



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Agenda

Ordinary Meeting

11 July 2018

To be held at 5.30pm in the  
Cavendish Soldiers Memorial Hall,  
82 Barker Street, Cavendish

## TABLE OF CONTENTS

1	Membership .....	3
2	Acknowledgement of Country .....	3
3	Prayer .....	3
4	Apologies .....	3
5	Confirmation of Minutes .....	3
6	Declaration of Interest .....	3
7	Questions on Notice.....	4
7.1	Paul Battista, Director – Ultraclean Solar .....	4
8	Public Deputations .....	5
8.1	Mr Daryl O’Flaherty, Doling Road Strathkellar.....	5
9	Records of Assemblies of Councillors .....	6
10	Management Reports .....	13
10.1	2018 Community Satisfaction Survey.....	13
10.2	Greater Grants Policy .....	17
10.3	Audit and Risk Committee - Minutes .....	19
10.4	Municipal Emergency Management Plan – Update for Adoption.....	20
10.5	7-18 Restoration Works to Flood Affected Minor Culverts September-October 2016 Flood and Storms (AGRN 728) .....	22
10.6	9-18 Repair of Flood Damaged Major Drainage Structures.....	23
10.7	Walkenhorst Road, Tarrington Upgrade .....	24
10.8	Planning Application – Grampians Peaks Trail .....	28
10.9	Southern Grampians Planning Scheme Review.....	35
11	Notices of Motion.....	38
12	Delegated Reports .....	39
13	Mayors and Councillors Reports.....	40
14	Confidential Matters.....	41
15	Close of Meeting .....	42

## 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 Michael McCarthy - Director Shire Futures  
Mr David Moloney – Director Shire Infrastructure  
Ms Megan Kruger – 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 14 June 2018 be confirmed as a correct record of business transacted.

That the Minutes of the Special Meeting of Council held on 21 June 2018 be confirmed as a correct record of business transacted.

That the Minutes of the Special Meeting of Council held on 27 June 2018 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.

One submission has been received for tonight's Agenda:

### 7.1 Paul Battista, Director – Ultraclean Solar

**Council has begun works on a "solar installation" for the Shire Works yards this project would be of significant cost to the ratepayers I estimate between 30 to 40 thousand dollars. I wish to ask the following:**

- 1. From my investigations, why did this project be part of the tender process being there are many other providers that can provide this type of project? Why was this project not advertised in the local paper?**
- 2. Explain the process formed in winning bid for this large solar project including Solar panel type and inverters installed?**
- 3. Where other companies asked to tender for this project how many?**

## 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 no later than **2 days 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 15 copies 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.

### 8.1 Mr Daryl O'Flaherty, Doling Road Strathkellar

Deputation to Southern Grampians Shire Council on the status of Doling Road, Strathkellar. Refer to attachment 1.

#### RECOMMENDATION

That:

1. Council receives the Deputation.
2. A report in response to the Deputation be provided at the next available Ordinary Meeting of Council.

## 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:

- Balmoral Community Engagement Meeting – 6 June 2018
- Audit and Risk Committee Meeting – 12 June 2018
- Council Briefing Session – 14 June 2018
- Council Briefing Session – 27 June 2018

This agenda was prepared on 4 July 2018. 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	
<b>Title:</b>	Balmoral Community Engagement Session
<b>Date:</b>	6 June 2018
<b>Location:</b>	Balmoral Mechanics Hall
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Colin Dunkley Cr Katrina Rainsford Cr Greg McAdam Cr Albert Calvano Cr Cathy Armstrong
<b>Council Staff in Attendance:</b>	Michael Tudball, CEO Evelyn Arnold, Director Community and Corporate Services Michael McCarthy, Director Shire Futures Lachy Patterson, Manager Community Relations Melanie Russell, Community Engagement Coordinator

The Assembly commenced at 6.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Public WiFi – roll-out timeframe	Nil
2	Balmoral Town Centre Signage	Nil
3	Capital Works for Balmoral	Nil
4	Business Workshop Opportunities	Nil
5	Great South Coast Economic Migration Project	Nil
6	Road Safety in Balmoral	Nil

7	Roadside Vegetation Management	Nil
---	--------------------------------	-----

The Assembly concluded at 8.30pm



## ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Audit & Risk Committee Meeting
<b>Date:</b>	12 June 2018
<b>Location:</b>	Martin J Hynes Auditorium
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown, Mayor Cr Colin Dunkley
<b>Council Staff in Attendance:</b>	Michael Tudball, CEO Evelyn Arnold, Director Community & Corporate Services Belinda Johnson, Manager Finance Jason Cay, Finance Coordinator Nadine Rhook, Executive Assistant to Director Community & Corporate Services

The Assembly commenced at 2.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Welcome	Nil
2	Apologies	Nil
3	Conflict of Interest	Nil
4	Internal Audit Process	Nil
5	Contract Management	Nil
6	Interim Management Letter	Nil
7	Land Under Roads	Nil
8	Committee in Camera	Nil
9	Next Meeting	Nil
10	Close of Meeting	Nil

The Assembly concluded at 3.10pm

# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Briefing Session
<b>Date:</b>	14 June 2018
<b>Location:</b>	Martin J Hynes
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor – Left at 3:00pm Cr Cathy Armstrong Cr Albert Calvano Cr Colin Dunkley Cr Greg McAdam Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Michael McCarthy, Director Shire Futures Susannah Milne, Manager Community and Leisure Services Melanie Starr, Manager Recreation Lachy Patterson, Manager Community Relations

The Assembly commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	20 Year Vision Program	Nil
2	Greater Grants Policy	Nil
3	Flood Recovery Contracts	Nil
4	Private Works Service Review	Nil

The Assembly concluded at 5:00pm



Southern Grampians  
Shire Council

## ASSEMBLY OF COUNCILLORS

ASSEMBLY DETAILS	
<b>Title:</b>	Briefing Session
<b>Date:</b>	27 June 2018
<b>Location:</b>	Martin J Hynes
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Greg McAdam Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Michael Tudball, Chief Executive Officer Evelyn Arnold, Director Community and Corporate Services David Moloney, Director Shire Infrastructure Michael McCarthy, Director Shire Futures Rhassel Mhasho, Manager Planning and Regulatory Services Jason Barker, Local Laws Coordinator Darren Barber, Manager Organisational Development Chris Huggins, Emergency Management Coordinator Aten Kumar, Manager Assets Jason Cay, Finance Coordinator Susannah Milne, Manager Community and Leisure Services

The Assembly commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Animal Management Procedures and Domestic Animal Management Plan	Nil

<b>2</b>	CBD Street Tree Remedial Action Plan	Nil
<b>3</b>	Municipal Emergency Management Plan	Nil
<b>4</b>	Asset Management Service Review	Nil
<b>5</b>	Walkenhorst Road Review	Nil
<b>6</b>	Planning Scheme Review	Nil
<b>7</b>	Proposed Subdivision and Sale of Land – Balmoral	Nil
<b>8</b>	Procurement Policy Review	Nil
<b>9</b>	Delivered Meals Service Review	Nil
<b>10</b>	Customer Satisfaction Survey	Nil
<b>11</b>	Grampians Peak Trail Planning Permit	Nil

The Assembly concluded at 5:00pm

## 10 Management Reports

### 10.1 2018 Community Satisfaction Survey

**Directorate:** Michael Tudball, Chief Executive Office  
**Author:** Megan Kruger, Governance Coordinator  
**Attachments:** 2. 2018 Community Satisfaction Survey Research Report

#### Executive Summary

Results of the 2018 Community Satisfaction Survey carried out by independent market research consultancy, JWS Research, have been provided to Council.

Each year the Department of Land, Environment, Water and Planning (DELWP) coordinates and auspices this Community Satisfaction Survey throughout Victoria. This coordinated approach allows for far more cost effective surveying than would be possible if Councils commissioned surveys individually.

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

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

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

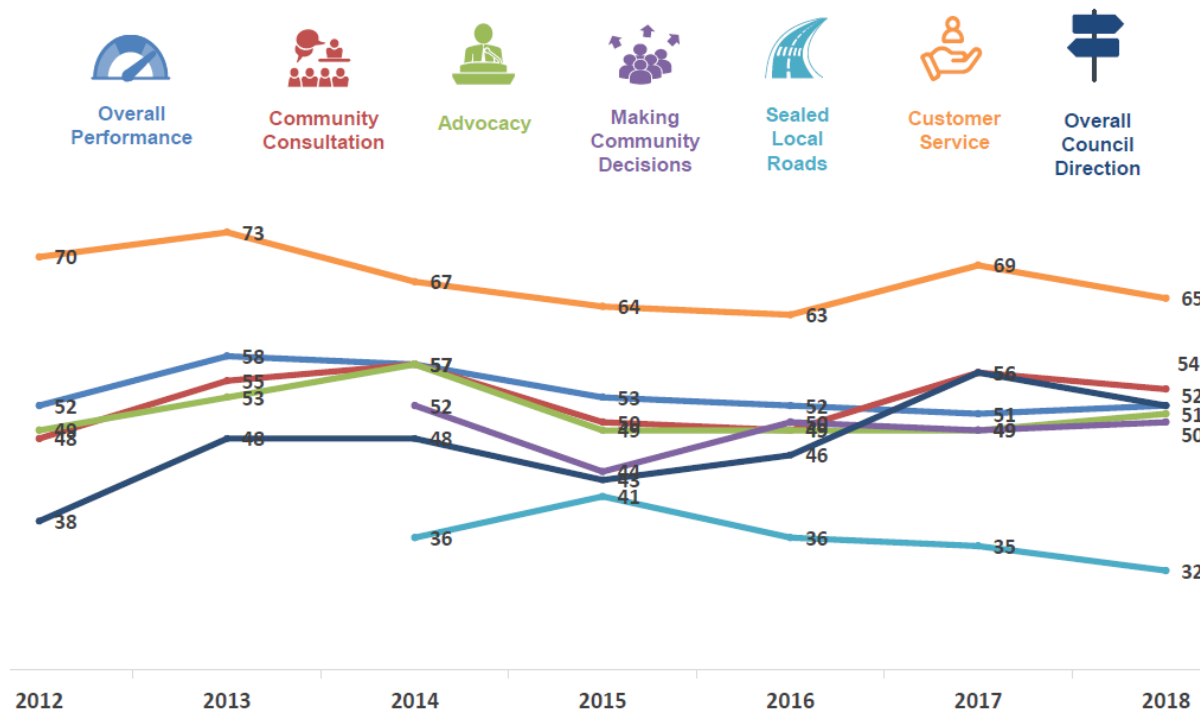
#### Discussion

Performance Measures	Southern Grampians 2018	Southern Grampians 2017	Large Rural 2018	State-wide 2018	Highest score	Lowest score
<b>OVERALL PERFORMANCE</b>	<b>52</b>	51	56	59	Women	Men
<b>COMMUNITY CONSULTATION</b> (Community consultation and engagement)	<b>54</b>	56	54	55	Aged 35-49 years	Men
<b>ADVOCACY</b> (Lobbying on behalf of the community)	<b>51</b>	49	52	54	Women	Men
<b>MAKING COMMUNITY DECISIONS</b> (Decisions made in the interest of the community)	<b>50</b>	49	52	54	Aged 35-49 years	Aged 18-34 years
<b>SEALED LOCAL ROADS</b> (Condition of sealed local roads)	<b>32</b>	35	45	53	Aged 65+ years	Aged 35-49 years
<b>CUSTOMER SERVICE</b>	<b>65</b>	69	67	70	Aged 18-34 years	Men
<b>OVERALL COUNCIL DIRECTION</b>	<b>52</b>	56	52	52	Women	Men

Council’s Overall Performance has increased by one point in 2018 to 52. The Overall Performance score of 52 is four points below the Large Rural average of 56 and seven points below the State-wide average of 59.

Council’s Performance Measures in Community Consultation, Sealed Local Roads, Customer Services and Overall Council Direction have all decreased in 2018. However, Council’s Overall Performance, Advocacy and Making Community Decisions have all increased.

Council rates significantly lower than the State-wide average in the areas of Lobbying, Making Community Decisions and Sealed Local Roads. Council rates significantly lower than the Group Average in Sealed Local Roads.



More than half (53%) of residents have had recent contact with Council. Residents aged 65+ years had the most contact with Council (54%) in 2018.

The main method of contacting Council is in person (33%) or by telephone (26%) and via email (13%). In person contact is down, while phone and email contact has increased.

Newsletters sent via mail (26%), email (21%) or as an insert in a local newspaper (23%) are the preferred way for Council to contact residents.

The area that stands out as being most in need of Council attention is Sealed Local Roads. With a score of 32 this is the area where Council is performing least well and is significantly lower than the State-Wide and Large Rural Group averages (being 53 and 43 respectively). Feedback from residents on what they consider Council most needs to do to improve its performance in the next 12 months supports this finding, with Sealed Road Maintenance mentioned by 37% of residents. This is a significant increase from 22% of residents in 2017.

Two additional questions were asked in the 2018 Survey being:

1. What is the best thing about Council?; and
2. What does Council most need to do to improve its performance?

The top five categories for the answers for each question and the number of people who responded are listed below:

**What is the best thing about Council?**

1. Don't know / no comment	88 responses
2. Nothing	45 responses
3. Recreation / sporting facilities	27 responses
4. Customer Service	23 responses
5. Waste Management	21 responses

**What does Council most need to do to improve its performance?**

1. Sealed local road maintenance	137 responses
2. Business Development	42 responses
3. Community Consultation	26 responses
4. Financial Management	22 responses
5. Communication	21 responses

Consistent with 2015, 2016 and 2017, residents would prefer a service cut (46%) to rates rises (32%).

**Financial and Resource Implications**

There are no financial implications in the development of this Report.

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

**Legislation, Council Plan and Policy Impacts**

Some of the results from this survey are used as part of the reporting under the Local Government (Planning and Reporting) Regulations 2014.

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

The Community Satisfaction Survey relates to Objective 5.1 Provide transparent and responsible governance.

**Risk Management**

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

**Environmental and Sustainability Considerations**

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

**Community Consultation and Communication**

A total of 400 completed interviews of residents aged were made in the Shire during the period 1 February to 30 March 2018.

The Community Satisfaction Survey results for 2018 will be released to the community.

**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**

1. That Council receive the 2018 Local Government Community Satisfaction Survey Southern Grampians Shire Council Research Report.
2. That Council communicate these results of these Reports and identify ways of improving performance and communication in relation to the issues which have been identified.



## 10.2 Greater Grants Policy

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Lachy Patterson, Manager Community Relations  
**Attachments:** 3. Greater Grants Policy

### Executive Summary

The Greater Grants program is intended to facilitate and support development of community groups within Southern Grampians Shire by providing a funding source for initiatives, events and projects. The program has seven (7) categories as below:

- Community Infrastructure
- Arts and Culture
- Community Strengthening
- Tourism and Events
- Environmental Sustainability
- Heritage
- General Allocation

A review of the program has been undertaken to provide a streamlined approach to administration and allow a focus on community development and capacity building of community groups.

### Discussion

The current Greater Grants policy was reviewed in July 2017 following some operational changes to how the program was administered. With a commitment to continuous improvement and the 17/18 rounds of grants now completed, it was seen as timely to review the policy based on Council and grant recipient feedback.

The proposed changes are minor, but allow for more clarity in the administration of the grants the process. They are;

1. That applications will be assessed using the Greater Grants Program Guidelines, and
2. The outcome of applications decided under delegation will occur following a Council briefing.

### Financial and Resource Implications

The funding total will determined as part of the annual budgeting process across the seven grant categories.

### Legislation, Council Plan and Policy Impacts

The Greater Grants Program aligns and supports many strategies in the Council Plan 2017-2021, in particular:

Strategy 1.1.4: Support the community to develop, review and implement their Community Plans.

Strategy 1.2.2: Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities.

Strategy 1.3.2: Encourage and support a more diverse, multicultural community, including recognising and celebrating our cultural heritage.

Strategy 1.3.4: Support the growth, development and capacity of volunteers and community organisations.

Strategy 2.4.3: Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire.

Strategy 3.3.4: Maintain, promote and celebrate the heritage of built infrastructure in all towns.

Strategy 4.1.1: Promote and support natural resource management and community based initiatives.

Strategy 5.2.1: Advocate for community projects, programs and initiatives.

### **Risk Management**

None

### **Environmental and Sustainability Considerations**

None

### **Community Consultation and Communication**

Council Officers responsible for administering the program has advised the review process. In addition, previous grant recipients across all categories are required to complete a grant acquittal. As part of the acquittal, Council seeks feedback from the recipient on ways the delivery of Greater Grants could be improved.

### **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 revised Greater Grants Policy 2018.

## 10.3 Audit and Risk Committee - Minutes

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Evelyn Arnold – Director Community & Corporate Services  
**Attachments:** 4. Minutes – 12 June 2018  
5. Internal Audit Process

### Executive Summary

The Minutes from the June Special Meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

A key priority of Council and the Audit and Risk Committee was the appointment of Internal Auditors. It was seen as a crucial part of the continuous improvement process as well as providing an independent review of key internal controls and procedures

### Discussion

The Audit and Risk Committee (ARC), as an Advisory Committee of Council, fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council. The intention is not to focus on financial risk which is adequately addressed by the external auditors, but rather to review internal processes in line with the culture of continuous improvement.

An Internal Audit Process has been developed to ensure:

1. A consistent approach is taken to the audit process, and
2. Staff, the Executive, the Internal Auditors and the Audit and Risk Committee have a clear outline of their roles in the process.

### Legislation, Council Plan and Policy Impacts

The Local Government Act 1989 section 139.

### 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 Minutes for the Audit and Risk Committee Special Meeting held on 12 June 2018 be noted.

That the Internal Audit Process be endorsed as attached.

## 10.4 Municipal Emergency Management Plan – Update for Adoption

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Chris Huggins Emergency Management Officer  
**Attachments:** 6. Municipal Emergency Management Plan (MEMP)

### Executive Summary

The Southern Grampians Municipal Emergency Management Plan (MEMP) has been updated in preparation for audit by the Victorian State Emergency Service pursuant to the requirements of section 21A of the Emergency Management Act 1986. The updated plan was endorsed by the Municipal Emergency Management Planning Committee (MEMPC) on 20 June 2018. The process now requires Council to approve and adopt the plan as the Council's Municipal Emergency Management Plan.

### Discussion

Southern Grampians Shire Council is legislatively required to develop, maintain, exercise and have audited a Municipal Emergency Management Plan (MEMP). The plan is audited on a 3 year cycle.

Updates to the MEMP reflect changes to arrangements as per Emergency Management Act 2013 and include a revision of the sub-plans and Standard Operating Procedures.

The Municipal Emergency Management Plan aims to reduce impact of disasters and emergencies. The Plan is required to demonstrate an understanding of the risks faced by the communities of the Southern Grampians Shire, and identify risk minimisation and mitigation strategies to reduce the potential for those risks to cause harm. This is achieved through partnerships with agencies identified by the State through the Emergency Management Manual of Victoria as being responsible for the various threats and risks.

### Financial and Resource Implications

There is no additional financial cost incurred through the adoption of this plan.

### Legislation, Council Plan and Policy Impacts

Each local government authority is required to prepare a Municipal Emergency Management Plan. The plan is prepared in accordance with the Emergency Management Act 1986 and the Emergency Management Act 2013. It is also a requirement that this plan be reviewed and audited every three years.

### Risk Management

The Plan is required to demonstrate an understanding of the risks faced by the communities of the Southern Grampians Shire, and identify risk minimisation and mitigation strategies to reduce the potential for those risks to cause harm. A number of the strategies outlined in the MEMP are to be delivered in partnership with a range of agencies.

### Environmental and Sustainability Considerations

The Municipal Emergency Management Plan aims to reduce the impact of disasters and emergencies on the community; however, the specific environmental impact is beyond the scope of this plan.

### **Community Consultation and Communication**

The Municipal Emergency Management Planning Committee (MEMPC) has been extensively consulted during the review of this plan. The membership of the MEMPC includes all relevant agencies, Council officers and a community representative. The final MEMPC will be placed on the council website and distributed to the members of the MEMPC. In addition, copies will be available at the Brown Street and Market Place Customer Service Centres.

### **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**

1. That Council adopt the Municipal Emergency Management Plan as presented;
2. That Council Officers be delegated the ability to make minor amendments to the Municipal Emergency Management Plan during the life of the Plan.

## 10.5 7-18 Restoration Works to Flood Affected Minor Culverts September-October 2016 Flood and Storms (AGRN 728)

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.

## 10.6 9-18 Repair of Flood Damaged Major Drainage Structures

Southern Grampians Shire Council does not make any Council Reports in relation to Tenders public before the Council Meeting. This is to ensure the integrity of the procurement process and limit the potential for any parties to try and influence Council's decision making process based on the recommendations from Council staff. The Report has been distributed to Councillors. The Report will be available to the public in the Council Meeting Minutes.



## 10.7 Walkenhorst Road, Tarrington Upgrade

**Directorate:** Infrastructure  
**Author:** Aten Kumar, Manager Engineering & Projects  
**Attachments:** None

### Executive Summary

A petition relating to Walkenhorst Rd, Tarrington was presented to Council at its Meeting on 9 May 2018. The petition requested that the bitumen be continued from where it ends at the Strathkellar Road intersection at Tarrington Strathkellar Road to Yatchaw Road end or as a minimum the road be graded. The Petition was received by Council and referred to the Director Shire Infrastructure for a response.

This report looks at the options available to Council. After assessment of the options, it is recommended that Council not upgrade the road and continue to carry out regular maintenance.

### Discussion

Council Officers investigated the options of sealing the unsealed section of the road as per the request. The gravel section chainage is from 1280 to 2680 (1400m) and has a pavement width of 3.6m with two culverts along the section of the road. Moloney Asset Management System condition rating has a score of 2 which informs that the pavement is in a very good condition. It has an estimated traffic count of 20 - 30 vehicles per day. The road was last graded on 12 April 2018 after the petition was received.

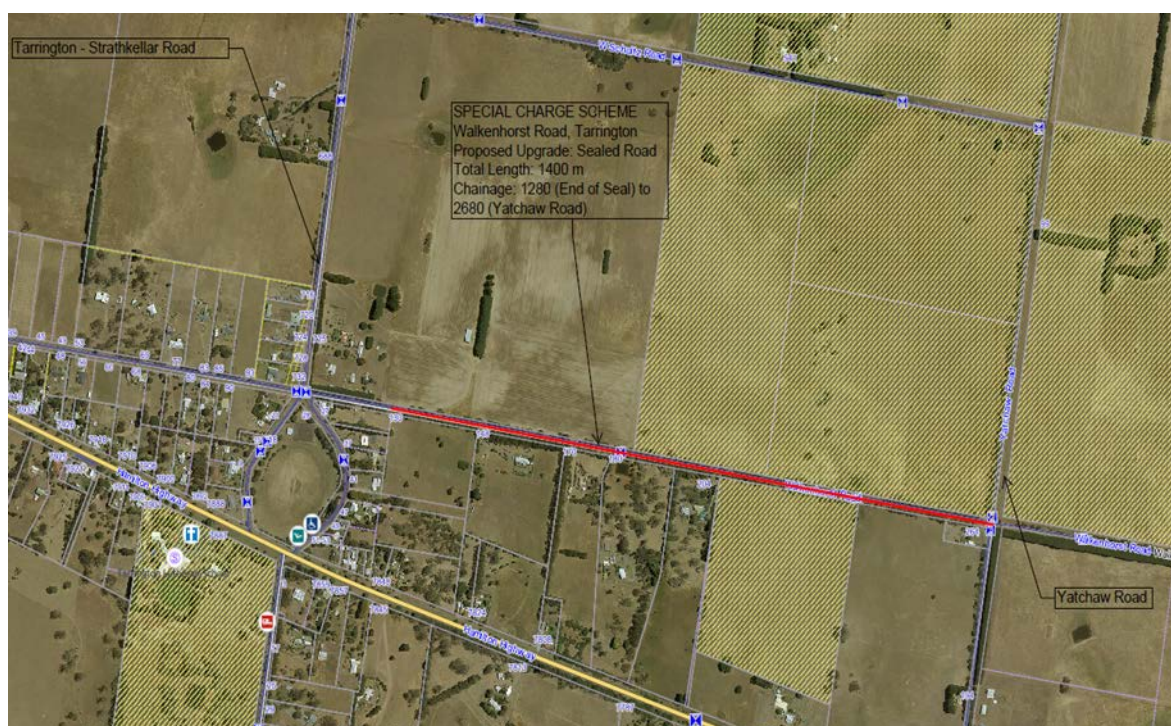


Figure 1 Map of Areas Requested for Upgrade

An upgrade will provide a higher level of service to the residents of Walkenhorst Road nearby school and the community. Due to the pavement being rated as condition 2, a project to resheet or upgrade the road would not normally be considered by council for some years to



come. While undertaking an investigation for the upgrade, identification of the area as a weed hygiene zone will need to be addressed.

Council Officers had investigated the following options:

1. Not upgrade the road and continue to undertake regular routine with regular maintenance.
2. Under Section 163 Special Rate and Special Charge Scheme, of the Local Government Act 1989, initiate an upgrade of Walkenhorst Road from a gravel road to a 4 metre wide sealed road.
3. Upgrade the gravel section of the road to a 4 metre wide seal with 100% Council funding

Funding Options if the project is approved for construction:

- a. If the Section 163 Special Rate and Special Charge Scheme, of the Local Government Act 1989, a portion of the upgraded can be charged to the affected property owners. Council in the past has required at least 50% of the affected resident to agree to the proposal. Council will also need to fund a portion of the upgrade. Council proportion of funding will need to be sourced by cancellation of an existing 2019-2020 roads capital project and replacing it with Walkenhorst Road.
- b. Council has already undertaken the grading of the road and will continue to fund the grading out of its maintenance budget
- c. If Council was to fund the whole project, a review of the rehabilitation program would need to be undertaken to reprioritise Walkenhorst Road and defer another road.

Under a Section 163 Special Rates and Charges Scheme, owners of properties can request Council to consider upgrading of roads with a contribution made by the residents who directly benefit from the upgrade. The process for a special rates and charges scheme, if deemed appropriate will be followed by firstly to inform of the program and what it entails. The seek interest in their willingness contribution to the upgrade, an estimate of the amount and for payment options.

Since the road is in Condition 2 (Very Good) and regular maintenance funding is available to undertaken grading it is recommended that Council do nothing and continue to carry out regular maintenance.

### **Financial and Resource Implications**

The total cost for upgrading Walkenhorst Road from gravel to 4 metre seal including installation of 2 rows of 375mm diameter culverts will be approximately \$325,000. This does not include tree slashing and additional costs to reduce the potential for the spread of the weeds.

These works would be undertaken by contract. If funded under Section 163 Special rates and charges of the Local Government Act (1989), Council would provide reasonable opportunity for payment. Quarterly instalments can be set by Council but not exceeding 10 years.

### **Legislation, Council Plan and Policy Impacts**

The following strategies apply as per Council's Plan

Strategy 1.1.1 Base decisions on the highest available level of professional advice and expertise.

Strategy 2.1.5 Support and encourage social and economic development in all our settlements

Strategy 3.1.2 Ensuring community infrastructure and service meet access and equity standards.

Strategy 4.1.3 Managing the regulatory environment to protect amenity and safety.

Strategy 2.1.9 Facilitate and encourage business capacity and development.

The following legislation apply:

- Local Government Act (1989)
- Roads Act (2004)
- Victorian Planning Scheme

Relevant Council Policies that apply:

- Weed Hygiene Plan
- Asset Management Plan
- Road Asset Management Plan

### **Risk Management**

The upgrade of gravel road to 4m wide seal with drainage improvements will provide an all-weather road with better level of service to local residents and the community.

Sealing of the road will still require Council to undertake ongoing regular maintenance and capital works and may reduce customer complaints.

### **Environmental and Sustainability Considerations**

The planning scheme has identified the area as a Weed hygiene zone with the area identified as at high risk for the spread of Serrated Tussock and Chilean needle grass. This will require additional costs to construct the road to reduce the potential for the spread of the weed. Without the added precautions there is a risk that the two weeds mentioned could be spread further within the Shire.

### **Community Consultation and Communication**

If a Section 163 Special rates and charge is the preferred option then upon Council adopting the upgrade, the property owners of Walkenhorst Road will be formally advised of the options with an estimation of costs in writing.

The following process needs to occur:

- 1) Council to confirm the preferred option i.e. Special Rates and Charge Scheme.
- 2) Owners will be notified in writing via a survey indicating their potential contribution with payment options.
- 3) Depending on the results of the survey from the owners, Council will make a decision to proceed or not to proceed.
- 4) If the decision is not to proceed, the road will be left to its gravel state and the option to do nothing is instigated

- 5) If the decision is to proceed with the upgrade, a detailed design will be carried out in the current financial year with construction in the 2019/20 financial year.
- 6) All owners will be notified of the outcome and invoice sent out (if required)

### **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.

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

It is recommended that Council approve not to upgrade the road and continue to undertake regular routine with regular maintenance

## 10.8 Planning Application – Grampians Peaks Trail

<b>Directorate:</b>	<b>Michael McCarthy, Director Shire Futures</b>
<b>Author:</b>	<b>Rhassel Mhasho, Manager Planning and Regulatory Services</b>
<b>Attachments:</b>	<b>7. A report on Planning Applications for the Grampians Peak Trail June 2018 – Bushfire Planning (KH Planning Services)</b> <b>8. Bushfire Management Statement for the Grampians Peaks Trail July 2017– Parks Vic/Terramatrix</b>

### Executive Summary

The Grampians Peaks Trail is a major project for the region and Victoria which seeks to develop world class walking and hiking experience. It will see the development of 158.3km of trail, trailheads, car parking and 12 Hiker Camps consisting of camping platforms, shelters and toilets between Mt Zero, Halls Gap, Mt William to Dunkeld.

The new trail extends through Northern Grampians Shire (48km), Ararat Rural City (46km) and Southern Grampians Shire (7.2km) and is subject to individual planning schemes and the relevant state and local government policy associated with the Bushfire Management Overlay which has the purpose of strengthening the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

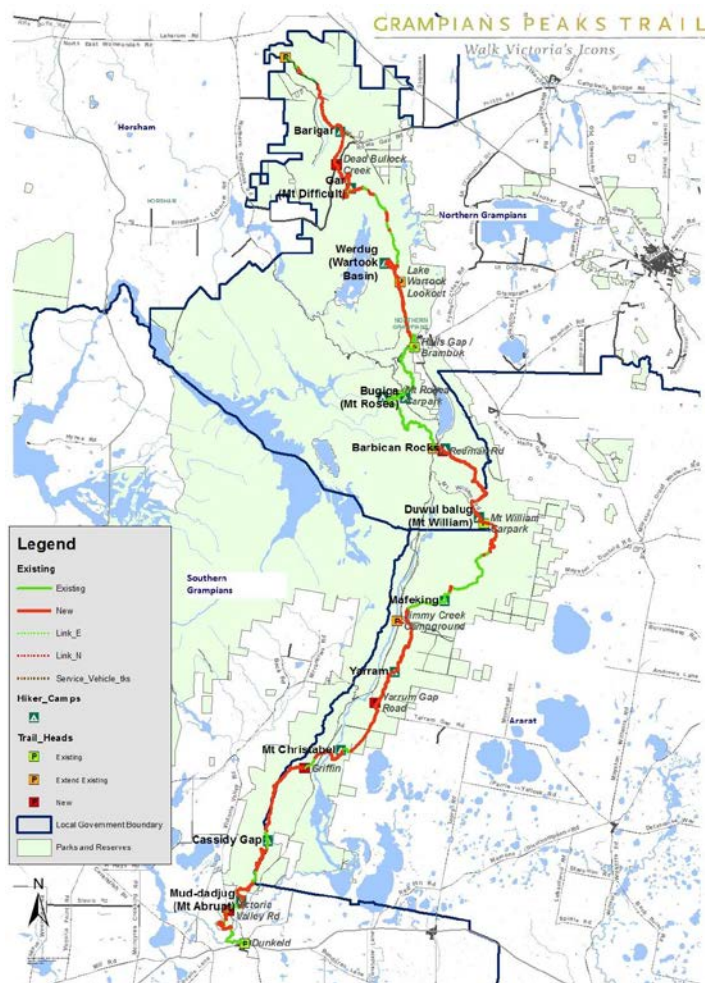
The Report on Planning Applications for the Grampians Peak Trail June 2018 provides a thorough assessment of the proposal, relevant policy and bushfire risk and acknowledges the existing emergency management policy and procedures undertaken by Parks Victorian and other agencies.

Given the extreme bushfire risk of the Grampians National Park and the location of camp sites in some of the most remote and bushfire prone areas of Victoria significant weight is given to the state governments risk reduction measures including firefighting experience, fuel reduction burning, evacuation capabilities, closure policy and proposed bushfire warning and education programs as outlined in the Bushfire Management Statement for the Grampians Peaks Trail July 2017– Parks Vic/ Terramatrix

On this basis it is recommended that planning approval for buildings and works associated with the use of land for camping and caravan parks and informal outdoor recreation associated with the Grampians Peaks Trail be given.

### Discussion

The Grampians Peaks Trail (GPT) is intended to be high quality, nature-based walk, offering a world-class long-distance walking experience linking Mt Zero (Mura Mura) in the north, Halls Gap to the east and Dunkeld in the south within the Grampians National Park, linking to quality accommodation, attractions and service options. Upon completion the GPT will be a 13 day, approx. 158.3km walking trail showcasing Gariwerds' natural and cultural landscapes.



Of the 158.2km of walking track approximately 58.9km exists and 99.3km will be new track. The walk is expected to generate 80,000 visitor nights by 2025, with the total number of walkers using the GPT expected to be over 34,000 by 2025.

The budget for the project is \$30.2M (\$20.2M for the State and \$10M by the Commonwealth Government) with the trail expected to be completed by late 2019.

The Grampians National Park is approximately 167,219 ha in size and has an extensive history of bushfire with nine fires over 10,000 ha since 1939. In recognition of the fire risk faced by many parts of Victoria and the 2009 Bushfire Royal Commission made recommendations that bushfire planning controls apply equally to public and private land.

The Bushfire Management Overlay (BMO) has been applied across the state which requires councils to give priority to the protection of human life by:

- Prioritising the protection of human life over all other policy considerations.
- Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.
- Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision-making at all stages of the planning process.

Accordingly, the BMO requires that the development of camping sites, trails and other uses require a planning permit under the relevant Planning Scheme.

The trail extends through Northern Grampians Shire (48km), Ararat Rural City (46km) and Southern Grampians Shire (7.2km) and is subject to individual planning schemes of each municipality. In order to ensure a consistent approach to the application a planning consultant with experience in Bushfire Planning was engaged to coordinate the assessment across the three municipalities.

Kevin Hazell from Bushfire Planning was engaged to undertake the planning assessment and liaise with the Parks Victoria and other agencies in the preparation and assessment of the application. A report on Planning Applications for the Grampians Peak Trail June 2018 has been prepared outlining the proposal and assessment against the relevant Planning Schemes.

Refer to attachment 7 - A report on Planning Applications for the Grampians Peak Trail June 2018

### **Conclusion**

The Grampians Peaks Trail is a major project for the region and Victoria which seeks to develop world class walking and hiking experience. Which will see the development of 158.3km of trail, trailheads, car parking and 12 hiker camps consisting of camping platforms, shelters, toilets between Mt Zero, Halls Gap, Mt William to Dunkeld.

The new trail extends through Northern Grampians Shire (48km), Ararat Rural City (46km) and Southern Grampians Shire (7.2km) and is subject to individual planning schemes and state and local government policy associated with the Bushfire Management Overlay which has the purpose of strengthening the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

The Report on Planning Applications for the Grampians Trail June 2018 provides a thorough assessment of the proposal, relevant policy and bushfire risk and acknowledges the existing emergency management policy and procedures undertaken by Parks Victorian and other agencies.

Given the extreme bushfire risk of the Grampians National Park and the location of camp sites in some of the most remote and bushfire prone areas significant weight is given to the state governments risk reduction measures including firefighting experience, fuel reduction burning, evacuation capabilities, closure policy and proposed bushfire warning and education programs as outlined in the Bushfire Management Statement for the Grampians Peaks Trail July 2017– Parks Vic/Terramatrix

On this basis the it is recommended that planning approval for buildings and works associated with the use of land for the Grampians Peaks Trail (including new trails, trail heads & car parking, hiker camps and group hiker camps) be approved.

### **Financial and Resource Implications**

The cost of assessment and processing of the application has been shared by the municipalities. The conditions identify a number of secondary consent and compliance requirements and there will be an ongoing financial cost to resource and review the permit for each municipality.

### **Legislation, Council Plan and Policy Impacts**

Each Municipality has responsibility for the administration and enforcement of the relevant Planning Scheme and the application has been assessed against relevant state and local

policy in the attached report. The application has also been considered by the relevant fire agency (DELWP) who have provided conditions for ongoing compliance.

### **Council Plan**

The application aligns with a number of objectives and strategies identified to deliver each of the objectives in the Council Plan 2013-2017. In particular the following objectives, outcomes and strategies are relevant:

- Council Plan Theme 5 – Provide Governance and Leadership
- Objective 5.1 – Provide transparent and responsible governance

### **Risk Management**

The assessment of policy and planning approval has an inherit risk associated with the decision making and ongoing compliance. The requirements for a Bushfire Management Statement and the development of a Grampians Peaks Trail – Bushfire Emergency Management Plan by Parks Victoria provides controls against the significant risks of development in these locations.

### **Environmental and Sustainability Considerations**

NA

### **Community Consultation and Communication**

Extensive consultation has been undertaken with Parks Victorian and the relevant emergency services including DELWP, CFA and Victoria Police in the development a GPT Emergency Management Plan. The Bushfire Management Overlay is exempt from notice and review and no community tenement has been undertaken in response to the Bushfire risks identified in the 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 Planning Permit Application 2722 for Buildings and work associated with the use of land for camping and caravan park and informal outdoor recreation associated with the Grampians Peaks Trail (including new trails, trail head and car parking, and hiker camp) as shown on the endorsed plans be issued subject to the following conditions:

#### Amended plans

1. Before the development starts, plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must include:
  - An amended Bushfire Management Statement that gives effect to the conditions contained in this permit. Where matters to be included require the approval of the relevant fire authority, approval must be obtained and documented in the amended

Bushfire Management Statement prior to being submitted to the responsible authority.

- A full set of updated plans that, as appropriate, incorporate the matters identified in the amended Bushfire Management Statement.
- Amended plans showing the final camp and trail head designs.

#### Layout not altered

2. The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

#### Mandatory Permit Condition

3. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

#### Expiry Condition

4. This permit will expire if one of the following circumstances applies:
  - the development is not started within two years of the date of this permit.
  - the development is not completed within four years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.

#### Public Conservation and Resource Zone

5. The buildings and work authorised by this permit only applies to land subject to the Public Conservation and Resource Zone. No approval (implied or otherwise) is granted for any buildings and works on land outside of the Public Conservation and Resource Zone.

#### Vegetation

6. No vegetation for which a planning permit is required under the planning scheme may be removed, destroyed or lopped without relevant permit exemptions applying or a further planning permit being issued. Where a permit exemption is relied upon, prior to the removal, destruction or lopping of vegetation the landowner must notify the responsible authority in writing which exemption is relied on. If the exemption is dependent on separate approvals, a copy of that approval must be provided.

#### Cultural Heritage Management Plan

7. The Cultural Heritage Management Plan approved under s65 of the Heritage Act 2006 on 2 May 2018 must be implemented to the satisfaction of Aboriginal Victoria.

#### Car Parking

8. Prior to the development commencing, written advice must be provided to the responsible authority that the uses enabled by the buildings and works approved by this permit will comply with Clause 52.06-2 or, alternatively, further approvals must be sought to reduce and/or waive the number of car parking spaces under Clause 52.06-2.



Bushfire Management Statement to be implemented

9. Prior to the development commencing, the Bushfire Management Statement prepared by Terramatrix dated 16 January 2018 as submitted with the application must be amended to include the applicable requirements of this permit, to the satisfaction of the responsible authority.

Once approved, the bushfire safety measures included in the Bushfire Management Statement must be implemented prior to any development associated with accommodation authorised by this permit being brought into use and must be implemented on a continuing basis to the satisfaction of the relevant fire authority.

Additional bushfire safety measures

10. The additional bushfire safety measures identified in Section 3 of the Bushfire Management Statement submitted with the application must be further developed and incorporated into the amended Bushfire Management Statement submitted for approval under this permit.

Static water supply

11. Unless otherwise agreed in writing by the relevant fire authority, a static water supply for firefighting purposes must be provided in conjunction with each hiker camp and group camp. The amount of water is to be in accordance with the requirements of Clause 52.47 of the planning scheme and specified in the amended Bushfire Management Statement submitted for approval under this permit.

Communication

12. Arrangements to the satisfaction of the relevant fire authority must be developed to ensure that communication is available between the land manager and users throughout the fire danger period. Such arrangements may build on the proposals identified in Section 3 of the Bushfire Management Statement submitted with the application but must ensure that emergency communication adequately enables communications in the event of a bushfire, including in relation to evacuating people to suitable shelter options. Approaches to communication are to be agreed in writing by the relevant fire authority and specified in the amended Bushfire Management Statement submitted for approval under this permit.

Closure of the Grampians Peal Trail – Code Red Fire Danger Rating

13. The Grampian Peaks Trail is to be closed on forecast and actual days of Code Red Fire Danger rating. Arrangements for closure are to be specified in the amended Bushfire Management Statement submitted for approval under this permit. The amended Bushfire Management Statement must identify the actions required to give effect to closure. This condition does not require physically preventing access through barriers, gates or similar.

Closure of the Grampians Peal Trail – Severe and Extreme Fire Danger Rating

14. The Grampian Peaks Trail is to be closed on forecast and actual days of Severe and Extreme Fire Danger rating. Arrangements for closure are to be specified in the amended Bushfire Management Statement submitted for approval under this permit. The amended Bushfire Management Statement must identify the actions required to give effect to closure. This condition does not require physically preventing access through barriers, gates or similar.

This condition does not apply if the relevant fire authority determines that an alternative approach to closure on days of Severe and Extreme Fire Danger Rating should apply following a risk assessment of alternative proposals and having regard to bushfire requirements in the planning scheme. Where the relevant fire authority approves an alternative approach to closure, it must notify the responsible authority in writing within one month.

Relevant Fire Authority – Mandatory conditions

15. The development must be conducted in accordance with the Bushfire Management Statement for the development of the Grampian Peaks Trail (version 5.0), prepared by Terramatrix Pty Ltd and dated January 2028 and all recommendations and actions specified in this document must be implemented to the satisfaction of the responsible authority and the Department of Environment, Land, Water and Planning.
16. Prior to the opening of any new sections of the Grampians Peaks Trails proposed under this permit, the 'integrated risk measures' outlined in the Bushfire Management Statement for the development of the Grampian Peaks Trail (version 5.0), prepared by Terramatrix Pty Ltd and dated January 2028, must be implemented to the satisfaction of the responsible authority and the Department of Environment, Land, Water and Planning.

## 10.9 Southern Grampians Planning Scheme Review

**Directorate:** Michael McCarthy, Director Shire Futures  
**Author:** Rhassel Mhasho – Manager Planning and Regulatory Services  
**Attachments:** 9. Southern Grampians Planning Scheme Review Report – April

### Executive Summary

Council is required to undertake a review of the Planning Scheme every four (4) years, in accordance with Section 12B of the Planning and Environment Act 1987 (the Act). The purpose of the review is to enhance the effectiveness and efficiency of the Planning Scheme in achieving the objectives of planning in Victoria, as set out in the Act and the objectives and strategies of the State Planning Policy Framework and the Local Planning Policy Framework. A draft Southern Grampians Planning Scheme Review Report – April has been prepared.

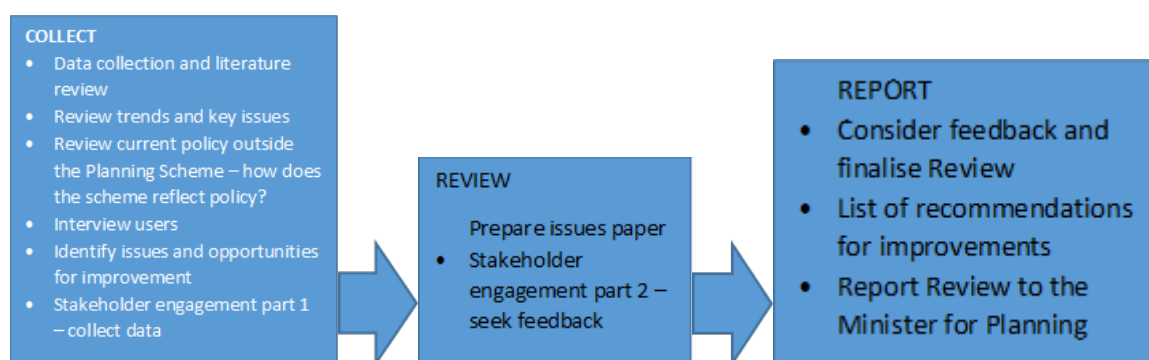
This report is for Council to adopt the draft Southern Grampians Planning Scheme (Planning Scheme) review for consultation.

### Discussion

Council is required to undertake a review of the Planning Scheme every four (4) years, in accordance with Section 12B of the Planning and Environment Act 1987 (the Act). The purpose of the review is to enhance the effectiveness and efficiency of the Planning Scheme in achieving the objectives of planning in Victoria, as set out in the Act and the objectives and strategies of the State Planning Policy Framework and the Local Planning Policy Framework.

The Planning Scheme was last reviewed in in 2010. Since then Southern Grampians Planning Scheme has undergone substantial changes, both generated by Council lead initiatives, as well as reforms undertaken by State Government.

A 3 staged process was adopted for the preparation of the review as follows



The 2017 review evaluates and reports on the alignment between current state and local policies, the Municipal Strategic Statement and Council Plan 2017-2021. The review include recommendations as to what Council should be focussing on in its Planning Scheme. It will also propose actions for Council to update the planning scheme and local policies. The draft review will further be amended after the public consultation.

An amendment will be required to introduce the actions and recommendations into the Planning Scheme. Council is requested to adopt the draft review of the Southern Grampians Planning Scheme (Planning Scheme) for consultation.

**Financial and Resource Implications**

Resource requirements associated with the Planning Scheme review can be met within Council's 2017/2018 Annual Budget

**Legislation, Council Plan and Policy Impacts**

Local Government Act 1989  
Planning and Environment Act 1987  
Subdivision Act 1988  
Southern Grampians Planning Scheme

**Risk Management**

There are no risks associated with the adoption of the resolution to this report

**Environmental and Sustainability Considerations**

Nil

**Community Consultation and Communication**

An integral part of the review process is community and stakeholder consultation. This involved internal consultation with Council departments to identify how specific needs to be addressed, including identification of further strategic projects to address identified gaps. External consultation with state government Departments and authorities, revealed a number of opportunities to work in partnership on strategic land use policies and projects. This report seeks council resolution to adopt the scheme review for consultation. Council will be seeking community feedback to make sure that Council staff and the consultant have identified all of the issues and areas that planning scheme should address.

It is proposed that scheme review be advertised for a period 28 days. A variety of methods will be used to notify the community about the scheme review, including:

- Individual letters to identified key stakeholders
- Public notices published in the Hamilton Spectator
- Copies will be made available for inspection on the internet and at Southern Grampians Shire Council offices at Market Place and Brown Street, Hamilton
- Selected township briefings to explain the technicalities of the report
- Summary fact sheet that explains the planning terms in layman's language

Council will consider the Planning Scheme Review final report, following feedback from the community consultation, before the report will be submitted to the Minister for Planning.

**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.

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

That Council endorses the Southern Grampians Planning Scheme Review Report, April 2018 (as attached) for the purpose of public consultation.

## 11 Notices of Motion

There are no Notices of Motion listed on tonight's agenda.

## 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 Matters listed on tonight's agenda.

## 15 Close of Meeting

This concludes the business of the meeting.