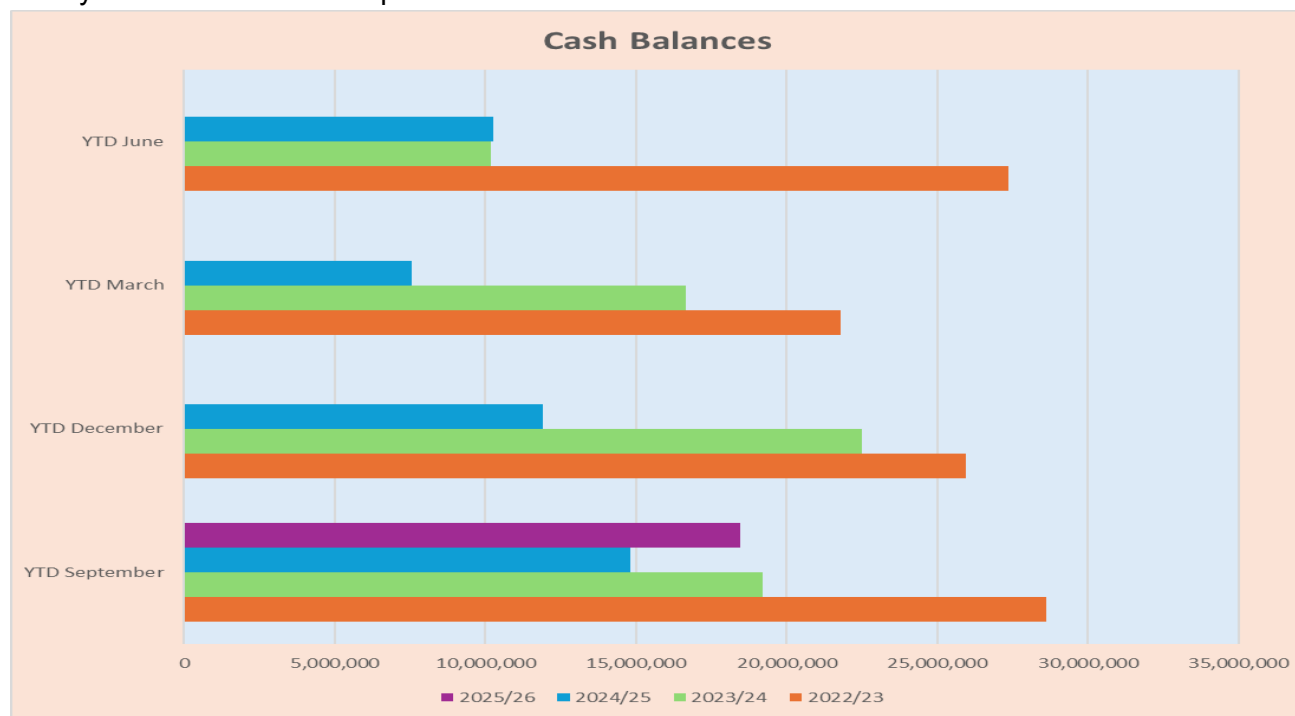
### Statement of Cash Flows and Balance Sheet

Council is holding \$18.327m in cash and investment at 30 September 2025. The forecast at 30 September was for cash and investments of \$18.749m. Impacting the cash and investments at 30 September is the payments received for the first rates instalment which included the Primary Producer Support Payment. The administration component of this

funding was an example of responsiveness and commitment from the rates team to ensure ratepayers promptly received the benefit of the funding.

Debt servicing and debt commitment ratios are both strong, being well below the acceptable maximum level which is due to the low level of borrowings. Council has drawn down \$2m of loan funds from Treasury Corporation of Victoria during the three months to 30 September and these have since been repaid.

Four year cash balance comparison.



### Rates Debtors and Financial Hardship Claims

The level of debtors for rates has shown a decline compared to the same period in last previous financial year. In both years Council is mindful of the financial pressures on ratepayers from both the cost of living and the significant challenges to our primary producers and other businesses. A one-off rates payment was made for the Primary Producer Support Payment which has aided in the reduction of rates owing at 30 September compared to the prior year.

#### Rate debtors as at 30 September 2025

	TOTAL	Residential	Rural	Commercial	Industrial	Other
Balance Owing at 30/9/2025	\$17,710,371	\$9,891,969	\$6,360,653	\$1,095,207	\$352,114	\$10,428
Balance Owing at 30/9/2024	\$19,006,868	\$8,992,780	\$8,674,420	\$890,098	\$326,521	\$123,049
Variance	-\$1,296,498	\$899,189	-\$2,313,767	\$205,108	\$25,592	-\$112,620

NB: Total balances include ESVF levies

Hardship submissions received for the first three months of 2025/26 were 37, which was made up of 27 rural properties and 10 residential. This compares to 13 that were received up to the same point in the 2024/25 year. The figures provided are based on impacted properties and in some instances one ratepayer has multiple properties and therefore multiple applications.

### Statement of Capital Works

Detailed reports on the financial progress of the capital works and major projects are also provided for information. Capital works expenditure for the YTD to 30 September was \$1.907m compared to a YTD forecast of \$4.064m. The capital works carried forward from 2024/25 was a total net amount of \$4.226m.

Expenditure incurred included the replacement of fleet items, completion of the stairs replacement project at Nigretta Falls, rehabilitation works in particular at Vic Point Road and the commencement of the Road Safety Improvement Program works.

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

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

### **Financial and Resource Implications**

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

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

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

5.1 Improve effective governance and public accountability

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

### **Legislation**

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

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

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

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

### **Gender Equality Act 2020**

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

### **Risk Management**

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

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

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

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

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

## **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.

Please list all officers who were involved in providing advice or approving this Report.

Nick Templeton – Head of Finance

### **RECOMMENDATION**

That Council receive the Finance Report for the quarter ended 30 September 2025.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Barber  
**SECONDED:** Cr Rainsford

**That Council receive the Finance Report for the quarter ended 30 September 2025.**

**CARRIED**

## 12.10                      Audit and Risk Committee Meeting Minutes - 27 November 2025

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Nadine Rhook, Executive Assistant Director People and Performance  
**Attachment(s):** 1. 27-11-2025 ARC Minutes - Final [**12.10.1** - 21 pages]

### Executive Summary

The Minutes from the 27 November 2025 meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

### Discussion

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

Items discussed listed below:

ITEM	
<b>1</b>	<b>Membership</b>
<b>2</b>	<b>Committee &amp; Auditors in Camera</b>
<b>3</b>	<b>Welcome</b>
<b>4</b>	<b>Apologies</b>
<b>5</b>	<b>Committee Secretariat</b>
<b>5.1</b>	- <b>Confirmation of Minutes – 23 September 2025</b>
<b>5.2</b>	- <b>Conflicts of Interest Disclosure &amp; Register of Committee Members Interests</b>
<b>5.3</b>	- <b>CEO Report</b>
<b>5.4</b>	- <b>Governance &amp; Risk Management Disclosures</b>
<b>5.5</b>	- <b>Summary Table of Outstanding Matters</b>
<b>5.6</b>	- <b>Audit and Risk Committee Chair Biannual Report to June 2025</b>
<b>5.7</b>	- <b>Audit and Risk Committee Meeting Dates and Annual Plan for 2026</b>
<b>5.8</b>	- <b>Audit and Risk Committee Self Assessment</b>
<b>5.9</b>	- <b>Excess Leave Update</b>
<b>6</b>	<b>Annual Financial Reporting</b>
<b>6.1</b>	- <b>Management Representation Letter</b>
<b>6.2</b>	- <b>Finance Report July to September 2025</b>
<b>6.3</b>	- <b>Quarterly Councillor's Expenditure Report (For Information)</b>
<b>7</b>	<b>Internal Audit</b>

<b>7.1</b>	- Progress Report of Internal Audit Actions (Interplan)
<b>7.2</b>	- Internal Audit Status Report
<b>7.3</b>	- Internal Audit Charter Review
<b>7.4</b>	- Internal Audit – Draft Scope – Records Management
<b>7.5</b>	- Internal Audit – Payroll – Verbal Update Only
<b>7.6</b>	- Internal Audit – Contract Management – Action Plan
<b>7.7</b>	- Report and Correspondence of Note: VAGO, Ombudsman and IBAC Reports
<b>8</b>	<b>Compliance Management</b>
<b>8.1</b>	- Compliance Framework Review & Quarterly Compliance Reporting
<b>8.2</b>	- Occupational Health and Safety (Psychological Health) Regulations 2025
<b>8.3</b>	- Child Safety Standards Update
<b>9</b>	<b>Risk Management</b>
<b>9.1</b>	- OHS Quarterly Report - Summary
<b>9.2</b>	- Risk Management Quarterly Report
<b>9.3</b>	- MAV Workcare Scheme Ongoing Liability Payment
<b>9.4</b>	- Cyber Security Update
<b>10</b>	<b>External Audit</b>
<b>10.1</b>	- Nil
<b>11</b>	<b>Matters Arising from the Previous Minutes</b>
	- Nil
<b>12</b>	<b>Other Items</b>
<b>13</b>	<b>Next Meeting</b>

### **Financial and Resource Implications**

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

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

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

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

- 5.1 Improve effective governance and public accountability
- 5.2 Communicate clearly about Council decisions, projects and services to increase awareness, confidence and trust in the community.

## **Legislation**

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

## **Gender Equality Act 2020**

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

## **Risk Management**

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

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

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

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

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

## **Disclosure of Interests**

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

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



**RECOMMENDATION**

That Council note the Minutes for the Audit and Risk Committee Meeting held on 27 November 2025.

**COUNCIL RESOLUTION**

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

**That Council note the Minutes for the Audit and Risk Committee Meeting held on 27 November 2025.**

**CARRIED**

## **13 Notices of Motion**

There were no Notices of Motion listed on the agenda.

## 14 Urgent Business

There were no Urgent Business listed on the agenda.

## 15 Mayor, Councillors and Delegate Reports

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

### 15.1 Cr Rainsford

- 21 November: Rail Freight Alliance Sunshine Superhub Forum with insights into the negative impact of removing the rail crossings at Sunshine on freight and passenger services, increasing the distance for freight trains impacting efficiency and putting more trucks on the road congesting the city.
- 23 November: Balmoral Bush Nursing Centre Independent Living Housing Project Forum  
1 Dec Agriculture Victoria Hamilton SmartFarm Field Day attended presentation Multimix Pastures & volunteering @ Rotary BBQ.
- 3 December: SGSC Briefing Visit to Rist & Agvic, SmartFarm featuring innovation in training.
- 5 December: St Mary's Christmas Parade held on a lovely evening and a hive of activity and a credit to organisers.
- 9 December: Cavendish Men's Shed Christmas Lunch celebrating another successful year.
- 9 December: Cavendish Community Christmas BBQ with large number of young families attending auguring well for this community.
- 10 December: Grampians Wimmera Mallee Tourism Visitor Economy Community Emergency Communications Plan Forum at WAMA.

### 15.2 Cr Barber

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

### 15.3 Cr Campbell

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

## 15.4 Cr Calvano

Cr Calvano provided the following report:

- On the 12th of November I attended, The sustainability competition at Bainbridge College.
- On the 18th of November attended the year Seven Music and Drama performance at Monivae College.
- On the 21st of November I attended Mandatory council training in Warrnambool.
- On the 29th of November I attended Junior Dramus performance of Peter Pan.
- On the 5th of December I attended saint Mary's Christmas Parade.

## 15.5 Cr Manning

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

## 15.6 Mayor Heslin

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

## 16 Confidential Reports

There were no Confidential Matters listed on the agenda.

## **17 Close of Meeting**

This concludes the business of the meeting.

The Council Meeting of 10 December 2025 closed at 7:22pm.

To be confirmed by Resolution at the next Council Meeting.