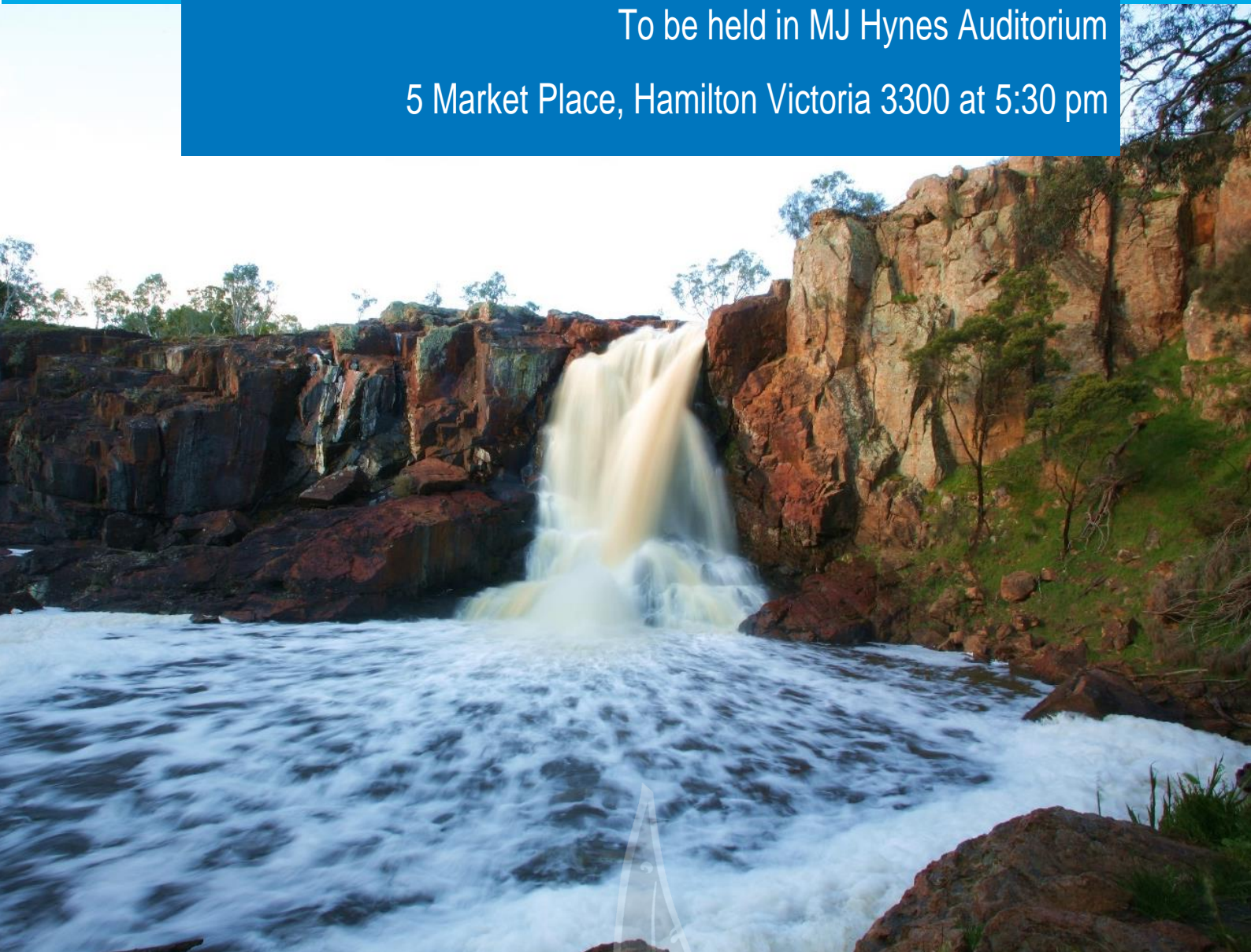


# SOUTHERN GRAMPIANS SHIRE COUNCIL

## Council Meeting Agenda Wednesday 21 June 2023

To be held in MJ Hynes Auditorium  
5 Market Place, Hamilton Victoria 3300 at 5:30 pm



## TABLE OF CONTENTS

1	Membership .....	4
2	Welcome and Acknowledgement of Country .....	4
3	Prayer .....	5
4	Apologies .....	5
5	Confirmation of Minutes .....	5
5.1	Confirmation of Minutes .....	5
6	Declaration of Interest .....	5
7	Leave of Absence .....	5
8	Questions on Notice .....	6
9	Public Deputations .....	7
10	Petitions .....	8
10.1	Petitions - Nil .....	8
11	Informal Meetings of Councillors .....	8
11.1	Briefing Session - 3 May 2023 .....	9
11.2	Briefing Session - 10 May 2023 .....	10
11.3	Briefing Session - 24 May 2023 .....	11
11.4	Briefing Session - 31 May 2023 .....	12
12	Management Reports .....	13
12.1	Governance Rules .....	13
12.2	S65 Community Asset Committee Minutes - Coleraine Sporting Grounds Committee .....	16
12.3	Ansett Museum Memorandum of Understanding .....	19
12.4	Community Engagement Policy Review .....	23
12.5	Rezoning 2-20 Taylor St Dunkeld .....	26
12.6	53-23 Dunkeld Loop Walk Design & Construct .....	32
12.7	47-23 Silvester Oval Lighting Design & Construct .....	37
12.8	Appointment of Council Representatives .....	41

12.9 Adoption of Budget 2023/24, LTFP 2024-2034 & Pricing Register 2023/24	44
13 Notices of Motion	52
13.1 Notice of Motion #2/23	52
13.2 Notice of Motion #3/23	53
14 Urgent Business	54
15 Mayor, Councillors and Delegate Reports	55
16 Confidential Reports	56
17 Close of Meeting	57

## 1 Membership

### **Councillors**

Cr David Robertson, Mayor  
Cr Helen Henry, Deputy Mayor  
Cr Mary-Ann Brown  
Cr Albert Calvano  
Cr Bruach Colliton  
Cr Fran Malone  
Cr Katrina Rainsford

### **Officers**

Mr Tony Doyle, Chief Executive Officer  
Mr Darren Barber, Director People and Performance  
Mr Rory Neeson, Director Wellbeing, Planning and Regulation  
Mr Bill Scott, Manager Project Management Office  
Mrs Tania Quinn, Council Support Officer

Southern Grampians Shire Council would like to congratulate Cr Fran Malone on her election and welcome her to her first Council Meeting. Under section 30 of the *Local Government Act 2020*, the Chief Executive Officer, Tony Doyle administered the Oath of Office to Cr Malone which was signed and dated on 24 May 2023.

## 2 Welcome and Acknowledgement of Country

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

*“Our meeting is being held on the traditional lands of the Gunditjmarra, Tjap Wurrung and Buandig people.*

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

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

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

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

### 3 Prayer

Cr Calvano will lead the meeting in a prayer.

*"Almighty god, we humbly beseech thee to vouchsafe thy blessing upon this council.*

*Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Southern Grampians shire."*

### 4 Apologies

Ms Marg Scanlon, Director Infrastructure and Sustainability

### 5 Confirmation of Minutes

<b>RECOMMENDATION</b>
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That the Minutes of the Council meeting held on 10 May 2023 be confirmed as a correct record of business transacted.

### 6 Declaration of Interest

### 7 Leave of Absence

There are no requests for a leave of absence of tonight's agenda.

## 8 Questions on Notice

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

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

Questions must:

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

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

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

There are no Questions on Notice listed on the agenda.

## 9 Public Deputations

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

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

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

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

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

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

## **10 Petitions**

### **10.1 Petitions - Nil**

There are no Petitions listed on tonight's agenda.

## **11 Informal Meetings of Councillors**

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

If there is a meeting of Councillors that:

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

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

An Informal Meeting of Councillors record was kept for:

- Briefing Session – 10 May 2023
- Briefing Session – 24 May 2023
- Briefing Session – 31 May 2023
- Briefing Session – 7 June 2023

This agenda was prepared on 14 June 2023. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 3 May 2023
Date:	3 May 2023
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Rainsford Cr Robertson
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 Joshua White, Gallery Director

The Informal Meeting commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	CHC Hamilton Gov Hub	Nil
2	New Hamilton Gallery Strategic Design Brief Workshop	Nil

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 10 May 2023
Date:	10 May 2023
Location:	Briefing Session
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Rainsford Cr Robertson
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Bill Scott, Manager Project Management Officer

The Informal Meeting commenced at 3:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Matters Raised by Councillors	Nil
2	New Hamilton Gallery Foundation	Nil
3	Capital Works Report	Nil

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 24 May 2023
Date:	24 May 2023
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
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 Tania Quinn, Council Support Officer Matthew Worsnop, Acting Manager Assets Alison Quade, Manager Communication and Engagement

The Informal Meeting commenced at 2:20pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor and CEO Meeting	Nil
2	Matters Raised by Councillors	Nil
3	Governance Rules	Nil
4	Property Register	Nil
5	Community Engagement Policy	Nil

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 31 May 2023
Date:	31 May 2023
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Brown Cr Calvano Cr Colliton Cr Henry Cr Malone Cr Rainsford Cr Robertson
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

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Budget Review	Nil

The Informal Meeting concluded at 12:30pm.

## 12 Management Reports

### 12.1 Governance Rules

<b>Directorate:</b>	Chief Executive Office
<b>Report Approver:</b>	Tony Doyle (Chief Executive Officer)
<b>Report Author:</b>	Karly Saunders, Governance Coordinator
<b>Attachment(s):</b>	1. Final Governance Rules 2023 [12.1.1 - 64 pages] 2. RESCIND - Council Meeting Policy [12.1.2 - 5 pages]

#### Executive Summary

Section 60 of the *Local Government Act 2020* (the Act) requires Councils to develop, adopt and keep in force Governance Rules.

Council regularly reviews its Governance Rules to ensure the document is fit for purpose. The outcome of this review is outlined in the report and the Governance Rules are attached for adoption.

#### Discussion

Governance Rules include the following -

- Conduct of Council meetings;
- Conduct of meeting of Delegated Committees;
- Form and availability of meeting records;
- Election of the Mayor and Deputy Mayor;
- The appointment of an acting Mayor;
- Election Period Policy;
- Procedures for the disclosure of a conflict of interest by a Councillor and a member of Council staff

Must provide for a Council to –

- Consider and make decisions fairly and on merit; and
- Institute decision-making processes to ensure any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered.

The amendments made as a result of the review include:

- The order of business was amended to include separate sections for petitions, urgent business, leave of absence and review of confidential items.
- Content was transferred from an existing 'Council Meeting' Policy and is now included in the Governance Rules, it is recommended that this Policy now be rescinded.
- Outlines that personal information contained in petitions will not be published in the Council Agenda.
- Makes changes to the procedure for motions in writing.

- Makes changes to the procedure for rescission or amendment.

When amending the Governance Rules, Council is required to ensure a process of community engagement is followed, as such, the amended Governance Rules were placed on public exhibition for a period between 23 March – 6 April 2023, inviting submissions from the community.

No submissions were received during this time.

### **Financial and Resource Implications**

There are no financial or resource implications.

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

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

5.1 Transparent and accountable governance

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

### **Legislation**

Section 60 of the *Local Government Act 2020* (the Act) requires Councils to develop, adopt and keep in force Governance Rules.

### **Gender Equality Act 2020**

There are no Gender Equality implications.

### **Risk Management**

The adoption of the Governance Rules reduces risks as Council will meet its legislative responsibilities.

The Governance Rules provide comprehensive guidance on the way in which Council Meetings and Council auspiced meetings are to be conducted. It provides a stronger Governance framework for decision-making processes.

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

Not applicable.

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

The Act states that Governance Rules must be developed or amended using a process of community engagement.

The Governance Rules were exhibited from 23 March – 6 April 2023 and feedback from the community was encouraged during this time. No feedback was received.

Once adopted, the Governance Rules will be made available on Council's website.

### **Disclosure of Interests**

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

Tony Doyle  
Karly Saunders  
Tania Quinn

<b>RECOMMENDATION</b>
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That Council:

1. Adopt the Governance Rules under Section 60 of the *Local Government Act 2020*; and
2. Rescind the 'Council Meetings' Policy as the relevant content has been incorporated into the Governance Rules.

## 12.2 S65 Community Asset Committee Minutes - Coleraine Sporting Grounds Committee

**Directorate:** Chief Executive Office

**Report Author:** Karly Saunders, Governance Coordinator

**Attachment(s):**

1. Minutes 16 August 2022 Coleraine Sporting Grounds Community Asset Committee [12.2.1 - 5 pages]
2. Minutes 20 September 2022 Coleraine Sporting Grounds Community Asset Committee [12.2.2 - 5 pages]
3. Minutes 18 October 2022 Coleraine Sporting Grounds Community Asset Committee [12.2.3 - 5 pages]
4. Minutes 22 November 2022 Coleraine Sporting Grounds Community Asset Committee [12.2.4 - 5 pages]
5. Minutes AGM 13 December 2021 Coleraine Sporting Grounds Community Asset Committee [12.2.5 - 5 pages]
6. Minutes 21 February 2023 Coleraine Sporting Grounds Community Asset Committee [12.2.6 - 5 pages]
7. Minutes 21 March 2023 Coleraine Sporting Grounds Community Asset Committee [12.2.7 - 5 pages]
8. Minutes 18 April 2023 Coleraine Sporting Grounds Community Asset Committee [12.2.8 - 5 pages]
9. Minutes 16 May 2023 Coleraine Sporting Grounds Community Asset Committee [12.2.9 - 5 pages]

### Executive Summary

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

### Discussion

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

- 16 August 2022
- 20 September 2022
- 18 October 2022
- 22 November 2022
- 13 December 2022 Annual General Meeting
- 21 February 2023
- 21 March 2023
- 18 April 2023
- 16 May 2023

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

## **Financial and Resource Implications**

Not applicable.

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

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

1.1 An empowered and connected community

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

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

1.2 Support and promote a healthy community

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

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

1.3 Grow a diverse and inclusive community

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

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

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.

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

5.1 Transparent and accountable governance

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

## **Legislation**

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

## **Gender Equality Act 2020**

There are no gender equality implications.

## **Risk Management**

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

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

Not applicable.

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

Not applicable.

## **Disclosure of Interests**

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

### **RECOMMENDATION**

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

- 16 August 2022
- 20 September 2022
- 18 October 2022
- 22 November 2022
- 13 December 2022 Annual General Meeting
- 21 February 2023
- 21 March 2023
- 18 April 2023
- 16 May 2023

## 12.3 Ansett Museum Memorandum of Understanding

**Directorate:** Wellbeing, Planning and Regulation  
**Report Author:** Rory Neeson, Director Wellbeing, Planning and Regulation  
**Attachment(s):** 1. Sir Reginal Ansett Museum MOU (1) [12.3.1 - 9 pages]

### Executive Summary

Southern Grampians Shire Council and the Sir Reginald Ansett Transport Museum Incorporated have previously had a Memorandum of Understanding (MOU) that expired in June 2022.

This MOU relates to the use of the premises at 21 Ballarat Road, Hamilton for the purpose of operating the Museum and to house all the memorabilia and artefacts associated with running the Museum.

A new MOU has been developed between Council and the group, which looks to strengthen the existing relationship while ensuring both parties understand who is responsible for various aspects of the building and the collection of items e.g. maintenance, insurance etc.

The main changes to the previous MOU focus around adding a shared vision to the MOU, ensuring that the first priority piece of work that needs to be completed is the Curation of Collection Project and reference to the change in the governance structure for the group to manage their operations moving forward including a Councillor being part of the newly formed Board.

The MOU will apply for a period of four (4) years commencing on 1 July 2023. It can be varied or amended following the written agreement of both parties.

It is recommended in this report that Council endorses the updated MOU, authorise the CEO to sign the updated document and nominate a Councillor to be part of the new Board.

### Discussion

This MOU between Southern Grampians Shire Council and the Sir Reginald Ansett Transport Museum Incorporated Group aims to ensure that the legacy of Sir Reginald Ansett can be preserved and protected through the operation of the Ansett Museum.

The MOU details a variety of operational matters including:

- Use of the site
- Ownership of memorabilia
- Insurance
- Costs/Funding
- Repairs
- Governance
- Staffing
- Termination of agreement terms.

The major addition to the MOU is the reference to the Curation of Collection Project in various parts of the MOU.

The Curation of Collection Project looks to create a digital register of all the items in the collection that have been collated by both Council and the group, to better understand ownership, and to ensure a digital database is created of all items in the collection that provides information about each item.

Following this work, Council could consider future budget bids to assist the group to improve/modernise areas of the Museum.

The MOU provides references to staffing/volunteers and the issues around attracting new volunteers to the group. Council is committed to helping the group and has invited the group to attend a recent New Residents Welcome Function to help address this issue.

The MOU also details a new governance structure proposed by the group that looks to strengthen its current operation.

This sees a new Board comprising six members – made up from three respected local business / community leaders (including one Southern Grampians Shire Councillor) and three Association representatives with the appropriate skills to provide overall strategic direction of the Museum. This Board would be formed following endorsement from Council of the new MOU, with the Chair to be the signatory on this document.

Once the MOU has been signed by both parties, the group is looking to become more aggressive in looking at third party funding for the Museum. This is seen as an important outcome of this MOU to lessen the burden and encourage larger private funding into the ongoing operations and attraction of the museum.

### **Financial and Resource Implications**

While this MOU has no direct funding or resource allocations, there will be ongoing indirect costs to Council in terms of officer time in working with the group to operate the museum. This is estimated to be \$2,000-\$3,000 per year.

The Ansett Museum does have three budget lines included as part of the 2022-2023 Council budget which include:

- Extension to Museum - \$125,000
- Curation of Collection - \$25,000
- Visitor Services Provision Review - \$20,000

Due to staffing and resource issues these projects are now scheduled to be completed in 2023-2024.

There is also an ongoing maintenance budget included as part of Council's budget of \$6,500 for minor works at the site.

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

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

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

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

***Grow Our Regional Economy***

2.2 Increase our regional profile

2.2.2 Invest in and advocate to the responsible agencies for the improvement and maintenance of the Shire's natural and cultural attractions to improve the visitor experience.

**Legislation**

There are no legislative implications through the endorsement of this MOU.

**Gender Equality Act 2020**

There are no Gender Equality Act 2020 implications through the endorsement of this MOU.

**Risk Management**

Officers have considered various risks as part of the development of this policy. The major risk is that the group disbands due to low volunteer rates and there is no clear understanding of who owns various items in the collection. To help address this Council has made the Curation of the Collection Project a priority following the signing of this MOU and stated it will work with the group to help attract new volunteers to the Museum.

**Climate Change, Environmental and Sustainability Considerations**

No significant climate change, environmental or sustainability considerations were required as part of the development of this MOU, however all future works at the site moving forward will be completed to ensure these factors are considered.

**Community Engagement, Communication and Consultation**

Council has had ongoing communication with the Ansett Museum representatives and volunteers in the development of this MOU. Further consultation will be completed as part of the Curation of Collection Project.

**Disclosure of Interests**

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

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

<b>RECOMMENDATION</b>
-----------------------

That Council:

1. Endorse the updated Memorandum of Understanding between Southern Grampians Shire Council and Sir Reginald Ansett Transport Museum Incorporated,
2. Authorise the CEO to sign the updated document and;
3. Nominate a Councillor as a representative on the Board.

## 12.4 Community Engagement Policy Review

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle (Chief Executive Officer)  
**Report Author:** Alison Quade, Manager Community Engagement  
**Attachment(s):** 1. Community Engagement Policy Revision 2023 [12.4.1 - 11 pages]

### Executive Summary

The *Local Government Act 2020* requires Council to adopt and maintain a Community Engagement Policy. The policy must be developed in consultation with the community and give effect to the community engagement principles listed in the Act.

In February 2021, Council developed its community engagement policy, following consultation with the Southern Grampians Shire community.

This policy has now been reviewed to provide more clarity around Council community engagement practices and to clearly define opportunities and processes for the community to provide input into local priorities and the community's future.

### Discussion

Under section 55 of the *Local Government Act 2020*, all Councils must adopt and maintain a Community Engagement Policy.

A community engagement policy must:

- Be developed in consultation with the municipal community; and
- Give effect to the community engagement principals; and
- Be capable of being applied to the making of the Council's Local Laws; and
- Be capable of being applied in relation to Council's budget and policy development;
- Describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and
- Specify a process for informing the municipal community of the outcomes of the community engagement; and
- Include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the;
  - Community Vision
  - Council Plan
  - Financial Plan
  - Asset Plan; and
- Include any other matters prescribed by the regulations.

Community engagement relating to planning permit applications and planning scheme amendments is outside the scope of this policy, as these processes are governed by the *Planning and Environment Act 1987* and associated regulations.

Section 56 of the *Local Government Act 2020* establishes five community engagement principles applicable to Council. As required by the Act, this policy gives effect to these principles.

A review has been undertaken of the Community engagement policy and changes have been made to improve the level of detail around deliberative engagement processes and to provide clarity with regard to legislated engagement.

A review of the community engagement policy allowed for the following proposed changes:

- Provides a clear understanding of WHO, WHY, WHEN and HOW Council engages
- Outlines which level and method of engagement should be used for which type of Council decision
- Explains examples of those types and levels of engagement in practise
- Outlines our commitment to reporting back to community
- Aligns with the International Association Public Participation (IAP2) Spectrum of Public Participation
- Language has amended to make it more easily understood by community

### **Financial and Resource Implications**

There are no financial or resource implications.

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

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

1.1 An empowered and connected community

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

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

1.1.4 Ensure communication and engagement methods use inclusive practices and processes.

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

1.2 Support and promote a healthy community

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

### **Legislation**

Under section 55 of the *Local Government Act 2020*, all Councils must adopt and maintain a Community Engagement Policy.

## **Gender Equality Act 2020**

A gender impact assessment has been undertaken for this policy and there were no implications found for the *Gender Equality Act 2020*.

## **Risk Management**

The adoption of the reviewed Community Engagement Policy ensures that Council meets its legislative responsibilities under the *Local Government Act 2020*.

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

The adoption of the recommendation in this report does not have any environmental or sustainability impact.

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

A community engagement process was undertaken when the policy was first developed in 2021. Community feedback obtained through engagement processes following the adoption of the Policy has guided the changes being proposed in this review.

Once adopted, the revised policy will be made available on the Council website and promoted through media channels.

## **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.

Alison Quade

## **RECOMMENDATION**

That Council adopt the revised Community Engagement Policy under Section 55 of the *Local Government Act 2020*.

## 12.5 Amendment C60sgra and Planning Permit TP/32/2023 – Rezoning request and Subdivision of land – 2-20 Taylor Street, Dunkeld

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:**  
**Report Author:** Rory Neeson, Director Wellbeing, Planning and Regulation  
Parvesh Siroha, Senior Strategic Planner  
**Attachment(s):** Proposed Plan of Subdivision, Bushfire Management Statement and Planning Report

### Executive Summary

This report provides information on a planning scheme amendment request received from Dunkeld Pastoral Co. Pty to rezone land at 2-20 Taylor Street, Dunkeld from the Rural Living Zone Schedule 2 (RLZ2) to the Low-Density Residential Zone, Schedule 2 (LDZ2). A combined planning application for a 4-lot subdivision is also proposed. It is recommended that Council request authorisation from the Minister for Planning to prepare an amendment to the Southern Grampians Planning Scheme.

### Discussion

#### Background

Dunkeld Pastoral Co. Pty (proponent) has requested Council prepare an amendment to the Southern Grampians Planning Scheme to rezone existing Rural Living zoned land on the north side of Taylor Street, Dunkeld. See map below showing extent of proposed rezoning.

The amendment request proposes to rezone the land from the Rural Living Zone, Schedule 2 (RLZ2) to the Low-Density Residential Zone, Schedule 2 (LDZ2).

A combined planning application, Planning Permit TP/32/2023 for a four (4) lot subdivision is also included in the proposal.



Locality Plan

### Issues

In this location, the RLZ2 has a minimum of subdivision size of 6 hectares. The proposed subdivision application (see Attachment 1) is currently prohibited, therefore the rezoning must occur before the application can be considered.

Pursuant to *Section 96A of the Planning and Environment Act*, a planning application can be considered concurrently with a planning scheme amendment, which is what the proponent has applied for. *Section 96C of the Act* requires a draft planning permit to be exhibited as part of the combined process. The draft permit will be prepared once authorisation to prepare the amendment has been received.

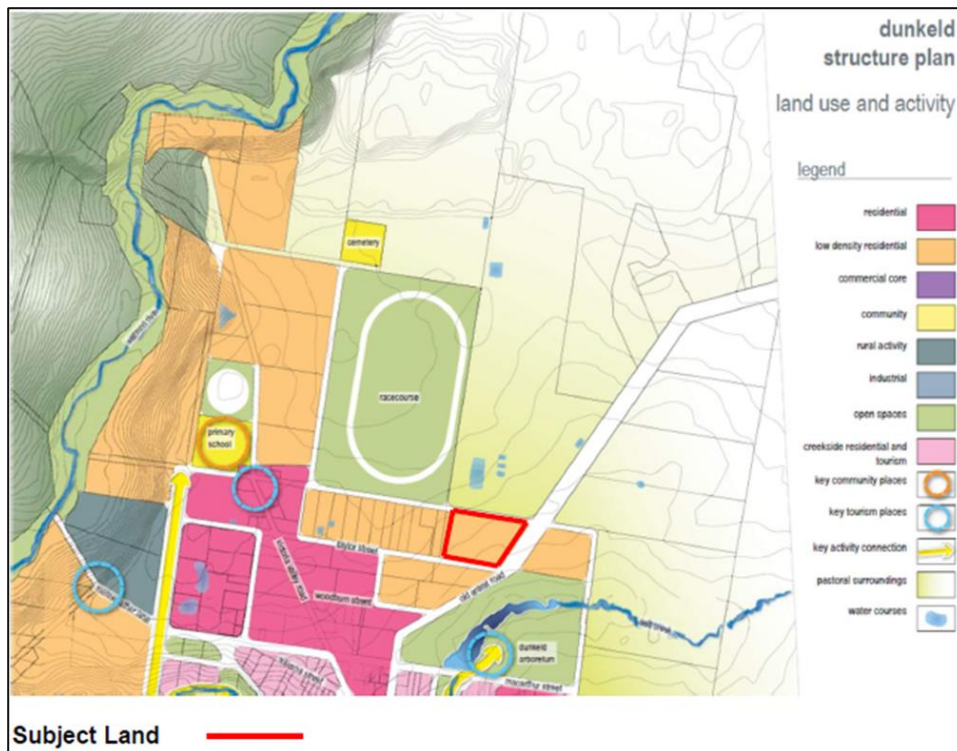
The Dunkeld Structure Plan is a key guiding document designed to assist the management and monitoring of future growth and development in the Dunkeld township.

The structure plan identifies the land subject to the amendment as being suitable for low-density residential. See Dunkeld Structure Plan below.

*Amendment C29* introduced the Dunkeld Structure Plan into the Southern Grampians Planning Scheme on 5 June 2014 through various policy, zone and overlay changes. The independent Planning Panel that considered *Amendment C29* recommended that the land be placed in the RLZ2 rather than LDZ2 due to absence of reticulated sewer.

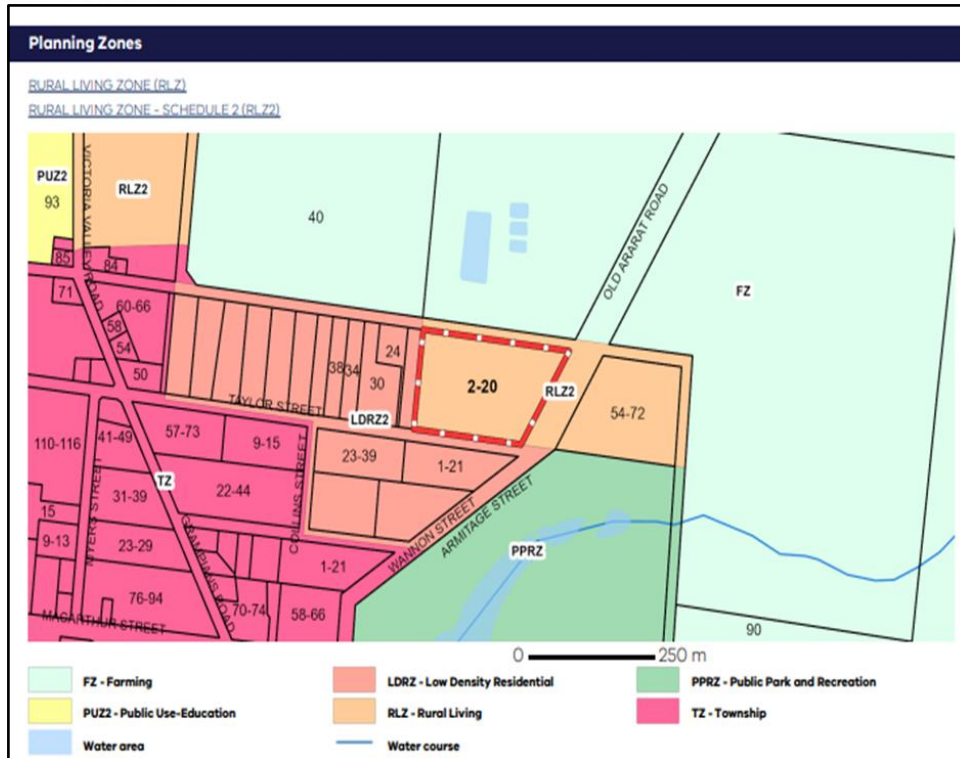
In 2019-2020 Wannon Water installed sewer to the frontage of the land. As such, the rezoning can now be supported.

Retaining the land in the LDRZ is inappropriate when considered against adjoining land zonings, and the purpose of the Rural Living Zone, which is, amongst other things, 'to provide for residential use in a rural environment', and 'to provide for agricultural land uses which do not adversely affect the amenity of the surrounding land uses.'



*Dunkeld Structure Plan*

The 4-lot subdivision is considered appropriate when considered against the existing pattern of development within the area and meets policy requirements of the Planning Scheme by increasing the supply of housing opportunities.



### *Zoning Plan*

Discussions have been held with officers at the Department of Transport and Planning (DPT) who are comfortable with Council proceeding with the rezoning of the land on the north side of Taylor Street.

### **Financial and Resource Implications**

The costs associated with the preparation and exhibition of the amendment can be met within the 2023-2024 Planning Budget and all statutory fees will be paid by the proponent.

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

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

1.3 Grow a diverse and inclusive community

1.3.1 Partner to facilitate sustainable and affordable housing to meet the changing needs of the community.

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

3.1 Plan and maintain sustainable assets and infrastructure

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

### **Planning and Environment Act 1987**

The process of a combined Amendment and planning permit application is set out in the *Planning and Environment Act 1987* under Section 96(A).

To avoid the necessity for a two-stage process where a proposal requires a rezoning and a planning permit, *Division 5 in Part 4 of the Act* makes the provision for a combined amendment and permit process. This process allows the planning authority to simultaneously prepare and give notice if there is a proposed amendment to the planning scheme and give notice of an application for a planning permit.

### **Gender Equality Act 2020**

There are no direct implications to the *Gender Equality Act 2020* in preparing and exhibiting this Planning Scheme amendment.

### **Risk Management**

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

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

The amendment will provide the ability for the land within an established residential neighbourhood of Dunkeld, located directly opposite the northern boundary of land, to be subdivided for residential development.

No adverse environmental effects are anticipated as a result of the amendment. Future dwellings will be connected to reticulated sewer.

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

Exhibition of the planning scheme amendment and combined planning permit application, including a draft planning permit, will be undertaken in accordance with the requirements of the *Planning and Environment Act*, which requires submissions to be lodged within one month from the date of exhibition.

### **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.

Rory Neeson  
Andrew Nield  
Parvesh Siroha

### **Conclusion**

The planning scheme amendment to rezone the land from Rural Living Zone, Schedule 2 to Low Density Residential, Schedule 2 is required to facilitate the subdivision of Taylor Street, Dunkeld. Due to the provision of sewerage services, the rezoning will also correct what is considered an existing anomalous zoning where the land has remained in the Rural Living Zone due to the absence of reticulated sewerage.

<b>RECOMMENDATION</b>
-----------------------

That Council:

1. In accordance with *Section 8A of the Planning and Environment Act 1987 (the Act)* request authorisation from the Minister for Planning to prepare a Planning Scheme Amendment to the Southern Grampians Planning Scheme to rezone land at 2-20 Taylor Street, Dunkeld to the Low-Density Residential Zone, Schedule 2.
2. Following the authorisation of the Minister for Planning, in accordance with *Section 9, 19 and 96C of the Act*, prepare and exhibit a combined amendment to the Southern Grampians Planning Scheme and permit application, including draft Planning Permit TP/32/2023 to subdivide the land at 2-20 Taylor Street into 4 lots.

## 12.6 53-23 Dunkeld Loop Walk Design & Construct

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon (Director Infrastructure and Sustainability)  
**Report Author:** Vaibhav Gavande, Project Manager  
**Attachment(s):** Nil

### Executive Summary

The Dunkeld Loop Walk (DLW) provides a critical pedestrian connection for the local community and visitors providing a walking pathway between Dunkeld and the Grampians Peaks Trail. Currently the missing section of the DLW is between the Dunkeld Consolidated School and the newly constructed concrete footpath at the Victoria Valley Road Bridge.

The completion of this path ensures the Commonwealth Government Building Better Regions Fund project agreement requirements are achieved. The current completion date in accordance with the funding agreement terms is 30 October 2023.

A design and construct tender was publicly advertised on 21 April 2023 which closed on 16 May 2023, with one tender submission received.

The recommendation is to award Tender No 53-23 to Aviyanta Engineering Consulting Group Pty Ltd for the tendered lump sum price of \$367,696.64 plus a provisional item up to \$10,000 (ex GST).

### Discussion

The works included in this tender for design and construction includes;

- The 1.2 km walkway, overall site layout and detailed plan for construction
- Drainage
- A pedestrian hoop rail crossing point south of Cemetery Road, Dunkeld
- Fencing (replacement fencing between the walkway and the private property)
- Landscape/tree line buffer

One (1) tender submission was received and evaluated in accordance with Council Procurement Policy.

Tenderer	Price	Conforming
Tenderer 1	\$367,969.64	Yes

This conforming tender was evaluated against the following pre-set evaluation criteria:

- Price - 40 %
- Demonstrated performance in provision of similar services - 25%

- Methodology - 25%
- Sustainable Procurement - 10%
- Occupational Health & Safety - Pass/Fail

The initial tender evaluation results are shown in the table below:

Company Name	Qualitative Score 60(%)	Moderated Price (gst exclusive)	Total (gst)	Quantitative Score (40%)	Total Score
Aviyanta Engineering Consulting Group Pty Ltd	37.26%	\$367,969.64		40.00%	77.26%

Aviyanta Engineering Consulting Group Pty Ltd and Elite Asphalt and Spray Seal have partnered on this contract. Aviyanta has experience in design and Elite has experience in construction. Reference checks have been undertaken confirming there were no variation concerns, the work quality including documentation is high and good engagement and communication practices. A detailed program has been provided which indicates project completion by 31 August 2023.

### Financial and Resource Implications

The contractor will be responsible for carrying out the works under specified conditions in technical and general specification of the contract document and has priced the project accordingly.

The total committed budget for the total Dunkeld Loop Walk project (which comprises two phases) is \$600,000 (excl. GST) comprising contribution of \$300,000 from BBRF and the remaining from Council.

The total project cost is summarised below.

	Budget (Excl GST)	Tender and other (Excl GST)	Variance (Excl GST)
Budget	\$600,000		
Expenditure to date (works completed)	\$125,856		
Tender Submission		\$367,969.60	
Provisional sum		\$10,000	
Survey		\$15,000	
Legal Fees		\$60,000 (estimated)	
Total	\$474,144	\$452,969.6	\$21,174.4 (+)

There is sufficient project budget to award the tender submitted by Aviyanta Engineering Consulting Group Pty Ltd.

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

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

3.1 Plan and maintain sustainable assets and infrastructure

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

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

3.3 Attractive Council-owned and managed community and open spaces

3.3.1 Continue to invest in and activate open spaces within Southern Grampians.

## **Legislation**

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

This report also relates to the:

- Southern Grampians Shire Procurement Policy 2021-25
- Southern Grampians Shire Procurement Guidelines 2019 V13

## **Risk Management**

The construction of Dunkeld Loop Walk has tight timelines however the design and construct contract will assist with accelerating the delivery.

It is essential that the contractor has the capability to construct to a high standard and follow stringent quality controls. Aviyanta will be responsible for detailed design hence minimising SGSC's risk of variations due to design flaws during construction.

As the land acquisition process continues and is on schedule to be completed late July, the design elements will be completed concurrently. This approach enables project completion within the funding agreement timelines.

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

The project is considered low impact on environmental parameters due to small level of earthworks required to achieve a firm subgrade with the natural base material for placement of crushed rock. The contractor's environmental management plan will be assessed and approved prior to works beginning on site.

Sustainability will be considered within the detailed design likely inclusions are:

- The implementation of 10-20% Recycled Asphalt Pavement (RAP) into the final asphalt surfacing.
- Possible use of recycled crushed concrete in the pavement layers through construction.

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

The Dunkeld Loop Walk project has had a long a detailed history which has included considerable community engagement in formulating the design scope as well as the overall path the proposed path will take. This detailed engagement will now be integrated into the detailed design.

Public notice was given of the tender in accordance with Local Government Act 2020 and the tender process complied with Council's Procurement Policy.

The tender was publicly advertised in the Council's e-Tendering portal on 21<sup>st</sup> April 23 and closed on 16<sup>th</sup> May 23.

Tenderers will be notified by the Procurement Officer of the decision made by Council.

Community consultation will be completed prior to construction phase of this project.

Nearby neighbours and community will be notified of the proposed works nearing commencement.

## **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.

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.

Marg Scanlon (Director Infrastructure & Sustainability)  
Bill Scott (Manager (Manager Project Management Office))  
Vaibhav Gavande (Project Manager)  
Janelle Dahlenburg (Contracts/Procurement Officer)

<b>RECOMMENDATION</b>
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That Council:

1. Award Contract 053-23 Dunkeld Loop Walk – Design and Construct to Aviyanta Engineering Consulting Group Pty Ltd for the tendered lump sum price of \$367,696.64.
2. Approve a provisional sum item to the value of \$10,000 (ex GST).
3. Authorise the Chief Executive Officer to execute Contract 053-23 Dunkeld Loop Walk – Design and Construct and any other documents required by or to give effect to the terms of the contract on behalf of Council.

## 12.7 47-23 Silvester Oval Lighting Design & Construct

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon (Director Infrastructure and Sustainability)  
**Report Author:** Vaibhav Gavande, Project Manager  
**Attachment(s):** Nil

### Executive Summary

Silvester Oval Coleraine was developed in 1912 with football and cricket provided for Returned Servicemen. The existing three pole sportsground lighting system was progressively developed in the 1980s by club volunteers and local tradespersons.

Council was successful in securing a Sport and Recreation Victoria grant of \$250,000 as a co-contribution to upgrade the Silvester Oval Sportsground Lighting. With contributions of \$55,000 from the Coleraine Football Netball Club, \$60,000 from the Coleraine Sports Ground Committee and \$61,888 from Southern Grampians Shire Council the total project budget is \$426,888.

A design and construct tender was publicly advertised on 10 April 2023 to replace the existing Silvester Oval sportsground floodlights with new 150 lux LED lighting and 4 new poles supported with an upgraded power supply. The tender closed on 4 May 2023, with one tender submission received.

The recommendation is to award Tender No 47-23 to Comtek Electrical Pty Ltd for the tendered lump sum price of \$367,696.64 (ex GST) for 150 Lux lighting option.

### Discussion

The tender for **047-23 Silvester Oval Lighting** received 1 submission from 13 registered suppliers and was evaluated in accordance with the Council Procurement Policy.

Tenderer	Price	Conforming
Tenderer 1	\$371,765.60	Yes

This conforming tender was evaluated against the following pre-set evaluation criteria:

- Price - 40 %
- Demonstrated performance in provision of similar services - 25%
- Methodology - 25%
- Sustainable Procurement - 10%
- Occupational Health & Safety - Pass/Fail

The initial tender evaluation results are shown in the table below:

Company Name	Qualitative Score (%)	Moderated Total Price	Quantitative Score (%)	Total Score
Tenderer 1	35.17%	\$371,765.60	40.00%	75.17%

Upon consultation with the Recreation Reserve Committee, it is recommended that the lighting upgrade option 1 being 150lux be awarded for \$371,765.60 to Comtek Electrical Pty Ltd.

Comtek Electrical Pty Ltd will engage subcontractors for structural, electrical design works, geotechnical investigation, detailed lighting layout and ensure certification of the drawings. Comtek have agreed to increase their level of insurance, as their current professional indemnity is below the required value of \$10,000,000.

Reference checks have been undertaken confirming there were no concerns with ability to meet deadlines, quality of work including documentation, engagement, and communication practices.

### Financial and Resource Implications

The contractor will be responsible for carrying out the works under specified conditions in technical and general specification of the contract document and has priced through a submitted quote.

Whilst cost risk exist this risk is reduced by achieving design and construction through one contractor. Any variations will be assessed through the standard approval process, which will minimise cost risk to Council.

The total project cost is summarised below.

	Budget (Excl GST)	Tender (Excl GST)	Variance (Excl GST)
Original	\$426,888		
Option 1 - 150 Lux		\$371,765.60	
Option 2 - 200 Lux		\$419,884	
Powercor power supply Upgrade for 220 Amps		\$103,991	
Option 1 Total	\$426,888	\$505,756.60	-\$78,868.6
Option 2 Total	\$426,888	\$553,875	-\$126,987

There is insufficient budget with inclusion of the Powercor works however this will be managed through unspent funds within the 2022/203 capital program.

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

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

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

*3.2.3 Provide infrastructure that supports a connected and active community.*

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

#### *3.3 Attractive Council-owned and managed community and open spaces*

##### *3.3.3 Improve and provide opportunities for shared community spaces.*

### **Legislation**

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

This report also relates to the:

- Southern Grampians Shire Procurement Policy 2021-25
- Southern Grampians Shire Procurement Guidelines 2019 V13

### **Risk Management**

It is essential that the contractor has the capability to construct to a high standard and follow stringent quality controls. Comtek will be responsible for detailed design hence minimising SGSC's risk of variations due to design flaws during construction.

The project must be completed by April 2024 to meet the funding agreement milestones. It is therefore essential that the tender be awarded for the works to commence as early as possible.

The contractor is responsible for the provision of suitable material that will satisfy the Australian standards.

Councils' engagement of Comtek complies with the requirements of Council's Procurement Policy and Local Government Best Practise Guidelines 2013.

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

The project is considered as low impact on environmental parameters, the contractor's environmental management plan will be assessed and approved prior to works commencing on site.

Sustainability elements will be incorporated via the use of Led lights which are more sustainable compared to traditional lighting options.

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

Community engagement particularly with the key stakeholders including the sportsground users has been undertaken to inform the design requirements. Engagement will continue through the life of the project including the management of operational arrangements.

Public notice was given of the tender in accordance with Local Government Act 2020 and the tender process complied with Council's Procurement Policy.

The tender was publicly advertised in the Council's e-Tendering portal and Hamilton Spectator on 10 April 2023 and closed on 04 May 23.

Nearby neighbours and community will be notified of the proposed works nearing commencement.

### **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  
Bill Scott  
Janelle Dahlenburg  
Vaibhav Gavande

## **RECOMMENDATION**

That Council:

1. Award Contract 047-23 Silvester Oval Lighting to Comtek Electrical Pty Ltd for the tendered lump sum price of \$371,765.60 excluding gst.
2. Authorise the Chief Executive Officer to execute Contract 047-23 Silvester Oval Lighting and any other documents required by or to give effect to the terms of the contract on behalf of Council.

## 12.8 Appointment of Council Representatives

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle (Chief Executive Officer)  
**Report Author:** Karly Saunders, Governance Coordinator  
**Attachment(s):** 1. Precis of Committees 2023 [12.8.1 - 7 pages]

### Executive Summary

Each year at its Statutory Meeting, Council appoints Councillors to a range of Committees for representation.

Following the extraordinary vacancy and the subsequent election of a new Councillor, a review of the list of Committees which require a Councillors to act as a formal representative of Council has been completed. It is recommended that three appointments are made to fill the current vacancies.

### Discussion

Council has representatives appointed to the following Committees:

- Audit and Risk Committee
- Planning Committee
- Hamilton Regional Livestock Exchange Advisory Committee
- CEO Employment and Remuneration Advisory Committee
- Hamilton Showgrounds Advisory Committee
- Municipal Association of Victoria (MAV) Delegate
- South West Victoria Alliance
- Rural Councils Victoria
- Barwon South West Waste and Resource Recovery Group
- Green Triangle Action Group
- Rail Freight Alliance

For detailed information about the recommendation numbered of appointments, purpose and overall membership of each Committee, see the attached Precis of Committees.

As a result of the extraordinary vacancy and subsequent vacancy on the Committees, appointments are recommended for the following Committees only:

- Hamilton Regional Livestock Exchange Advisory Committee (Cr Rainsford to fill vacant position)
- Hamilton Showgrounds Advisory Committee (Cr Malone to replace Cr Robertson)
- Planning Committee (Cr Calvano to fill vacant position)

The remaining Committees and appointments remain as per the Resolution from Council's Statutory Meeting on 26 October 2022.

## **Financial and Resource Implications**

There are no financial or resource implications.

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

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

1.1 An empowered and connected community

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

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

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

1.2 Support and promote a healthy community

1.2.4 Advocate for and work with external services that support our community and deliver outcomes.

### ***Provide Stong Governance and Leadership***

5.1 Transparent and accountable governance

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

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

### ***Provide Stong Governance and Leadership***

5.2 Effective advocacy

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

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

## **Legislation**

The Audit and Risk committee is legislated under Section 53 of the *Local Government Act 2020*.

## **Gender Equality Act 2020**

There are no gender equality implications.

## **Risk Management**

Not applicable.

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

Not applicable.

## Community Engagement, Communication and Consultation

Changes in membership will be communicated to relevant stakeholders as necessary.

### 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.

## RECOMMENDATION

That Council

1. Approve Councillor delegates to be appointed as representatives of Council to the following Committees:

Delegated Committees		
Planning Committee	Cr Brown	Cr Calvano
Advisory Committees Established by Council		
Hamilton Regional Livestock Exchange Committee	Cr Brown	Cr Rainsford
Hamilton Showgrounds Advisory Committee	Cr Rainsford	Cr Malone

2. Note that the remaining appointments remain unchanged until Council resolves on the appointments at the 2023 Statutory Meeting:

Committees Required by Legislation		
Audit and Risk Committee	Cr Henry	Cr Robertson
Advisory Committees Established by Council		
CEO Employment and Remuneration Committee	Mayor Deputy Mayor	Cr Colliton
Committees Established by Other Bodies		
MAV Delegate	Mayor	Proxy: Cr Calvano
South West Victoria Alliance	Mayor	
Rural Councils Victoria	Cr Brown	
Barwon South West Waste and Resource Recovery Group	Cr Henry	
Green Triangle Action Group	Cr Rainsford	
Rail Freight Alliance	Cr Rainsford	

## 12.9 Adoption of Budget 2023/24, LTFP 2024-2034 & Pricing Register 2023/24

<b>Directorate:</b>	People and Performance
<b>Report Approver:</b>	Darren Barber (Director People and Performance)
<b>Report Author:</b>	Belinda Johnson, Manager Finance
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Budget 2023-24 - V 03 - Draft - After Exhibition [<b>12.9.1</b> - 64 pages]</li><li>2. LTFP Public Document - V04 - Draft - After Exhibition - 12 June 2023 [<b>12.9.2</b> - 42 pages]</li><li>3. Draft Pricing Register 202324 - Public [<b>12.9.3</b> - 54 pages]</li></ol>

### Executive Summary

The draft 2023/24 Budget has been developed within the overall planning framework, which guides the Council in identifying community needs and aspirations over the medium to long term (Council Plan) and short term (Annual Budget) objectives, strategies, initiatives, activities and resource requirements. The Long-Term Financial Plan has been amended to align with the 2023/24 budget and include new information and modelling in line with the Council's longer-term aspirations. The pricing register compliments the Budget and provides the basis upon which the fees and charges revenue has been developed.

### Discussion

The Draft Budget for 2023/24 has been prepared under the provisions of the Local Government Act 2020, the Local Government Victoria Model Budget, associated Regulations and relevant International and Australian Accounting Standards.

The budget document contains:

1. Mayors Introduction
2. Executive Summary
3. Explanation of the various linked documents in the planning framework
4. Financial Statements and accompanying notes
5. Detailed lists of capital works and
6. Performance indicators.

The Budget attached to the report has been developed through a process of consultation and review with Council and Council officers and has taken into consideration feedback following community engagement.

Setting the Council Budget continues to be a challenging task, aligning community expectations, rising construction and operating costs and constrained revenue raising ability.

Despite these difficulties, the Budget demonstrates the ability to fund a number of major projects of regional significance, the renewal of existing assets and the continued delivery of services to the community.

Council will continue to focus on partnerships and collaboration both with providers locally and regionally with our neighbouring Councils to review service models, increase efficiencies and drive down costs whilst continuing to explore other revenue streams.

To fund this extensive program of both operational and capital works, Council has proposed rates to increase by 3.5% (rate cap has been set by the Minister for Local Government at 3.5%).

It is also proposing to borrow \$4m to fund some of the infrastructure expenditure on intergenerational assets.

### ***2023/24 Draft Budget***

The Operating Budget forecasts an operating surplus of \$8.404 million. This includes \$24.252m from Rates and charges (see further details below), \$24.443m from government grants, \$6.103m in fees and charges and \$1.036 in other revenue.

The \$6.103m of fees and charges is supported by the 2023/24 Pricing Register. This document provides a comprehensive list of all fees and charges levied by Council. It also includes a classification system and pricing principle for each of these charges. Generally, these charges have increased by between 5-7%, however the pricing basis and principle are taken into consideration for each individual fee and charge. (It should be noted that some of these fees and charges are set by other levels of government and simply passed on by Council).

A high proportion of operational expenditure is employee costs - \$19.121m. Council continues to be a major employer in the region, employing and Effective Fulltime Equivalent of 236 people to deliver council services.

Other expenses include materials and services - \$10.386m, borrowing costs (interest) of \$43k and other of \$4.249. Depreciation of \$12.611 is not a cash expense but is the allocation of past expenses over the current and future years.

### ***Capital Works***

Capital works of \$37.228m are proposed. These works are being funded by grants of \$13.337m, contributions of \$0.467m, sale of assets \$2.650m, proposed borrowings of \$4.000m and retained cash and investments of \$16.774m.

Much of this work is the renewal of existing assets (\$24.289m). Some works are proposed to upgrade existing assets to provide a higher level as asset functionality (\$8.933) with a further \$4.007m of work on new or replacement assets.

The budget document also includes projections of capital expenses, sub-totalled by asset type, for the following 3 years of the financial Plan.

### ***Cash Management***

The Statement of Cash Flows demonstrates how Council will fund its operations, capital investment and financing activities.

Council will generate a cash surplus of \$21.058m from operations which will go towards funding the \$37.228m of capital works. Council also proposes to sell assets which are no longer required for service delivery \$2.650m.

It is anticipated to borrow \$4.000m to assist in the funding of capital works. Council will repay \$0.585m of principal and \$0.043m of interest against prior years borrowing.

After all these transactions, Council anticipates to hold \$5.121 million cash at 30 June 2024.

### ***Rates, Charges and Valuations information***

General rates and municipal charges are levied in accordance with Council's Revenue and Rating Plan.

The municipal charge will increase from \$209 to \$216 (this is a 3.35% increase). There are 9,671 properties bringing the total collected to be \$2,088,936 which is approximately 10% of rate revenue.

Council accepts applications for exemptions from the requirements to pay the Municipal Charge under the provisions of Section 159 of the Local Government Act 1989 throughout the year.

The service charge will increase from \$360 to \$385 for all improved residential properties in the Hamilton, Balmoral, Braxholme, Byaduk, Byaduk North, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington urban areas and "refuse collection areas" for the collection and disposal of refuse, recycling and FOGO.

The kerbside collection services will again only be provided to commercial and industrial properties within the Shire on request.

There are 6,305 properties making revenue of \$2,427,425.

Council's current Rating Policy is as below:

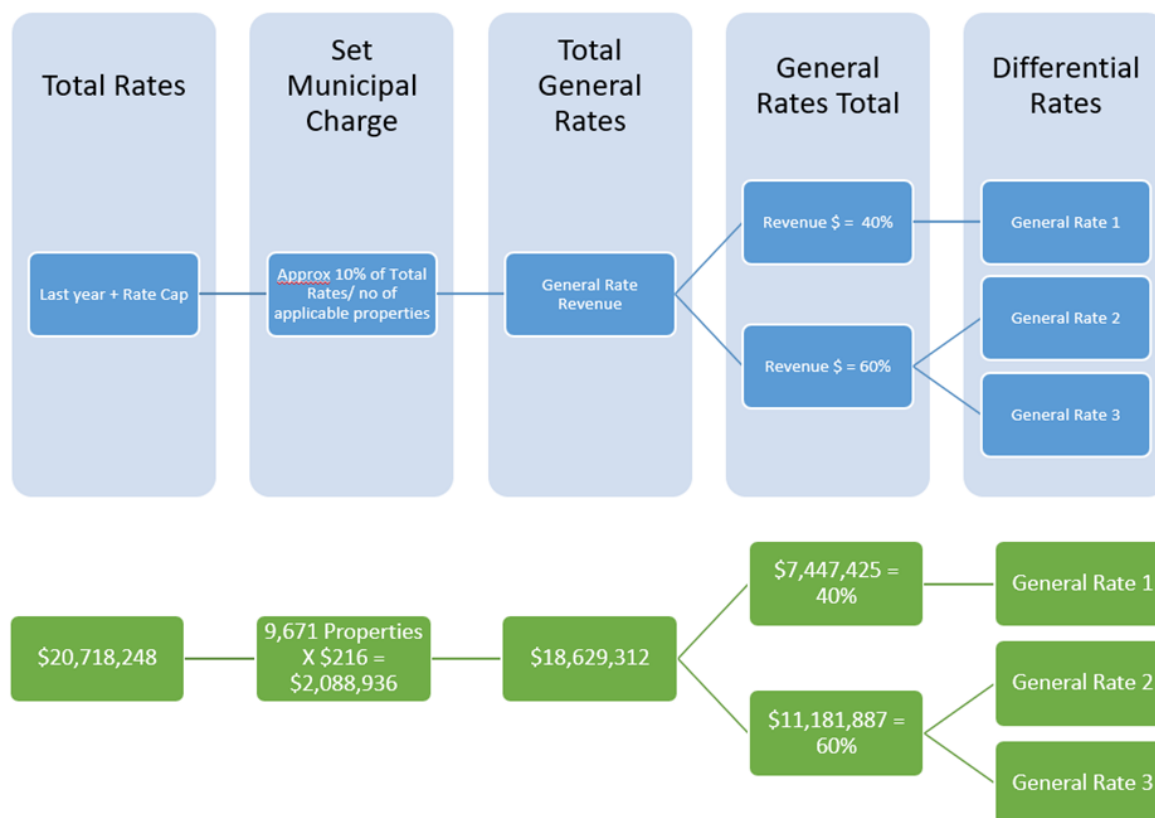


Table 1 - The Rate in the \$ for each type of class of Land is as below:

Type or class of land	2022/23 cents/\$CV	2023/24 cents/\$CV	Change
General rate 1 for rateable residential properties	0.003451	0.003079	(10.78%)
General rate 1 for rateable rural properties	0.003451	0.003079	(10.78%)
General rate 1 for rateable industrial properties	0.003451	0.003079	(10.78%)
General rate 1 for rateable commercial properties	0.003451	0.003079	(10.78%)
General rate 2 for rateable rural N/S properties	0.002040	0.001625	(20.34%)
General rate 3 for residential rural properties	0.002040	0.001625	(20.34%)
General rate 3 for rural properties	0.002040	0.001625	(20.34%)
General rate 3 for industrial rural properties	0.002040	0.001625	(20.34%)
General rate 3 for commercial rural properties	0.002040	0.001625	(20.34%)

Table 2 - The Valuations for each type of class of land:

Type or class of land	2022/23 \$	2023/24 \$	Change \$	Change %
Residential	2,277,003,000	2,684,563,000	407,560,000	17.90%
Rural	4,781,782,000	6,271,560,000	1,489,778,000	31.15%
Industrial	91,038,000	104,025,000	12,987,000	14.26%
Commercial	219,296,000	240,240,000	20,944,000	9.55%
<b>Total value of land</b>	<b>7,369,119,000</b>	<b>9,300,388,000</b>	<b>1,931,269,000</b>	<b>26.21%</b>

Table 3 - The result of multiplying the valuation by the rate in the \$:

Type or class of land	2022/23 \$	2023/24 \$	Change \$	Change %
General Rate 1	7,252,618	7,447,425	194,807	2.69%
General Rate 2	319,301	341,696	22,395	7.01%
General Rate 3	10,426,440	10,840,191	413,751	3.97%
<b>Total amount to be raised by general rates</b>	<b>17,998,359</b>	<b>18,629,312</b>	<b>630,953</b>	<b>3.50%</b>

Table 4 - Total amount of Rates and Charges to be levied.

	2022/23	2023/24	Change	Change
	\$	\$	\$	%
General rates	17,998,359	<b>18,629,312</b>	630,953	3.50%
Municipal charge	2,021,239	<b>2,088,936</b>	67,697	3.35%
<b>Total Rates</b>	20,019,598	<b>20,718,248</b>	698,650	3.49%
Kerbside Collection – Refuse, Recycling & FOGO	2,269,800	<b>2,427,425</b>	157,625	6.94%
<b>Rates and charges</b>	22,289,398	<b>23,145,673</b>	856,275	3.84%

It is proposed to continue to offer as an incentive for prompt payment, a discount of two per cent in accordance with Section 168 of the Local Government Act 1989 where all four instalments of rates and charges declared for the current year (less the discount) are paid on or before 30 September, excluding any arrears of rates and charges outstanding from previous years.

Payment of rates can be by four instalments made on or before the following dates:

Instalment 1 – 2 October 2023;

Instalment 2 – 30 November 2023;

Instalment 3 – 28 February 2024; and

Instalment 4 – 31 May 2024.

Interest at the rate prescribed by Section 172(2)(a) of the Local Government Act 2020 be payable in respect of any rates and charges which are not paid by the dates fixed pursuant to Section 167(2) of the Local Government Act 2020.

### ***Special Rate – Yatchaw Drainage Area***

Council also declares a special rate on all rateable land within the Yatchaw Drainage Area for the purpose of defraying the costs of drainage in that area. The Council is of the opinion that the purpose for which the special rate is being declared will be of special benefit to the persons required to pay the special rate. The special rate of 0.0013 per cent or 0.0013 cents of each dollar be declared and levied on each dollar of the Capital Improved Value of all rateable land in the Yatchaw Drainage Area.

### ***Long Term Financial Plan***

The 2023/24 Budget (or Financial Plan) contains projections for the 2023/24 year and the following 3 years.

The Long Term Financial Plan projects a further 7 years, after the Financial Plan, taking the total projected figures to a 10 year timeframe.

Council has decided that as it prepares each annual iteration of the Financial Plan (Annual Budget), it will also amend the Long Term Financial Plan.

This means that the two documents will mirror one another for the first 4 years, however the LTFP will also incorporate any new information regarding longer term matters such as

forward capital works, outcomes of masterplans or strategies and the latest inflation or escalation data.

## **Financial and Resource Implications**

Council is required to implement the principles of sound financial management detailed in Section 136 of the Local Government Act 2020.

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

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

5.1 Transparent and accountable governance

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

## **Legislation**

Part 4 of the Local Government Act 2020 sets out the Planning and Financial Management requirements of Council each year in relation to the Council Plan, Financial Plan, Asset Plan, Revenue and Rating Plan as well as the over-arching Strategic planning principles.

The 2023/24 Annual Budget includes the key activities and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan 2021-2025.

The Council Plan establishes that we will:

- Supporting our Community
- Growing our Regional Economy
- Maintaining and Renewing our Infrastructure
- Protecting our Environment, and
- Providing Strong Governance and Leadership

## **Gender Equality Act 2020**

A Gender Impact Assessment is not required for the adoption of the budget, the initiatives that arise from the adopted budget may require a Gender Impact Assessment which will be determined on a case-by-case basis.

## **Risk Management**

In developing the Draft Budget, Council considers relevant financial risks to ensure it can achieve its Council Plan objectives within a longer term prudent financial framework.

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

The Annual Budget provides the funding for the Council to undertake its social, economic and environmental initiatives outlined in the Council Plan 2021-2025.

## Community Engagement, Communication and Consultation

The Draft Budget 2023/24, Long Term Financial Plan and Pricing Register were made available for public feedback from 10 June 2023.

The documents were provided on Council's "Have Your Say" page of Council's website [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au).

An extensive advertisement was published in the Hamilton Spectator outlining key aspects of the Budget documents.

A survey was developed and available during the consultation period and several Facebook posts were undertaken in various styles and exposure on Instagram.

Comments from all sources closed Monday 29 May 2023.

Regarding the survey, there were 57 responses compared to 12 in the prior year.

Of the 20 written forms of feedback, 8 people met with Councillors in person on Wednesday 7 June 2023.

## 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.

Senior Leadership Team, Finance Team and the wider staff group.

## RECOMMENDATION

That Council having considered all submissions received, resolve as follows:

### ***Budget Recommendations:***

1. Adopts the Budget attached to this recommendation, in accordance with the Local Government Act 2020 (the Act) and relevant regulations.
2. Acknowledges the community's contribution to the Budget consultation process and thanks them for their contribution.
3. Acknowledges the people and organisations who provided written feedback by thanking them in writing individually.

4. Approves new loan borrowings of up to \$4M in line with the Budget and authorise the CEO and Director People and Performance:

- a. negotiate the loan;
- b. approve the successful loan facility; and
- c. execute the loan documentation.

***Declaring rates and charges Recommendations:***

5. Declares an amount of \$23.142M which Council intends to raise by General Rates and Annual Service Charges for the period 1 July 2023 – 30 June 2024 calculated as follows:

- a) General Rates \$20.718M; and
- b) Annual Service charges \$2.427M.

6. Declares the Rates and Charges as detailed in Council's Revenue and Rating Plan 2021-2025 as required under section 94(2)(i) of the Act and section 161(2) of the Local Government Act 1989 in line with Tables 1 to 4 of this Report.

7. Grants an early full rate payment discount of 2% on current year rates and charges, if full payment (including any arrears and interest) is received on or before 30 September 2023.

8. Notes that the Budget utilises final valuations from the Valuer-General.

***Other Recommendations:***

9. Adopts the 2023/24 Pricing Register

10. Adopts the 2024-2034 Long Term Financial Plan (including any adjustment required to align to the adopted 2023/24 Budget).

## 13 Notices of Motion

### 13.1 Notice of Motion #2/23

**Councillor:** Cr Calvano

**Attachment(s):** Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 21 June 2023.

<b>MOTION</b>
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That the Evie Electric Vehicle charger be removed from its present location in the vicinity of the Sam Fitzpatrick Gardens and be relocated to a more suitable position after consultation with the community.

**13.2**                      **Notice of Motion #3/23**

**Councillor:**            Cr Rainsford

**Attachment(s):**      Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 21 June 2023.

**MOTION**

Southern Grampians Shire Council prepare to develop a shire wide Caravan & Camping RV Strategy with the first stage being collating a report of current Caravan and Camping facilities in the Shire.

## **14 Urgent Business**

There is no Urgent Business listed on tonight's 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.

## 16 Confidential Reports

<b>RECOMMENDATION</b>
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That the following items be considered in Closed Council as specified in section 66(2)(a) and referenced in section 3(1), Confidential Information (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

### 16.1 CEO Performance Review

## **17 Close of Meeting**

This concludes the business of the meeting.