



Southern Grampians
SHIRE COUNCIL

Council Meeting Agenda

Ordinary Meeting
10 April 2019

To be held at 5.30pm in the
Tarrington Lutheran School Hall,
7901 Hamilton Hwy, Tarrington.

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1 Membership

Councillors

Cr Mary-Ann Brown – Mayor
Cr Chris Sharples – Deputy Mayor
Cr Cathy Armstrong
Cr Albert Calvano
Cr Colin Dunkley
Cr Greg McAdam
Cr Katrina Rainsford

Officers

Mr Michael Tudball – Chief Executive Officer
Ms Evelyn Arnold – Director Community and Corporate Services
Mr Andrew Goodsell – Director Planning and Development
Mr David Moloney – Director Shire Infrastructure
Ms Karly Saunders – Governance Coordinator

2 Acknowledgement of Country

3 Prayer

4 Apologies

5 Confirmation of Minutes

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 13 March 2019 be confirmed as a correct record of business transacted.

6 Declaration of Interest

7 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 Ordinary Meeting of Council.

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Ordinary Meeting at which the question is asked
2. Not refer to matters designated as confidential under the Local Government Act 1989.
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 are no Questions on Notice listed on tonight's agenda.

8 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 Ordinary 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 Ordinary 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 Chambers. All members of the public must also comply with Council's Public Participation at Council Meetings policy in relation to meeting procedures and public participation at meetings.

There are no Public Deputations listed on tonight's agenda.

9 Records of Assemblies of Councillors

Written records of Assemblies of Councillors must be kept and include the names all Councillors and members of Council staff attending the meeting, the matters considered, any conflicts of interest declared and when the person/s with a conflict left and returned to the meeting.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

Section 3 of the Local Government Act 1989 defines as Assembly of Councillors as:

1. A meeting of an advisory committee of the Council, if at least one Councillor is present; or
2. A planned or scheduled meeting of at least half of the Councillors and one member of Council staff;

which considers matters that are intended or likely to be:

- a) The subject of a decision of the Council; or
- b) Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

As there are some meetings which may or may not be classed as an Assembly of Councillors depending on who is present and the topics that are discussed Southern Grampians Shire Council records these meetings as an Assembly of Councillors to ensure that transparency in relation to these meetings is publicised.

An Assembly of Councillors record was kept for:

- Council Briefing Session – 13 March 2019
- Industry Visits – 13 March 2019
- Glenthompson Community Engagement Meeting – 13 March 2019
- Council Briefing Session – 27 March 2019

This agenda was prepared on 3 April 2019. Any Assemblies of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Ordinary Meeting of Council.

RECOMMENDATION

That the record of the Assembly of Councillors be noted and incorporated in the Minutes of this Meeting.

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Briefing Session
Date:	13 March 2019
Location:	Martin J Hynes Auditorium
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Albert Calvano Cr Colin Dunkley Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Lachy Patterson, Manager Community Relations Nola McFarlane, Manager Flood Recovery Susannah Milne, Manager Community and Leisure Services Belinda Johnson, Manager Finance

The Assembly commenced at 9:30am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Communications and Engagement Strategy	Nil
2	Contract 59-18 and 60-18 Update on Contracts	Nil
3	Kerbside Collection Waste Modelling	Nil
4	Balmoral School Use of Outdoor Pool Report	Nil

5	High Level Review of Operating Budgets for Services	Nil
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The Assembly concluded at 2:00pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Industry Visits
Date:	13 March 2019
Location:	Glenthompson - Various
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Albert Calvano Cr Colin Dunkley Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure

The Assembly commenced at 2:45pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Glenthompson Road House	Nil
2	Oaklands Windfarm	Nil

The Assembly concluded at 4:30pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Glenthompson Community Engagement Session
Date:	13 March 2019
Location:	Glenthompson Memorial Hall
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Katrina Rainsford Cr Greg McAdam Cr Colin Dunkley Cr Cathy Armstrong Cr Albert Calvano
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community & Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning & Development Jane Coshutt, Community Engagement Coordinator Lachy Patterson, Manager Community Relations Darren Barber, Manager Organisation Development

The Assembly commenced at 7.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Glenthompson Memorial Hall	Nil
2	Glenthompson Pool	Nil
3	Intersection Glenelg Hwy and Glen/Caramut Road	Nil
4	Glenthompson Rec. Reserve	Nil
5	Community Ambulance	Nil

6	Glenthompson Public WiFi - ConnectGH	Nil
7	Australian Small Business Advisory Services	Nil
8	Glenthompson History Centre Street Sign	Nil

The Assembly concluded at 8.30pm

ASSEMBLY OF COUNCILLORS



Southern Grampians
Shire Council

ASSEMBLY DETAILS	
Title:	Council Briefing Session
Date:	27 March 2019
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Albert Calvano Cr Colin Dunkley Cr Greg McAdam Cr Katrina Rainsford
Council Staff in Attendance:	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Andrew Goodsell, Director Planning and Development Susannah Milne, Manager Community and Leisure Services Daryl Adamson, Strategic Major Projects Officer St John Lees, Manager Projects Pratap Sapkota, Project Engineer

The Assembly commenced at 12:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CEO Review	Nil
2	Coleraine Landfill Capping	Nil
3	Showgrounds Masterplan	Cr Rainsford declared an indirect conflict
4	Emerging Priorities	Nil

5	Hamilton Gateway Signage	Nil
6	Cox Street – Post Workshop Review	Nil
7	Rural Councils Transformation Program Business Case	Nil
8	Hamilton Regional Livestock Exchange Roof Design	Nil
9	Fuel Cards	Nil
10	Budget Update	Nil
11	Councillor Expenses	Nil

The Assembly concluded at 5:00pm.

10 Management Reports

10.1 Rural Councils Transformation Program

Directorate: Michael Tudball, Chief Executive Officer
Author: Evelyn Arnold, Director Community and Corporate Services
Attachments: 1. Rural Councils Transformation Program Business Case

Executive Summary

This report recommends Council note and approve the submission of a joint business case for Victorian Government Rural Councils Transformation Program (RCTP).

Discussion

In November 2018, Southern Grampians Shire Council joined a group of three other Councils (Northern Grampians, Glenelg and Ararat) to lodge an Expression of Interest (EOI) in Victorian Government Rural Councils Transformation Program (RCTP). This is a State Government initiative to support innovation and collaboration between rural local governments. This EOI was successful, which allowed the group to progress to the next stage which was the completion of a detailed business case.

The RCTP aims to:

- Improve the financial sustainability of rural and regional councils by achieving economies of scale including through regional service delivery or collaborative procurement;
- Promote more efficient and improved service delivery through collaboration and innovation;
- Facilitate benefits for rural and regional communities, with priority given to those for rural communities; and
- Demonstrate potential efficiencies to be gained through regional service delivery.

Should the business case be successful a staged approach to implementation would be taken focusing first on standardisation of software and processes before progressing to a more collaborative approach to enterprise resource planning and asset management.

Financial and Resource Implications

In lodging the business case there is no immediate budgetary impact. Should the business case be successful this would be addressed in future fiscal planning.

Legislation, Council Plan and Policy Impacts

No specific legislation is referenced for this recommendation to be resolved by Council.

Risk Management

These projects are expected to be of benefit to the community. Any additional risk will be mitigated as they will be subject to normal budgetary processes such as funding submissions and business cases.

Environmental and Sustainability Considerations

Nil

Community Consultation and Communication

Consultation has been done via a project control group comprising the CEO's and officers from all four Councils.

Disclosure of Interests

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

RECOMMENDATION

That Council:

1. Notes that Southern Grampians Shire Council is a participant in a grouping of councils making / that have made an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the following initiative:
 - a. Rural Councils Transformation Program, in conjunction with Glenelg, Ararat, and the lead Council, Northern Grampians Council
2. Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:
 - a. Submission of a joint business case by 31 March 2019.
 - b. Each council must pass an accompanying resolution committing to implement the business case, if approved for funding. The resolution must be lodged with Local Government Victoria by 30 April 2019.
3. Approves the submission of the business case by Northern Grampians Council on behalf of Southern Grampians Shire Council.
4. Approves implementation of the project(s) / initiative(s) within the submitted business case by Southern Grampians Shire council, subject to the application being approved for RCTP funding.

10.2 Electoral Representation Review

Directorate: Michael Tudball, Chief Executive Officer
Author: Karly Saunders, Governance Coordinator
Attachments: 2. Submission to Victorian Electoral Commission
3. Victorian Electoral Commission Preliminary Report

Executive Summary

Council has sought the preparation of a submission to the Victorian Electoral Commission (VEC) in response to the preliminary report on the electoral representation review.

It is recommended that the attached submission in response to the VEC preliminary report is endorsed.

Discussion

The Victorian Electoral Commission (VEC) is conducting an electoral representation review of Southern Grampians Shire.

Representation reviews are a key mechanism to ensure that all voters in a local council have their concerns and interests fairly represented.

The review will examine:

- the number of Councillors;
- whether the local council area should be subdivided into wards or unsubdivided; and
- If subdivided:
 - the number of wards;
 - what the ward boundaries should be;
 - the name of each ward; and
 - how many councillors should be elected for each ward.

The preliminary report was published by the VEC on 20 March 2019 and seeks submissions from the public.

The preliminary report includes two options:

Option A (VEC preferred option)

Seven councillors elected from an unsubdivided electoral structure (current Status Quo)

Option B (VEC alternative option)

Seven councillors elected from four wards (three single councillor wards and one four councillor ward).

Financial and Resource Implications

Cost of the Electoral Representation Review is approximately \$30,000 which has been included in the 2018/2019 Forecast Budget. We are awaiting a final quote from the VEC.

Legislation, Council Plan and Policy Impacts

Under the Local Government Act 1989 (the Act), the VEC is required to conduct an electoral representation review before every third council election, the last review took place in 2007.

Risk Management

The submission response will be publically available on the VEC website and ensures Council's preferred electoral structure is taken into consideration as part of the review process.

Environmental and Sustainability Considerations

N/A

Community Consultation and Communication

The community has been provided an opportunity to participate in the review process by the VEC, below is a timeline showing the major milestone dates:

Preliminary submissions open	Wednesday 23 January 2019
Public information session	6.00 pm Thursday 24 January 2019
Preliminary submissions close	5.00 pm on Wednesday 20 February 2019
Release of preliminary report	Wednesday 20 March 2019
Response submissions open	Wednesday 20 March 2019
Response submissions close	5.00 pm on 17 April 2019
Public hearing	6.00 pm Tuesday 23 April 2019
Scheduled release of final report	Wednesday 15 May 2019

Further information regarding the review is available on the VEC website and advertisements were placed in the Herald Sun and the Spectator in January and March promoting the review.

Disclosure of Interests

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

RECOMMENDATION

That the attached submission to the Electoral Representation Review be endorsed.

10.3 Councillor Expenses Policy

Directorate: Michael Tudball, Chief Executive Office
Author: Karly Saunders, Governance Coordinator
Attachments: 4. Councillor Expenses Policy

Executive Summary

Council's current Councillor Expenses Policy was last updated in February 2018.

A review has been undertaken of the Policy and some minor changes made, particularly in relation to reimbursement of travel expenses. An updated Councillor Expenses Policy is attached and it is recommended that the updated Policy be adopted by Council.

Discussion

A review of the Councillor Expenses Policy was undertaken in March 2019 to provide further clarity around reimbursement of travel expenses.

The updates to the Councillors Expenses Policy include:

- An amendment to clarify that agreement and or approval by the Mayor or Chief Executive Officer is required for Councillor reimbursement relating to travel for meetings, events or occasions from time to time, or by Resolution of the Council.
- To clarify that expenses that do not fall within one of the categories listed under travel expenses section will not be approved for reimbursement.
- To promote the use of car pooling with Council vehicles, an annual request will be circulated to Councillors and their delegated committee seeking the annual calendar of events and meetings to enable the scheduling of Council Pool Cars throughout the year. It will then be the responsibility of the Councillor to contact Councillor Support to confirm and arrange the vehicle at least one week prior to the required date.
- Updating of the section Reporting on Expenditure to include that on an annual basis, the policy and expenses report will be subject to oversight and review by the Audit and Risk Committee of Council.

It is recommended that Council adopt the updated Councillor Expenses Policy.

Financial and Resource Implications

This Policy supports the Act and ensures clarity and consistency around the expenses that Council will pay or reimburse for Councillors.

This Policy will also make it clear to the community what resources are provided to Councillors to ensure that they are adequately reimbursed and trained in their role as Councillor.

Legislation, Council Plan and Policy Impacts

Objective 5.1 – Provide transparent and responsible governance.

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

Strategy 5.1.2 – Ensure responsible, effective and efficient use of Council resources.

Strategy 5.1.3 – Continue to increase the transparency of Council's decision making processes.

Risk Management

The adoption of the updated Councillor Expenses Policy ensure that Council's distribution of resources and training to Councillor's is equal and fair. This will ensure each Councillor has the same access to training and conferences and that there are clear guidelines for the reimbursement of expenses.

Environmental and Sustainability Considerations

N/A

Community Consultation and Communication

No community consultation is required in the development of this Policy.

Once adopted, the Policy will be made available to all Councillors and uploaded onto Council's website.

Disclosure of Interests

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

RECOMMENDATION

That Council adopt the attached revised Councillor Expenses Policy.

10.4 Review of 2018-2019 Capital Works Report

Directorate: David Moloney, Director Shire Infrastructure
Author: David Moloney, Director Shire Infrastructure
Attachments: None

Executive Summary

The capital program forms a significant proportion of Council's budget. In 2018-2019, over \$20M was allocated to capital works projects across the Shire with this being forecast back to \$16M. This report indicates the progress to date on the capital works program. Assessments of the capital program delivery is to the 28 February 2019 and compares actual and forecast targets.

Southern Grampians Shire Council has 249 projects in the capital works program to be delivered this financial year. Currently there are 188 projects started with 56 projects being completed.

This report is for noting by the Council.

Discussion

The capital program forms a significant proportion of Council's budget. In 2018-2019, has over \$20M allocated to capital works projects across the Shire. With contracts let and expenditure due to do across financial years on projects such as Cox St, the Industrial land project and King St the forecast budget has been revised to \$16M. The works included:

- Road and Bridge Upgrades
- Footpaths
- Playgrounds
- Building Maintenance
- Art Gallery/PAC Maintenance
- Library
- Culverts
- Kerb and Channel
- Recreation Centres and Facilities
- Cox St Upgrade
- Industrial Land Project
- Landfill
- Livestock Exchange Project Stage 1 and 2

The aim of the capital program is to provide targeted funding on projects to maintain or improve Council's infrastructure, assets and services.

The review of the program is important to ensure the projects are delivered. This report looks at the progress of the 2018-2019 capital program.

After Council adopted the 2018-2019 budget, Council Officers forecast the capital program for the following criteria:

1. Forecast project start date
2. Forecast project finish date
3. Forecast expenditure

Each month staff update the progress of their projects and charts are developed to monitor the progress of the program.

Time

The 2018-2019 Budget listed 247 projects to be delivered across the range of areas listed above. These projects range from \$2,000 to \$2.5M. This report does not include flood recovery projects.

Figure 1 Project Start Dates, shows a comparison between the forecast start date for projects and the actual start dates for projects.

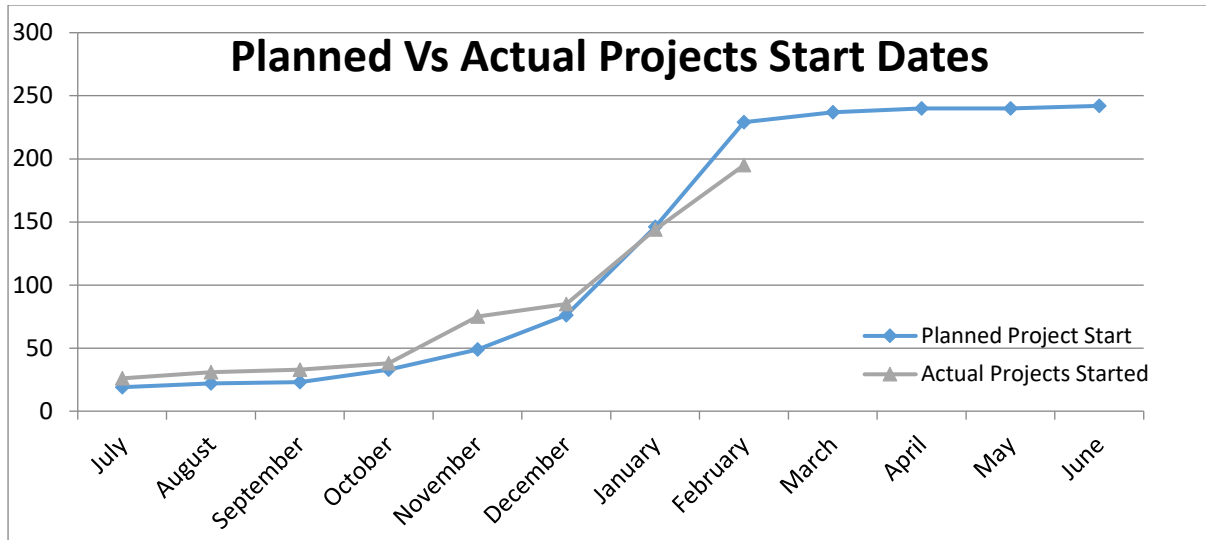


Figure 1 Project Start Dates

Figure 1 shows that Council is currently slightly under the target for projects to be started.

Figure 2 Project finish dates, show the forecast finish dates for projects against the actual finish dates. Figure 2 show the Council is currently where above the forecast in relation to the completion of projects.

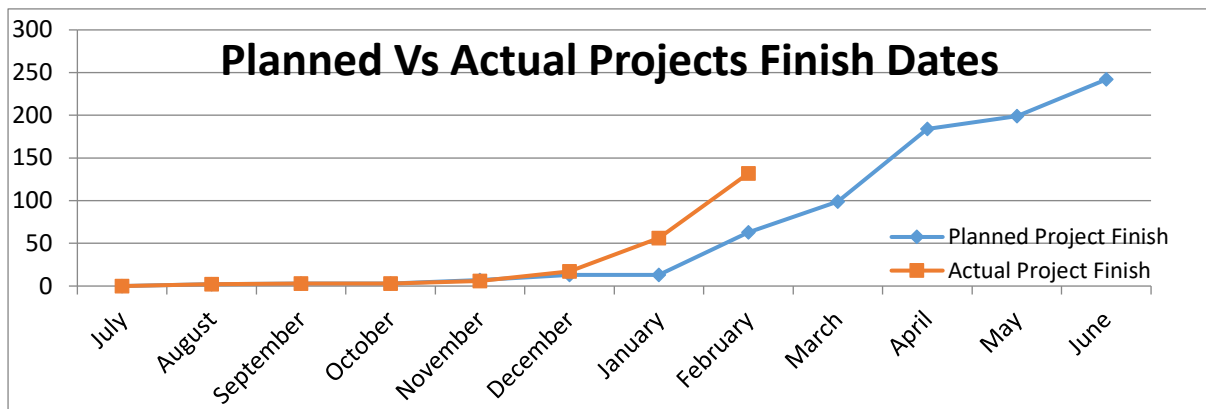


Figure 2 Project finish dates

Figure 3 Forecast Expenditure vs Actual Expenditure, shows the forecast expenditure vs the actual expenditure on projects. Figure 3 shows that expenditure is relatively low when compared to the forecast expenditure.

Several contracts and the reseal program that started in January have resulted in an increase in expenditure for the first 2 months of the year.

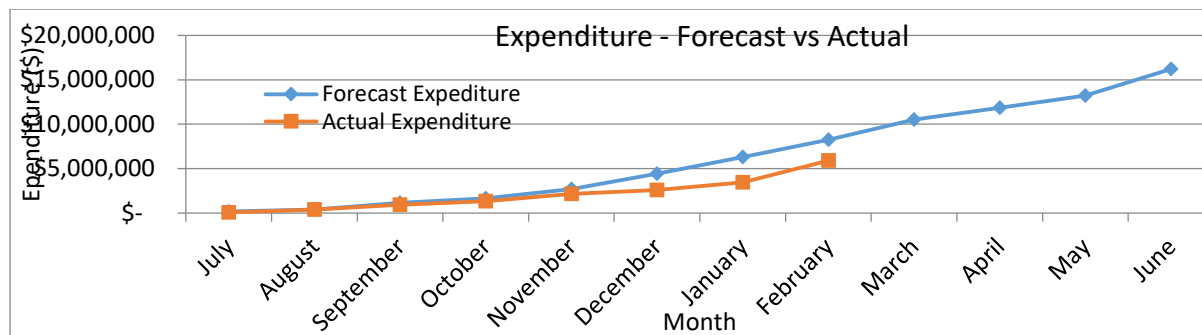


Figure 3 Forecast Expenditure vs Actual Expenditure

Project Status	Actual	Planned
Not Started	49	15
Started	195	229
Completed	132	63
Deferred	3	0

Figure 4 Project Status Summary

Figure 4 Project Status Summary, shows the program against the planned program delivery

Overall there has been significant progress made on the getting an early delivery of the Capital Program over the first 8 months which is to be expected as the capital program reaches its peak construction period. While projects started are down against the plan there is significant amount of projects that are completed above the plan.

There is over \$6M including the Botanic Gardens Projects, Cox ST Design and the Industrial Land are under contracts let and the annual program works including the reseal and rehabilitation program are almost complete.

Table 5 Summary of Renewal Program, shows that expenditure in the renewal program has increased significantly over the last 2 months. The main program still to be delivered is the Bridge program. Most of the renewal programs are almost complete and those that are not complete (including the bridge program) have been either awarded, at tender stage or programmed in the works team’s schedule. Reseal program is current significantly under budget but not all costs are in for the program and will continue to come in for the next 2 months.

	Budget	Annual Actual - Feb 2019	Forecast YTD	Annual Actuals - Forecast	Comments
Resheeting	\$712,743	\$283,338	\$201,648	\$81,690	Resheet program getting back underway
Bridges	\$803,235	\$8,078	\$21,100	\$(13,022)	2 bridges contracted, 1 tender just closed
Rehabs	\$1,904,308	\$1,739,702	\$1,814,308	\$(74,606)	Rehabs almost complete
Fleet	\$2,069,000	\$273,121	\$554,000	\$(280,879)	Purchases made using Procurement Australia \$1.3M in commitments
Reseal	\$2,232,955	\$1,421,304	\$2,221,955	\$(800,651)	Works almost complete but not all costs are in
Kerb and Channel	\$99,360	\$115,009	\$99,360	\$15,649	Works Complete
Major Culverts	\$246,924	\$110,065	\$146,924	\$(36,859)	2 Projects to go with Culverts on site
Footpaths	\$149,240	\$15,647	\$96,682	\$(81,035)	Works to start again once culverts complete
	\$8,217,765	\$3,966,264	\$5,155,977	\$(1,189,713)	

Table 5 Summary of Renewal Program

There are currently 3 deferred projects in this year program. These are

1. Concrete Footpath - Hensley Park Road (Council Decision)
2. Concrete Footpath – Kent Road (Council Decision)
3. Rural Road Rehabilitation – Gellerts Road (Change of priority for Chesswas St)

Another project that is on hold awaiting funding is the King St Intersection upgrade. Council currently has two funding applications in for this project. The two funding applications are:

1. Blackspot funding
2. Fixing Country Roads 2019/2020

It is expected that Council will know the outcome of these funding applications before the end of the financial year.

Legislation, Council Plan and Policy Impacts

This report assists Council in meeting its obligations under the Local Government Act 1989.

This report also relates to the:

- Southern Grampians Shire Council – 2017-2021 Council Plan and;
- 2018-2019 Southern Grampians Shire Council Budget.

Disclosure of Interests

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

RECOMMENDATION

The review of the progress of the 2018-2019 Capital Program is received by Council.

10.5 Motor Vehicle Fuel Cards, MAV Contract NPN 1.17

Directorate: David Moloney, Director Shire Infrastructure
Author: Brett Holmes, Acting Manager Works
Attachments: None

Executive Summary

The Southern Grampians Shire Council's is currently utilising the MAV (Municipal Association of Victoria) Fuel and Lubricants Contract, NPN 1.17 for fuel purchases to service our light fleet vehicles using the WEX Motorpass cards.

This MAV panel contract was awarded to 13 suppliers and is due to expire in January 2021 but also has 2 x 1 year extension options.

Within the contract, council have opted to utilise WEX Motorpass fuel cards for its fuelling of light fleet with monthly expenditure of approximately \$14,000 which is usage and price dependant.

Discussion

Southern Grampians Shire Councils current arrangement accessing the MAV NPN 1.17 Contract and utilising WEX Motorpass fuel cards has proven to be a successful arrangement for us. Discussions have been held with numerous members of staff that have direct involvement with either the MAV Contract and or the WEX Motorpass cards with positive responses all round.

Our preferred supplier being WEX Motorpass has provided us with key benefits to assist in our light fleet management. Importantly the Motorpass cards are accepted at over 90% of fuel retailers within Australia, cards can be programmed to limit fuel fills and types and each month we are provided itemised transactions on every fill.

Financial and Resource Implications

Currently the per annum spend on fuel to service our light fleet is approximately \$170,000. This spend is allocated each year in the budget that council set. It is anticipated that the spend would be approximately \$700,000 for the remaining contract period including both extension periods.

Legislation, Council Plan and Policy Impacts

Procurement section 186 1989 Local Government Act linked to Councils Procurement Policy.

Disclosure of Interests

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

RECOMMENDATION

That:

1. Council extend the arrangement with the MAV (Municipal Association Victoria) and their Fuel and Lubricants Contract NPN 1.17 until the contract expiry date of January 2021 with provision to opt the 2 x 1 extension options.
2. The contract documents be signed and sealed when prepared.

10.6 Emerging Projects Budget Allocation

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Evelyn Arnold, Director Community and Corporate Services
Attachments: None

Executive Summary

In accordance with the Local Government Act 1989, Council adopted its Budget for 2018/19 on 27 June 2018. At this time, the budget included an allocation for Emerging Priorities and a special charge footpath option relating to Hensley Park Road.

This report contains the recommendation for allocation of the balance of the emerging priorities and reallocation of the budget funds to alternative footpath projects.

Discussion

In the 2018/19 Adopted Budget \$150,000 was allocated to Emerging Priorities and \$75,000 for the construction of footpaths as part of a Special Charge Scheme. During the course of the 2018/19 financial year Council has resolved to allocate funds to the following emerging priority projects;

- \$7,500 to the review of the Hamilton Show Grounds Master Plan,
- \$5,000 to the Malcolm Fraser Bust project, and
- \$65,000 to the construction of the Aviary in the Botanic Gardens.

This left a balance of \$72,500. In addition, at the March ordinary meeting of council, the resolution not to proceed with the special charge scheme was passed. Therefore, a balance of \$147,500, being Emerging Priorities \$72,500 and Footpaths \$75,000, has been made available to be allocated to previously unbudgeted projects.

Following a Council briefing process and requests from the community the following projects have been identified;

Branxholme Pedestrian Bridge	\$63,000
McArthur Street Footpath	\$38,000
Lake Hamilton Track Extension – 800m	\$20,000
Footpath Maintenance	\$26,500
Total	\$147,500

During this process consideration was also given to projects that could be completed by 30 June 2019.

Financial and Resource Implications

The financial impact is a neutral budgetary affect as the funds are being re-allocated form existing budget lines and do represent an increase in the adopted budget allocation.

Legislation, Council Plan and Policy Impacts

The recommendations are consistent with Councils strategic plans and have no legislative impact.

Risk Management

These projects are expected to be of benefit to the community and there are no additional risks identified.

Environmental and Sustainability Considerations

Nil

Community Consultation and Communication

No further consultation was required for this report.

Disclosure of Interests

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

RECOMMENDATION

That Council resolve to allocate funds from the 2018/19 Budget to the following project;

Branxholme Pedestrian Bridge	\$63,000
McArthur Street Footpath	\$38,000
Lake Hamilton Track Extension – 800m	\$20,000
Footpath Maintenance	\$26,500
Total	\$147,500

10.7 Standard Statements for 2018/19 Financial Year as at 31 March 2019

Directorate: Evelyn Arnold, Director Community and Corporate Services
Author: Belinda Johnson, Manager Finance
Attachments: 5. Standard Statements

Executive Summary

The Financial Reports for the period 1 July 2018 to 31 March 2019 (copies attached) have been prepared to provide information regarding Council's current financial position.

The reports include an Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Capital Work and Statement of Human Resources. A narrative has also been prepared to explain variances between 2018/19 Budget, 2018/19 Forecast and actual performance.

Discussion

The financial report includes an Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Capital Work and Statement of Human Resources. A detailed narrative has also been prepared to explain variances between 2018/19 Budget, 2018/19 Forecast and actual performance.

Income Statement (Operating Statement)

Council is anticipating an operating surplus for the 2018/19 financial year. Actual Income and Expenditure YTD at the end of March is a net surplus of \$9.446m compared to Council's budgeted result of a \$13.839m and the current forecast of a \$19.956m operating surplus.

Balance Sheet

Current assets are strong at this point of the year with high levels of cash due to over 84% of rate revenue having been received together with retained cash from prepayment of grants and incomplete capital works expenditure. Liabilities are at expected levels for the time of year.

Statement of Cash flows

Cash balances are strong with \$20.667m of cash and investments held at the end of March. This means all commitments can be met with cash, as and when required. Even with the carry forward of capital works and some unexpected expenses, Council is still forecasting a strong end of year cash position of \$13.730m to meet future years commitments.

Statement of Capital Works

Council budgeted \$32.946m of capital works. This is a large increase on previous years to the amount of Capital works budgeted for Flood Recovery projects, Major capital developments and the final year of Roads to Recovery program spending.

The current forecast (after taking into consideration incomplete works from the 2017/18 year) is now \$40.269m.

Whilst only \$17.595m of actual expenditure has occurred (44% of the Forecast amount), planned works in the coming months together with payment claims for works completed are expected to be significant.

Statement of Human Resources

The breakup between operating and capital salaries is variable for a large proportion of Council's workforce (Infrastructure Services in particular). Capital Expenditure is seasonal due the majority of works occurring during the construction season. Overall spend was at 73% of the budget which is appropriate for the end of March.

Legislation, Council Plan and Policy Impacts

Council Plan

The financial report provides interim information on the financial progress of the achievement of the Annual Budget. Financial sustainability and compliance with our annual budget are specifically identified as strategies within the Council Plan.

Legislation

Section 138 of the Local Government Act 1989 requires that at least every three months, the CEO must ensure that a statement comparing the budgeted and actual revenue and expenditure for the financial year is presented to the Council at a Council meeting which is open to the public.

Financial reports are generally prepared following the month ends of September, December, January, February, March, April & May. The June report forms part of Council's Annual Report.

Council is also required to implement the principles of sound financial management detailed in Section 136 of the Local Government Act 1989 which states:

- 1) A Council must implement the principles of sound financial management.
- 2) The principles of sound financial management are that a Council must-
 - (a) manage financial risks faced by the Council prudently, having regard to economic circumstances;
 - (b) pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;
 - (c) ensure that decisions are made and actions are taken having regard to their financial effects on future generations;
 - (d) ensure full, accurate and timely disclosure of financial information relating to the Council.
- 3) The risks referred to in subsection (2)(a) include risks relating to-
 - (a) the level of Council debt;
 - (b) the commercial or entrepreneurial activities of the Council;
 - (c) the management and maintenance of assets;
 - (d) the management of current and future liabilities;
 - (e) changes in the structure of the rates and charges base.

Disclosure of Interests

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

RECOMMENDATION

That the interim financial reports for the periods 1 July 2018 to 31 March 2019, be received.

11 Notices of Motion

11.1 Notice of Motion #2/19

Cr Sharples

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 10 April 2019

MOTION

That Council support the request from Hampden Football Netball League (HFNL) to provide sponsorship of \$3,300 (Inc. GST) per annum in 2019 and 2020, a total of \$6,600 (Inc. GST) for a two year agreement.

Background

Councillors were approached by the Hampden Football Netball League to provide sponsorship of \$3,300 (Inc. GST) per annum for a 2 year agreement, a total of \$6,600 (Inc. GST). For this sponsorship we would be guaranteed at least one finals series match at Melville Oval for both the 2019 and 2020 seasons. Advertising of the SGSC logo on the HFNL social media page in the sponsorship section and banner advertising with a direct link to the SGSC website on the HFNL homepage will be part of the Agreement as well as recognition at the season launch, the Grand Final Luncheon and the Best & Fairest presentation night. Other benefits we expect are fundraising on the day, the club will run the canteen and bar facilities on the day and be able to conduct any raffles or other fundraising activities they choose. There would also be an expected positive economic benefit from supporting an event of this nature in Hamilton.

Officers Comments

The officers have consulted with the Club who are very enthusiastic about this opportunity. It is expected there would be minimal additional work to prepare Melville Oval to accommodate this event.

12 Delegated Reports

Reports on external Committees and Representative Bodies for which Councillors have been appointed as a representative by Council.

13 Mayors and Councillors 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, advocacy on behalf of constituents and other topics of significance.

14 Confidential Matters

There are no confidential items listed on tonight's Agenda.

15 Close of Meeting

This concludes the business of the meeting.