



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Agenda

Ordinary Meeting

8 August 2018

To be held at 5.30pm in the Council  
Chambers at 5 Market Place, Hamilton

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## 1 Membership

### **Councillors**

Cr Mary-Ann Brown – Mayor  
Cr Chris Sharples – Deputy Mayor  
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 Tania Quinn – Council Support Officer

## 2 Acknowledgement of Country

## 3 Prayer

## 4 Apologies

Cr Cathy Armstrong

## 5 Confirmation of Minutes

<b>RECOMMENDATION</b>
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That the Minutes of the Ordinary Meeting of Council held on 11 July 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.

There are no Questions on Notice listed on tonight's agenda.

## 8 Public Deputations

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

Anyone wishing to make a deputation to Council must complete the Request to Make a Deputation form and forward it to the Chief Executive Officer at 111 Brown Street, Hamilton 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.

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

## 9 Records of Assemblies of Councillors

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

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

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

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

which considers matters that are intended or likely to be:

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

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

An Assembly of Councillors record was kept for:

- Municipal Emergency Management Planning Committee – 21 June 2018
- Industry Visits – 11 July 2018
- Council Briefing Session – 11 July 2018
- Cavendish Community Engagement Meeting – 11 July 2018
- Council Briefing Session – 25 July 2018

This agenda was prepared on 1 August 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>	Municipal Emergency Management Planning Committee
<b>Date:</b>	21 June 2018
<b>Location:</b>	Martin J Hynes
<b>Councillors in Attendance:</b>	Cr Greg McAdam
<b>Council Staff in Attendance:</b>	Evelyn Arnold, Director Community & Corporate Services Susannah Milne, Manager Community & Leisure Services Pauline Porter, Environmental Health Officer Chris Huggins, Emergency Management Coordinator Nadine Rhook, EA to Director Community & Corporate Services

The Assembly commenced at 11.30am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Welcome, Introductions & Apologies	Nil
<b>2</b>	Confirmation of Previous Minutes	Nil
<b>3</b>	MEMP Audit Update	Nil
<b>4</b>	Revision of parts of the MEMP	Nil
<b>5</b>	Municipal Fire Management Planning Committee	Nil
<b>6</b>	Restructure of MEMPC & Sub-Committee	Nil
<b>7</b>	Information regarding Gas Survey	Nil
<b>8</b>	Review of Fire Management Plan for SGSC	Nil
<b>9</b>	Agency Updates/Reports	Nil
<b>10</b>	Mooralla Fire Update	Nil

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<b>11</b>	Transfer of Control of Fire	Nil
<b>12</b>	Red Flag Issues for Police	Nil
<b>13</b>	Councils in Emergencies	Nil
<b>14</b>	E Walters Rd, Hensley Park Clean Up	Nil
<b>15</b>	Arrangement for the Coordination of Relief for Single Incidents	Nil
<b>16</b>	Next Meeting	Nil

The Assembly concluded at 12.47pm



# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Industry Visits
<b>Date:</b>	11 July 2018
<b>Location:</b>	Cavendish
<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 Michael McCarthy, Director Shire Futures Peter Johnson, Business Development Officer

The Assembly commenced at 10:00am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Bridge Café	Nil
<b>2</b>	Men's Shed and Recreation Reserve Amenities	Nil
<b>3</b>	Bunyip Hotel	Nil
<b>4</b>	Cavendish Streetscape	Nil

The Assembly concluded at 12:00pm

## ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Briefing Session
<b>Date:</b>	11 July 2018
<b>Location:</b>	Cavendish Soldiers Memorial Hall, Cavendish
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Cathy Armstrong Cr Albert Calvano Cr Greg McAdam Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Michael Tudball, Chief Executive Officer David Moloney, Director Shire Infrastructure Michael McCarthy, Director Shire Futures

The Assembly commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Taxi Rank in Gray St	Nil
2	Dunkeld Loop Walk	Nil
3	Rural Road Numbering	Nil
4	Capital Works Report - EoFY	Nil
5	Population and Employment Strategies	Nil

The Assembly concluded at 5:00pm

## ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Cavendish Community Engagement Session
<b>Date:</b>	1 August 2018
<b>Location:</b>	Cavendish Memorial Hall
<b>Councillors in Attendance:</b>	Cr Mary-Ann Brown, Mayor Cr Chris Sharples, Deputy Mayor Cr Katrina Rainsford Cr Greg McAdam Cr Cathy Armstrong Cr Albert Calvano
<b>Council Staff in Attendance:</b>	Michael Tudball, CEO Michael McCarthy, Director Shire Futures David Moloney, Director Shire Infrastructure Darren Barber, Manager Organisational Development Melanie Russell, Community Engagement Coordinator Jane Coshutt, Community Engagement Coordinator

The Assembly commenced at 6.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Town Entrance Signage	None declared.
<b>2</b>	Truck Parking Area – south of Bridge cafe	None declared.
<b>3</b>	Public Toilet Effluent Field	None declared.
<b>4</b>	Flood Recovery	None declared.
<b>5</b>	Cavendish Structure Plan	None declared.
<b>6</b>	Cavendish Red Gum Festival	None declared.
<b>7</b>	Cavendish Men’s Shed	None declared.

The Assembly concluded at 8.30pm

# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Briefing Session
<b>Date:</b>	25 July 2018
<b>Location:</b>	Martin J Hynes Auditorium
<b>Councillors in Attendance:</b>	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
<b>Council Staff in Attendance:</b>	Evelyn Arnold Acting Chief Executive Officer David Moloney, Director Shire Infrastructure Michael McCarthy, Director Shire Futures Lachy Patterson, Acting Director Community and Corporate Services Hugh Koch, Manager Tourism and Economic Development Jason Cay, Finance Coordinator Susannah Milne, Manager Community and Leisure Services Melanie Starr, Manager Recreation Rhassel Mhasho, Manager Planning and Regulatory Services

The Assembly commenced at 1:00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Gallery Briefing	Nil
2	Council Support for the Hamilton Regional Business Association	Nil
3	Interplan Reporting 17/18	Nil

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<b>4</b>	Reprioritised Projects from Budget Submissions	Nil
<b>5</b>	Procurement Policy	Nil
<b>6</b>	Pedrina Park Report	Nil
<b>7</b>	Recreation and Leisure Strategy	Nil
<b>8</b>	Lakes Edge – Sale of Surplus Land	Nil
<b>9</b>	Roadside Management Plan Review	Nil
<b>10</b>	Heritage Strategy	Nil

The Assembly concluded at 5:00pm

## 10 Management Reports

### 10.1 Annual Plan Quarterly Report

**Directorate:** Michael Tudball, Chief Executive Officer  
**Author:** Megan Kruger, Governance Coordinator  
**Attachments:** 1. Action and Task Progress Report

#### Executive Summary

The Action and Task Progress Report for the period 1 July 2017 to 30 June 2018 has been prepared to provide information regarding the performance of the organisation against the Annual Plan.

#### Discussion

The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives and to demonstrate to the community the key projects to be delivered that year. The Annual Plan sets out the specific actions and includes a detailed list of Council's activities and initiatives for the upcoming financial year. These initiatives are projects that are undertaken over and above normal service delivery and are intended to attain important outcomes for Council and the community.

Reports on the progress of the Annual Plan are reported to Council quarterly. This allows Council to receive timely, relevant and measurable information about how the organisation is performing. This in turn allows Council an opportunity to raise concerns about performance in a timely manner. The Annual Plan reporting will also help formulate the Annual Report and support the reporting against the Council Plan each year.

This is the final report on the Annual Plan for the 2017/2018 financial year. There are 110 actions in the Annual Plan. Of these 110 actions:

- 73 of the 110 actions (66%) have been completed;
- 8 actions (7%) are on track - at least 90% of the target achieved;
- 20 actions (18%) require monitoring –between 70% and 90% of the target achieved;
- 9 actions (8%) are off track – less than 70% of target achieved; and
- 0 actions (0%) have no target set

	Complete	On Track	Require Monitoring	Off Track	Total Actions
30 September 2017	9% (7)	77% (63)	2% (2)	12% (12)	82
31 December 2017	24% (23)	60% (58)	2% (2)	14% (14)	97
31 March 2018	30% (33)	49% (53)	10% (11)	11% (12)	109
30 June 2018	66% (73)	7% (8)	18% (20)	8% (9)	110

Although not all Actions in the Annual Plan have been completed excellent process has been made throughout the year.

The Actions that are not yet completed will be carried forward into the 2017/2018 Annual Plan for completion. Many of these Actions were unable to be completed due to changes in staffing levels, changes in funding levels and changes in work plan priorities throughout the year.

Details about the specific performance of the Annual Plan actions is detailed in the attached Action and Task Progress Report.

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

Council is required to adopt a Council Plan in accordance with section 125 of the Local Government Act 1989. This Plan is supported by the development of an Annual Plan which details the actions that will be undertaken to achieve the strategic objectives in the Council Plan.

Reporting on the Annual Plan is to be presented to Council quarterly so that Council can regularly monitor the performance of the organisation.

### **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 Action and Task Progress Report for 1 July 2017 to 30 June 2018 be received.

## 10.2 Council support for the Hamilton Regional Business Association

**Directorate:** Michael McCarthy, Director Shire Futures  
**Author:** Hugh Koch, Manager Economic Development and Tourism  
**Attachments:** None

### Executive Summary

This report discusses the Hamilton Regional Business Association's (HRBA's) new strategic direction with consideration of financial support from Southern Grampians Shire Council. It is recommended that a three year Memorandum of Understanding is established between the two organisations with clearly defined roles, functions and key performance indicators to support HRBA's activities. It is further recommended that an annual allocation of \$15,000 is made to support the identified activities of HRBA for the term of the MoU (three years).

### Discussion

The Hamilton Regional Business Association (HRBA) briefed Council in late 2017 with an update on their past successes and presented a new four-year strategic plan for the organization. It highlighted a new direction that focused on an expanded role, financial sustainability, improving their lobbying and advocacy and support for new and existing businesses in the Hamilton region.

The Economic Development and Tourism Unit has been working in partnership with HRBA over the last 10 years to improve the sustainability of the organization with agreements to deliver "Buy local" campaigns through 12 Days of Christmas and Easter. The success of this arrangement has encouraged HRBA to increase its capacity and further grow its role. To assist this growth and realise its vision, HRBA wishes to seek a financial contribution from Southern Grampians Shire with a formal Memorandum of Understanding over three years. A formal agreement would define the roles and responsibilities of each organisation and provide funding to support a higher level of administration and coordination for HRBA that would assist in achieving its objectives.

The HRBA was established in 2004. HRBA is a not for profit organisation managed by a committee of volunteers from the Southern Grampians Shire Business Community. HRBA aspires to be the voice for local businesses representing a majority of businesses and organisations in the region. It currently has approx. 90 members.

HRBA has undertaken the development of a strategic plan following the executive elections in 2017. The plan has enumerated the strategic themes which they see as fulfilling their mission and have developed some objectives and actions to achieve that.

The strategic themes they have identified are;

- Increase the presence of HRBA in the Southern Grampians Shire making it the first point of contact, being the voice of local business.
- Lobby on the key issues affecting business in the Southern Grampians Shire
- Provide Training and Mentoring to HRBA Members and Member Organizations
- Provide regular networking opportunities to HRBA members within and outside of the Southern Grampians Shire
- Create financial sustainability for the HRBA organization
- Develop and implement initiatives to expand, retain and add value to HRBA's members
- Have a strong group of subcommittees that focus on the key elements, issues and areas concerning business in the Southern Grampians Shire
- Support New and Existing Business in the Southern Grampians Shire



To achieve these objectives there is an identified need for administrative support to service the organisation. All executive members act in a voluntary capacity and history within both HRBA and other business associations indicates that the management of fatigue is a defining factor in the success or failure of such associations.

Their strategic plan is centred on the executive providing the strategic input as well as a personal commitment of time but the day to day administrative tasks need to be handled through a paid position.

Their current membership is solid but in terms of overall numbers it is difficult to service the current members, much less be in a position to make a concentrated effort to grow the organisation.

Online research and interviews with other Councils were conducted to establish a benchmark of support.

Council	Business Association	Level of Support
Horsham Rural City	Business Horsham	\$15,000 annually for admin
Swan Hill Rural City	Swan Hill Inc	Established with a contribution from council but evolved with a special use charge in 2002.
Glenelg Shire	Committee for Portland	Executive Membership annual contribution
Warrnambool	Several	Project based
Wattle Range Council SA	Millicent, Penola and others	Project based
Mount Gambier SA	Mount Gambier Chamber of Commerce	Initially provided start up funding in 1990's but project based support now
Naracoorte Lucindale Council SA	Naracoorte Business Assoc.	Annual contribution recently replaced with project based
Ararat Rural Council	Ararat Regional Business Association	Initially provided start up funding in 2003 but project based support now
Hepburn Council	Numerous	In kind strategic support and projects
Ballarat City Council	Commerce Ballarat	Initial supported with funding from Council but evolved with an Economic Development Levy now in place.

This Table: indicates the level/how other Council's supported their business associations Whilst several Councils directly fund associations, most offer support in some form. The Councils noted that the most important functions of their associations were:

- a “collective voice”,
- constructive advice and third party endorsement of council’s activities,
- mentoring group for new businesses,
- business & industry advocacy for new investments
- key drivers of industry and business events.

It was also noted that Business Associations can have peaks and troughs depending on personalities, strategic alignment and the issue at hand.

Overall each Council had different funding approaches to support their business associations. Each council identified a need to support an association’s clarity around their roles and functions to help establish the value they provide, so that they may better build the local business communities. Building the local association’s administrative capacity helps them grow their member base and make them more effective throughout the shire in which they operate.

Under the new strategic plan HRBA will plan to deliver the above functions to the local community. There is enthusiasm from the committee for the task and with appropriate support they will make a very valuable contribution to the economy of the Southern Grampians Shire.

### **Financial and Resource Implications**

There has been an allocation made in the 2018/2019 budget to support this initiative so no new allocation is required.

Within the MOU there will be a clause outlining procedures for either party to withdraw so there is no legal obligation beyond the current 12 month period. However it is proposed to continue the funding over a three year period which will have an implication for the following two financial year budgets.

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

#### **Economic Development Strategy**

##### **Core principle 4**

##### **Facilitate the business community**

Council’s role should be one of facilitation and capacity building in the business community. Council should be an important resource to support all local businesses and prospective investors. This requires ongoing and regular interaction with enterprises and, where relevant, **governance structures that leverage from the business sector’s skills**. It also means redirecting Council’s current efforts to include facilitation as a core principle.

- 7.3 Working with HRBA to collaborate in a broader range of existing and new programs; and
- 7.4 Support HRBA to expand its capacity to meet different objectives, including: an ideas generation group or local think tank and industry sector sub-groups.

#### **Rationale**

- 7.3 Additionally, some tactical promotional efforts should be handed over to a more **fully resourced HRBA** to allow Council to take on a more strategic facilitation role.
- 7.4 HRBA has a role to play in the formation and running of this forum as well as in efforts to tailor support to different industry sectors.

## **Retail Strategy 2011-2021**

### 9.1 Objective

Council will support existing traders and their organisations to improve retail industry performance and the viability of activity centres.

7.1 Consider **the provision of funds** towards the development of traders' organisations in Hamilton and the neighbourhood activity Centres

7.3 Consider the provision of funds to traders' organisations to help provide trader training (including hospitality, customer service, window displays and internet trading)

Improved provision and take-up of trader training opportunities

7.4 Provide funds towards promotional activities in individual centres, targeting those key markets identified in business planning

## **Risk Management**

The risk to HRBA is that without sufficient funding to resource their organisation, volunteer fatigue will set in and they will cease to be an active association. Council's Economic Strategy identified a strong Business Association as a strength and should be encouraged and assisted.

In assisting HRBA with funding Council's reputation will be protected through a Memorandum of Understanding which will clearly define the roles and responsibilities and have key performance indicators to ensure public benefit is met. These will need to be negotiated between Council and HRBA but an indicative set of terms similar to the following will be pursued:

## **Roles and Responsibilities**

Hamilton Regional Business Association's (HRBA) Responsibility and Autonomy

- HRBA will commit to supporting Council in their advocacy efforts. The exact nature of the support will be determined between the partners in accordance with circumstances of each case. It is anticipated this will involve participating in presentations, forums and other public meetings to advance the objectives.
- HRBA will commit to providing Council with a single point for seeking input from the business community.
- Report to Council annually.

Council and HRBA joint responsibilities

- To jointly undertake various business promotions. Whilst the promotions will be determined from time to time it will include at least two retail promotions per year. HRBA will be responsible for the delivery of these promotions with Council supporting with project funding.
- To undertake four joint training/development workshops per year.
- To jointly develop a program to assist in the attraction and retention of young professionals.
- To jointly develop a program to welcome and mentor new business start-ups.

Southern Grampians Shire Council responsibilities

- Southern Grampians will provide funding to HRBA to support the growth of the organisation. The amount of support to be negotiated on a three year basis.
- Southern Grampians Shire will liaise with HRBA in the development of ongoing actions to promote the growth and development of the business community. This will include quarterly meetings between the Manager Economic Development and Tourism and the Business Development Officer with the nominated representatives from HRBA.

**Success Measures**

The indicative measures of success could include:

- Increase in memberships
- Increase in memberships outside of Hamilton
- Attendees at workshops
- Delivery of at least 2 Retail promotions
- Delivery of at least 4 training/development opportunities
- Establishment and successful management of sub committees to support the objectives of the association
- Number of networking opportunities

With the safeguards to be built into the MoU both parties can terminate the agreement if it proves unsatisfactory. This will limit Council's liability to a single year payment at any time.

**Environmental and Sustainability Considerations**

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

**Community Consultation and Communication**

HRBA presented to a Council briefing session on 13 December 2017. This detailed their new strategic plan and direction, presented what their main targets of action will be and what outcomes they are hoping to achieve. The timeline for the implementation of their strategy is to deliver the outcomes over the next three years.

The next steps for Council and HRBA are to establish a Memorandum of Understanding incorporating the features previously mentioned. The signing of the memorandum would be a public event with appropriate media involved and would be the final step in the process.

**Disclosure of Interests**

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

**RECOMMENDATION**

That:

1. Southern Grampians Shire Council establish a three-year Memorandum of Understanding with the Hamilton Regional Business Association with clearly defined roles, functions and key performance indicators.
2. An annual allocation of \$15,000 is made to support the identified activities of HRBA for the term of the MoU (three years).

## 10.3 Draft Heritage Strategy Consultation

**Directorate:** Michael McCarthy, Director Shire Futures  
**Author:** Rhassel Mhasho – Manager Planning and Regulatory Services  
**Attachments:** 2. Southern Grampians Heritage Strategy

### Executive Summary

A draft Heritage Strategy has been prepared to assist Council to meet its heritage obligations under the Planning and Environment Act, Planning Scheme, Heritage Act and Aboriginal Heritage Act. Refer to Attachment 1 for Southern Grampian Draft Heritage Strategy June 2018.

The Heritage Strategy will inform Council's decision making in response to its legislated responsibilities and provide a framework to support owners, managers and custodians of heritage places. It identifies Council's achievements to date, current challenges and opportunities in relation to heritage matters. It also includes a whole-of-Council work plan that sets out a list of actions to increase knowledge, foster partnerships and support improved heritage systems and work practices.

This report is for Council to endorse the draft Southern Grampians Shire Heritage Strategy for community engagement and consultation.

### Discussion

Victorian municipal councils are encouraged to prepare a Heritage Strategy to guide the ongoing identification, protection, management and promotion of heritage within their municipality.

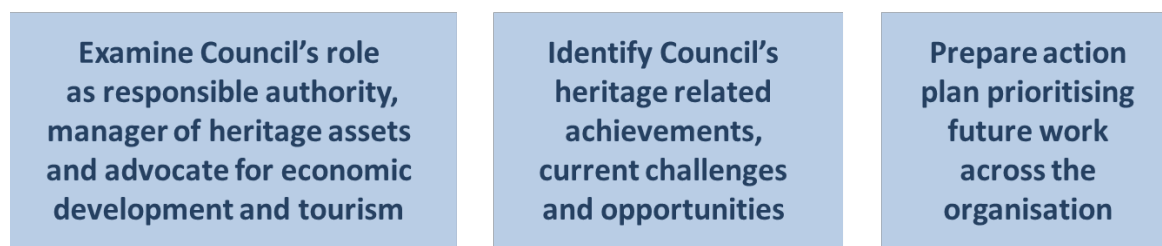
The preparation of a Heritage Strategy for Southern Grampians Shire has been identified as a key objective in the draft Planning Scheme Review (2018). The Southern Grampians Shire Council Plan 2017 – 2021 recognises the significance of the Shire's heritage and includes actions to support its ongoing conservation and promotion.

Southern Grampians Shire is responsible for protecting and managing the municipality's heritage through the implementation of local heritage policy and controls via the planning scheme and asset management systems. Council also provides advice and resources for owners, managers and custodians of significant heritage places, collections, trees and landscapes.

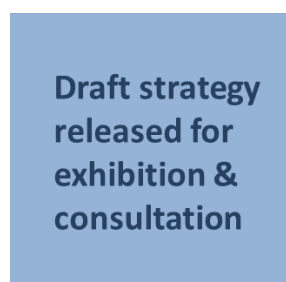
A Heritage Strategy has been prepared to assist Council to meet its legislated responsibilities, inform decision making on heritage matters and further support and celebrate its significant heritage places.

Preparation of the strategy involves four stages, as follows:

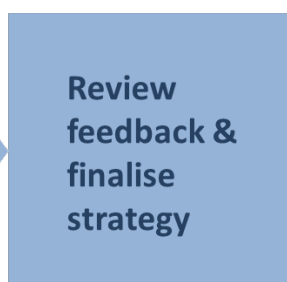
**STAGE 1: STRATEGY DEVELOPMENT**



**STAGE 2:**



**STAGE 3:**



**STAGE 4:**



The Heritage Strategy has identified Council's heritage achievements to date, current challenges and future opportunities. It includes a whole-of-Council work plan to guide resource allocation, improve heritage systems and work practices, increase knowledge and foster partnerships.

The strategy sets out twenty-one (21) actions under the following focus areas:

- Update, review and make available heritage material
- Regional Council Partnerships
- Traditional Ownership Partnerships
- Care of Council Assets
- Community Partnerships
- Promotion of Heritage
- Support for heritage conservation

The strategy has been prepared in accordance with Heritage Victoria's 'Municipal Heritage Strategies: A guide for Councils toolkit' (2012).

**Financial and Resource Implications**

Resource requirements associated with the Heritage Strategy can be met within Council's 2018/2019 Annual Budget.

The resourcing of actions outlined in the strategy will involve expenditure by Council over the next four years and will be budgeted accordingly.

**Legislation, Council Plan and Policy Impacts**

- Planning and Environment Act 1987
- Heritage Act 1995
- Heritage Act 2017
- Aboriginal Heritage Act 2006

Aboriginal Heritage Amendment Act 2016  
Aboriginal Heritage Regulations 2018  
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**

This report is to seek council resolution to endorse the draft Heritage Strategy and commence consultation.

Consultation on the strategy is an opportunity to engage the community about heritage and assess Council's performance in managing its assets and supporting owners and custodians of heritage places.

Feedback from the community, key stakeholders, government agencies and Council staff will be sought and incorporated, as appropriate, into the final strategy.

It is proposed that the strategy be publicly exhibited for a period 28 days. A variety of methods will be used to notify the community about the strategy and obtain feedback, including:

- Individual letters to identified key stakeholders;
- Public notices published in The Hamilton Spectator;
- Online survey and feedback form available on Council's website
- Digital copies of the strategy will available for download on Council website and hard copies will be available for inspection at Southern Grampians Shire Council offices and Hamilton Regional Library.

### **Disclosure of Interests**

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

## **RECOMMENDATION**

That Council:

1. Endorses the draft Southern Grampians Shire Heritage Strategy (June 2018) at Attachment 1 to this report, for the purpose of community consultation.
2. Places the draft strategy on exhibition for 28 days.
3. Receives a further report following feedback from the community.

## 10.4 Rural Property Identification

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

### Executive Summary

At the September 2017 Ordinary Meeting, Council resolved for Officers to investigate Rural Property Identification scheme like the one implemented in West Wimmera Shire, including options for grants that Council could apply for to implement this program.

At the February 2018 Ordinary Meeting a report was presented and Council resolved for Council Officers to prepare a business case for a 3 year roll out for the rural property identification.

This report details the business case for the roll out of the project.

### Discussion

At the September 2017 Ordinary Meeting, Council resolved for Officers to investigate Rural Property Identification scheme like the one implemented in West Wimmera Shire, including options for grants that Council could apply for to implement this program.

In October 2017, the Director of Shire Infrastructure met with West Wimmera Shire Officers to discuss their program and the funding options that West Wimmera considered to implement their program and options that they considered.

In February 2018 a report was present to Council on the options available and potential funding sources. Council resolved for Council Officers to prepare a business case for a 3 year roll out for the rural property identification.

### Estimated Cost of the Rural Property Identification

Council currently has approximately 3000 rural residences in the Shire. Council Officers have undertaken a high level concept estimate and have estimated the cost to deliver the Rural Property Identification project at \$135,000. A quote was obtained to indicate the cost of the supply of the signs and the post for mounting and estimates of Council labour and plant required to install.

Based on the quotes provides it is estimated that each sign would cost between \$30 to supply and \$15 was estimated to be the installation cost. This would mean a total estimated cost of \$45/sign and with an estimated 3000 properties to be serviced, a total budget of \$135,000 would be required to deliver this project.

### Legislation, Council Plan and Policy Impacts

Under the Local Government Act 1989, Schedule 10 Section 5:

1. A Council may:
  - (a) approve, assign or change the name of a road; and
  - (b) erect signs on a road; and
  - (c) approve, assign and change the number of a road and any premises next to a



- road; and
- (d) require people to number their premises and to renew those numbers.

AS/NZS 4819: Rural and Urban Addressing (2011) also provides guidance on Rural addressing. Under the AS/NZS 4819, Council must ensure the following outcomes for each new or changed rural address:

- Compliance with AS/NZS 4819: Rural and Urban Addressing
- The location of primary access point to the property is determined and referenced with respect to Vic Maps Property i.e. associated spatial component – on which the address is based.
- Property Owner or resident is advised of new official property address.
- The address assigned is adopted into Councils' property system as the definitive property address.
- The rural road number assigned to each rural property is clearly displayed by the property owner or resident at the primary access point to the property.

Implementation of a rural property identification program would be consistent with these guidelines.

### **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 Rural Property Identification report be received by Southern Grampians Shire Council.

## 10.5 Sale of Land – Lakes Edge, Hamilton.

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Tendai S. Mhasho, Property Officer  
**Attachments:** None

### Executive Summary

At its Ordinary Meeting on 14 February Council resolved to take full responsibility of the land relevant to the Lakes Edge project. Council is required to maintain these lots including mowing and upkeep until these lots are sold.

As of Friday 11 May 2018 Development Victoria (DV) formerly VicUrban and the Southern Grampians Shire Council have terminated the Development Agreement relevant to the Lakes Edge Project, otherwise known as the land off Rippon Road, Hamilton.

According to Council's Asset Disposal Policy the sale of buildings and assets greater than \$150,000.00 must be approved by Council resolution. This development has eight (8) lots remaining relevant to the Lakes Edge development. In order to sell these lots Council is legislatively required to give notice of its intention to sell in accordance with Section 189 of the Local Government Act 1989 (the Act).

The recommendations are that:

- Council gives public notice of Council's intention to sell the remaining eight (8) lots relevant to the Lakes Edge project under section 189(a) of the Local Government Act 1989 and invites public submissions for 28 days on the proposed sale of land under Section 223 of the Local Government Act 1989;
- Council obtains a valuation, from a registered valuer, of the lots for sale in accordance with section 189(b) of the Local Government Act 1989; and
- A further report is be presented to Council at the end of the public submission period.

### Discussion

In February 2006 Council partnered with VicUrban to develop Council owned land into residential blocks. VicUrban was to provide the expertise and experience in facilitating the subdivision and land development including selling the lots for residential purposes. Council paid the Project Management fee and all associated development costs to VicUrban. VicUrban entered into contracts with various local estate agents during this agreement for the sale of this land.

Stage 1 and 1A of the development resulted in 30 lots ranging from approximately 500m<sup>2</sup> to 850m<sup>2</sup> with each block valued at approximately \$70,000.00. At the termination of the Development Agreement on 11 May 2018, twenty-two (22) out of thirty (30) lots have been sold while eight (8) lots remain unsold.

Based on the last lot sold by Development Victoria in May 2018, it is estimated that each lot has an approximate value of \$80,000.00 giving the remaining eight (8) lots a combined estimated value of about \$640,000.00. In accordance with Council's Asset Disposal Policy the sale of buildings and assets greater than \$150,000.00 must be approved by Council resolution. This land is surplus to Council's needs, hence it is recommended for disposal.

In December 2005, the Minister for Local Government granted approval for Council to participate in the Rippon Road Residential Development joint venture with VicUrban and an exemption from Section 189 of the Local Government Act 1989 which requires Councils to

give notice on any proposal to sell land and receive submissions on the proposed sale under repealed Section 193(9) (d) of the Act. As the Deed of Agreement with VicUrban (Development Victoria) no longer exists, the Ministerial Exemption under Section 193 of the Act no longer applies.

Therefore, the process to complete the sale of this land is as follows:

- Council to give public notice of Council's intention to sell the remaining eight (8) lots relevant to the Lakes Edge project under Section 189(a) of the Local Government Act 1989 and invite public submissions on the proposed sale of land under Section 223 of the Local Government Act 1989;
- Council to obtain a valuation from a registered valuer of the lots for sale in accordance with Section 189(b) of the Local Government Act 1989; and
- A further report to be presented to Council at the end of the public submission period.

Lakes Edge Site Plan



### Financial and Resource Implications

Council now has full responsibility for the remaining land until sold. Council will be required to maintain these lots through regular mowing and upkeep of the lots. Council will bear all the costs associated with the sales.

Council will also receive a financial benefit from the proceeds of the sales of the remaining eight (8) lots, which is expected to be in the vicinity of \$640,000.

### Legislation, Council Plan and Policy Impacts

Section 189 of the Local Government Act 1989 related to the restriction on Council's power to sell land.

Council Policy relating to this report is the Asset Disposal Policy.

### **Risk Management**

The risk to Council is that if these lots remain unsold long term regular maintenance and upkeep will need to be undertaken.

### **Environmental and Sustainability Considerations**

Council will have to maintain the remaining eight (8) lots by mowing them regularly so that there is no fire hazard for the neighbouring properties.

### **Community Consultation and Communication**

Under Section 189 and section 223 of the Local Government Act 1989, Council will give public notice of its intention to sell the remaining eight (8) lots relevant to the Lakes Edge project for a minimum of 28 days by a Notice published in the Hamilton Spectator and on Council's website.

### **Disclosure of Interests**

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

## **RECOMMENDATION**

That:

1. Council gives public notice of Council's intention to sell the following remaining eight (8) lots (Lot 5; Lot 6; Lot 9; Lot 10; Lot 11; Lot 12; Lot 21; Lot 22) relevant to the Lakes Edge project under section 189(a) of the Local Government Act 1989 and invites public submissions for 28 days on the proposed sale of land in accordance with section 223 of the Local Government Act 1989;
2. Council obtains a valuation from a registered valuer for the lots in accordance with Section 189(b) of the Local government Act 1989; and
3. A further report to be presented to Council at the end of the public submission period.

## 10.6 Review of 2017-2018 Capital Program

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

### Executive Summary

The capital program forms a significant proportion of Council's budget. In 2017-2018, \$20.55M was allocated to capital works projects across the Shire. The assessment of the capital program delivery is determined by two measures:

- Delivery on time of the program
- Delivery to cost/budget

This report looks at how the Southern Grampians Shire Council has delivered the 2017-2018 Capital works program.

Southern Grampians Shire Council has delivered 87% of the capital program including 43 projects which were started but not financially completed for the financial year and 31 projects deferred.

It is recommended that the review of the 2017-2018 Capital Program is received by Southern Grampians Shire Council.

### Discussion

The capital program forms a significant proportion of Council's budget. In 2017-2018, \$20.55M was allocated to capital works projects across the Shire. The works included:

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

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

The review of the program is important to ensure the projects are delivered on time and budget. This report looks at the 2017-2018 performance of Council in the delivery of the Capital program.

There are two main criteria to be used in assessing the delivery of the capital program. These are:

- Delivery on time
- Delivery to cost/budget



Time is measured by the number of projects delivered over the 2017-2018 financial year while the costs are assessed by the project budget against the actual cost.

**Time**

The 2017-2018 Budget listed 318 projects up 64 projects from in the previous financial year (254), to be delivered across the range of areas listed above. These projects range from \$1,000 to \$2.5M. For the purpose of the assessment any project that was deferred or not financially or physically completed (whether started or not) by the end of the financial year was deemed to have been not completed.

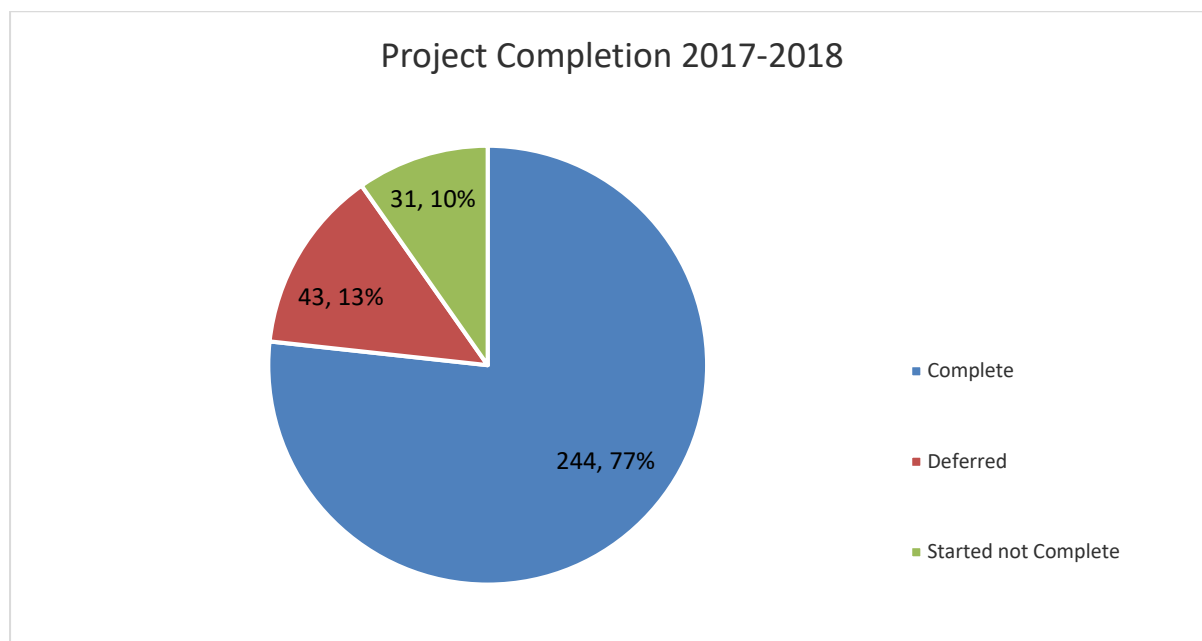


Figure 1 Project Completion Chart 2017-2018

Figure 1 Project Completion Chart indicates that Council has delivered 77% of projects on time which is up from 2016-2017 which Council delivered 64%. In terms of number of projects, Council delivered 163 projects in 2016-2017 compared to 244 in 2017-2018.

A further 10% have been started and 16% of projects have been deferred with 10% not started. While the floods did not have a big impact on the Capital programme with just 1% of projects deferred due to flood damage, Council delivered 4% of the Capital program which did have flood damage but approval was given to rectify the damage while undertaking the Capital Works.

There is a variety of reasons why projects have not been delivered. Of these projects the main reasons for non-delivery were:

- Projects started but not completed by the end of the financial year (10%)
- Project deferred to be completed next financial year or matching grants not being obtained, permits not issued or other project specific issues (13%)

If the 31 projects started in the financial year had been completed then 87% of the projects budgeted for in the 2017-2018 financial year would have been delivered.

Over the 2017-2018 Financial Year, the delivery of the projects were tracked to ensure early intervention should projects be forecast to be started and finished but were not tracking to plan.

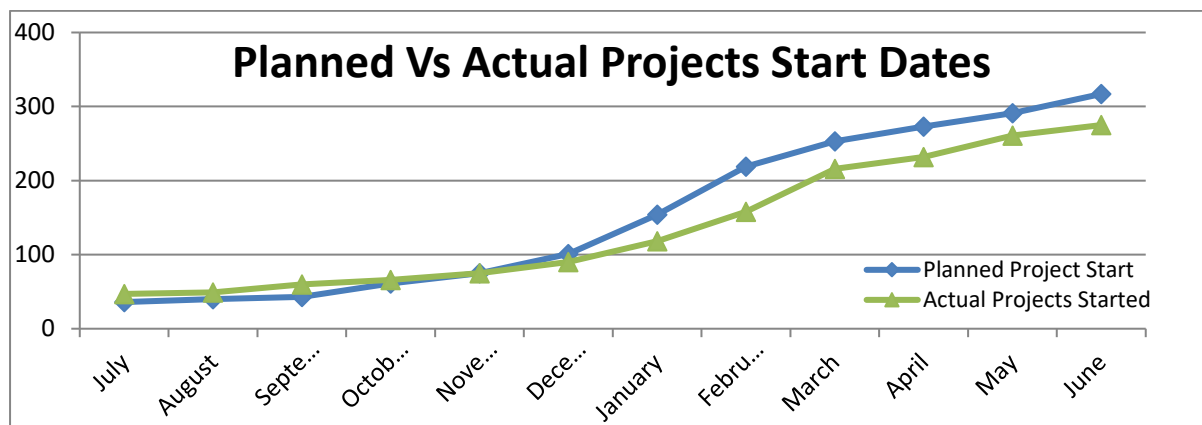


Figure 2 Planned vs Actual Project Start dates

As can be seen in Figure 2, the starting of projects started the year above the planned start dates but dropped below the plan in the middle of the year with projects being started picking up in March. The difference between the planned and actual start dates was the deferred projects.

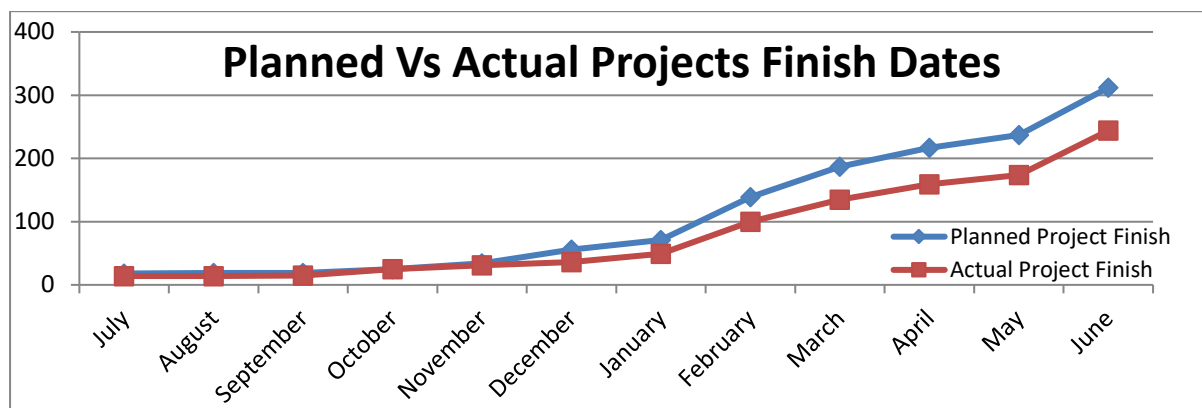


Figure 3 Planned vs Actual Finish Dates

Figure 3 Planned vs Actual Finish Dates, shows that again the projects completed were on target in the early part of the year and dropped off around December and mirrored the plan but with a variance. This was because some projects planned were deferred and this adds to the gap between planned and actual. The difference between the planned and actual at the end of the year was the deferred projects plus the projects started but not financially complete.

FY	Completed Projects		Completed and Started Projects	
	Number of Projects	% of Projects	Number of Projects	% of Projects
2015-2016	88	79%		
2016-2017	163	64%	223	88%
2017-2018	244	77%	275	87%

Table 1 Comparison of Previous Years Delivery

Table 1 Comparison of Previous Years Delivery, shows that the number of projects being delivered has risen over the last two years, with similar delivery results being achieved. Note that 2016-2107 year was impacted by the flood and storm events in September 2016.

**Budget**

The 2017-2018 Budget allocated \$20.55M to the 318 projects to be delivered. For the purpose of this assessment any project’s actual cost that was either on or under the budget allocation was deemed to be delivered on budget. Any project that was greater than the allocated budget was deemed to be over budget.

The total capital expenditure for the 2017-2018 Financial year was \$10.33 M.

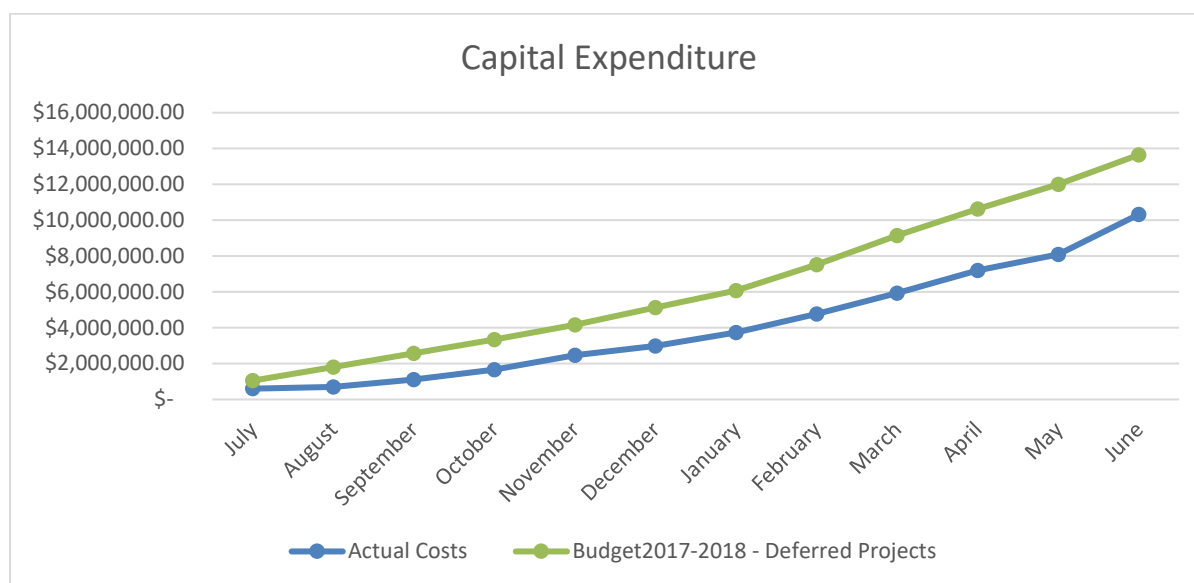


Figure 4 Capital Expenditure 2017-2018

Figure 4 shows that the original budget less the deferred projects had a target budget for delivery is \$13.65M. Expenditure on the capital program was \$10.33M with another \$3.32M in projects started but not completed by the end of the financial year. This equates to 76% of the budget expended in completed projects, corresponding with the 77% completed projects.

	Actual Expenditure
FY	\$
2016-2017	\$9,027,542
2017-2018	\$10,325,007

Table 2 Comparison of Previous Years Expenditure

Table 2 Comparison of Previous Years Expenditure, shows that in the 2017-2018 Financial Year and additional \$1.299M in project expenditure was achieved across the Capital Program.

**Deferred Projects**

Over the past year several projects were deferred for various reasons including grant funding not obtained and additional project management resources required to deliver the



project. Reports on a monthly basis updating Council the progress the major projects has been provided.

At the end of the financial year, there were 43 deferred projects totalling \$6.85M. Of the 43 projects deferred, seven of these projects totalled \$6.27M.

These included:

- Cox St - \$2.5M
- Industrial land development - \$2.5M
- Dunkeld Loop Walk - \$0.32M
- Byaduk-Ardoon Rd Bridge - \$0.3M
- King St Intersection - \$0.2M
- Botanic Gardens Projects - \$0.25M
- Arts and Culture Precinct - \$0.2M

The remaining 36 projects make up the remainder of the \$580,000 in deferred projects at an average of \$16,111 per project. All the major deferred projects have been planned to be started or to be delivered in the 2018-2019 Financial year.

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

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

This report also relates to the:

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

### **Disclosure of Interests**

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

## **RECOMMENDATION**

The review of the 2017-2018 Capital Program is received by Southern Grampians Shire Council.

## 10.7 Gray Street Taxi Stand – Finalised Site

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** Aten Kumar, Manager Assets  
**Attachments:** None

### Executive Summary

At the October 2017 Ordinary Meeting Council resolved for officers to investigate Taxi Stand options in the Hamilton's CBD in Gray Street.

Previously Council Officers have investigated 4 options, all having disability access:

- Option 1 - Two Taxi Stands in front of Landmark Harcourts
- Option 2 - One Taxi Stand in front of GMBHA Health Insurance
- Option 3 - One Taxi Stand in front of Pharmacy/Commonwealth Bank
- Option 4 - One Taxi Stand in front of Subway

Consultation was undertaken with the following groups:

- Community Inclusion Advisory Committee,
- Taxis of Hamilton and,
- Hamilton Regional Business Association.

After the consultation was complete, Council resolved at its March 2018 Ordinary Meeting that Option 1 was its preferred site for the taxi stand and for Officers to undertake consultation with affect businesses at the preferred site.

Consultation with these businesses has been completed and minor changes to the design have been proposed to enable the taxi stands to be installed and take into account business concerns. This consists of the preferred site and wish to proceed with the amended option.

It is recommended that Council:

1. Approval to proceed with amended option B.
2. Allocate budget in this financial year for construction works

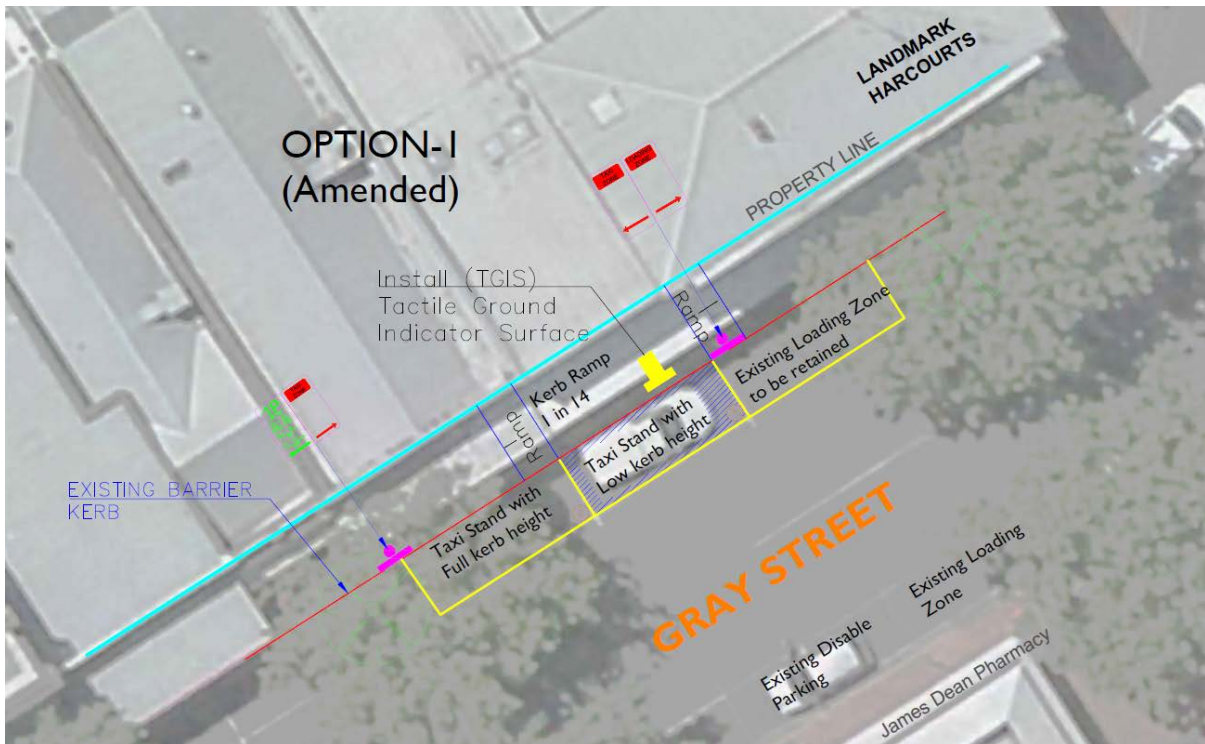
### Discussion

At the October 2017 Ordinary Meeting Council resolved for officers to investigate Taxi Stand options in the Hamilton's CBD in Gray Street.

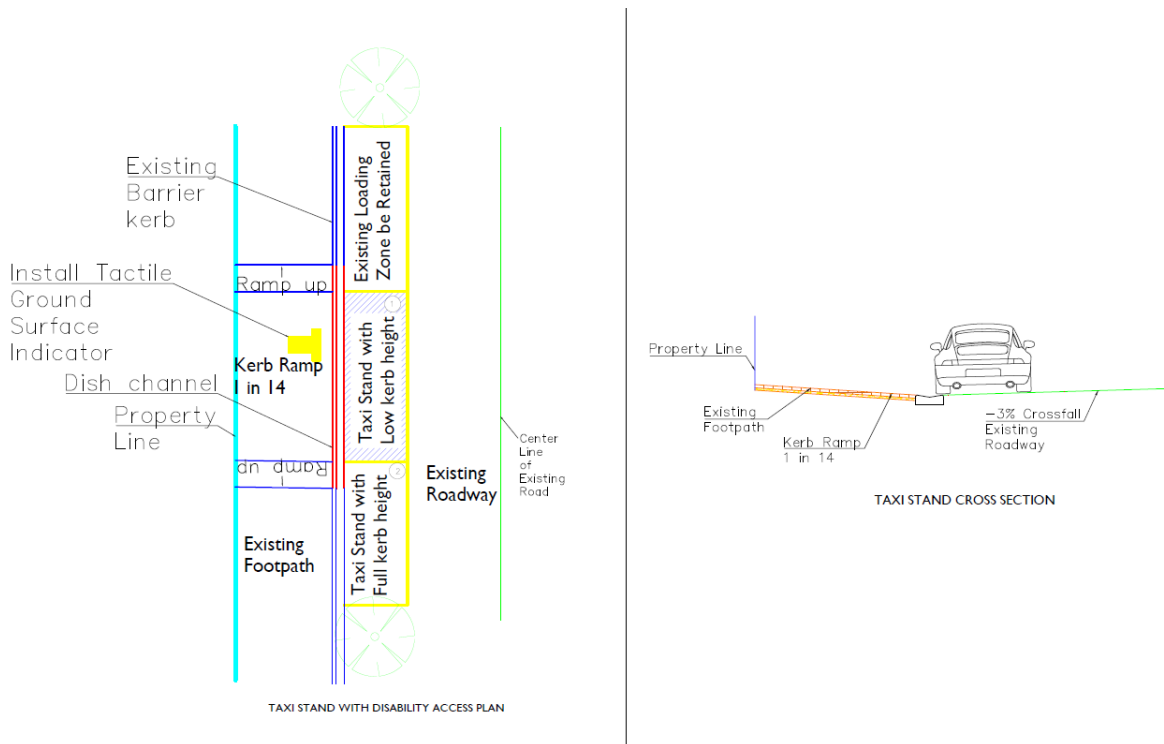
After considering the submissions, at the March 2018 Council meeting, Council resolved to that the preferred site was Option 1 – Darriwill Farm/Landmark Harcourt frontage in consultation with the business owners and report back to Council on the findings.

After consultation with the business owners, the preferred option of Council was discussed and some concerns raised by one business owner. The main concerns was the limiting nature of the design to allow for footpath trading. With modification to the design this could be accommodated but would not enable two disabled taxi stands to be installed instead only allowing for one disable taxi stand and one normal taxi stand. In order to enable this change, one of the taxi stands will require full kerb height and the other with traversable kerb to meet their future business needs and the installation of a disabled taxi stand. The other business owners had no objections with the amended proposal.

### Aerial Plan



### Plan & Cross Section



An amended plan and cross section are attached and with project to cost an estimated \$15,000.

There are several options available to Council. These include:

- A. Installation of a taxi stand out front of Harcourts in Gray St as per the original design ie 2 disabled taxi stands
- B. Installation of the amended taxi stand out front of Harcourts in Gray St ie 1 disabled and 1 normal taxi stand

It is recommended that Council install option B.

### **Financial and Resource Implications**

Engineer's estimate worked out to be \$15,000. A budget needs to be allocated in this financial year for construction works to proceed.

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

This project links directly to the Southern Grampians Shire Council Plan 2017-2021:

- 3.3.1 Invigorate and activate public places and spaces
- 3.2.3 Provide infrastructure that supports an active community
- 3.3.2 Develop the CBD of Hamilton and commercial precincts in all towns.
- 3.4.1 Ensure appropriate social infrastructure is provided to support all families and communities across the Shire.

The proposal will be designed to be compliant with all safety regulations.

### **Risk Management**

This project is designed to eliminate the risks to the community and visitors with disability and provide improved access to Gray street businesses.

The taxi Stands have been designed to the current standards.

### **Environmental and Sustainability Considerations**

Existing pavers, pavement materials will be reused.

### **Community Consultation and Communication**

Council Officers have consulted with the business owners and are supportive of the amended plan at the preferred site.

### **Disclosure of Interests**

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

**RECOMMENDATION**

That:

1. Approval be given to proceed with Option B – one disabled and one normal taxi stand out front of Harcourts in Gray St, Hamilton; and
2. Council allocate \$15,000 in the 2018-2019 budget for the construction of the taxi stands in Gray St, Hamilton.

## 10.8 Procurement Policy Review

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Jason Cay, Finance Coordinator  
**Attachments:** 3. Draft Procurement Policy June 2018

### Executive Summary

In accordance with section 186A(7) of the Local Government Act 1989 (“the Act”) Council must review its Procurement Policy at least once in each year. This review has been undertaken and an amended Procurement Policy prepared.

This report recommends that the amended Procurement Policy and Guidelines be approved by Council.

### Discussion

Under section 186A of the Act all Victorian Councils are required to have a Procurement Policy. This has been a requirement since 2008. The attached version has been prepared as a result of this review.

Council’s Procurement Policy is a public document which is published on Councils website. This allows potential tenderers to download the document and understand the procurement processes which Council must abide by. Updating the Procurement Policy annually ensures that any relevant changes in circumstances are identified and addressed and the public is up to date with Council’s processes.

The Act provides that the objectives of all Councils include:

- The promotion of social, economic and environmental viability and sustainability of the municipal district.
- The promotion of appropriate business and employment opportunities.
- Ensuring transparency and accountability in Council decision making.

The Act also provides that part of the role of a Council is to maintain the viability of the Council by ensuring that resources are managed in a responsible and accountable manner. The regular review and refinement of the Procurement Policy and the associated Guidelines provide a means of demonstrating Council’s fulfilment of its obligations to not only provide the best value for money for its community, but also that the processes applicable to the expenditure of funds are clear and transparent and treat all potential provider of goods and services with equity and fairness.

A review process involved consultation with the Executive Leadership Team (ELT), the Senior Leadership Team (SLT) and key purchasing staff members. In addition to this internal processes, the State Government’s Guidelines were referred to as a supporting document. The result of this review has been the recommendation of the following key changes

- Increase in minimum of 2 quote threshold from \$3,000 to \$5,000
- Increase in Preferred Supplier’s Contract purchases from \$8,000 to \$15,000
- Inclusion of a section on climate change adaptation
- Inclusion of guidance on cumulative spend over \$100,000

**Financial and Resource Implications**

There is no cost or income related to the review and amendment of the Procurement Policy, however the procurement policy itself determines how we carry out business in both the local and broader economy.

**Legislation, Council Plan and Policy Impacts**

In accordance with section 186A(7) of the Local Government Act 1989 ("the Act") Council must review its Procurement Policy at least once each year.

**Risk Management**

The Policy is essential to make sure that the responsibilities, processes, thresholds and compliance requirements in relation to the procurement of all goods, services and works comply with all Australian and Victorian legislation and are done ethically and transparently.

**Environmental and Sustainability Considerations**

In reviewing this policy and associated guidelines consideration is given to the local economy. Council's policy is to support a sustainable, strong local economy by encouraging an economic contribution to the region.

**Community Consultation and Communication**

The amended Procurement Policy will be uploaded to Council's website for public viewing.

**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 amended Procurement Policy be approved by Council.

## 10.9 Interim Financial Statements to 30 June 2018 – 17-18 Budget

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Jason Cay, Finance Coordinator  
**Attachments:** 4. Financial Statements

### Executive Summary

The Interim Financial Reports for the period 1 July 2017 to 30 June 2018 (copy attached) have been prepared to provide information regarding Council's current financial position. These reports were prepared in early July and are indicative only. Full Financial Statements utilising full accrual accounting will be presented to a later meeting of Council.

The report includes an Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Capital Work and Statement of Human Resources. A narrative has also been prepared to explain variances between 2017/18 Budget and actual performance.

### Discussion

The financial report includes an Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Capital Work and Statement of Human Resources. A detailed narrative has also been prepared to explain variances between 2017/18 Budget and actual performance.

#### Income Statement (Operating Statement)

Council is forecasting an operating surplus for the 2017/18 financial year. Actual Income and Expenditure YTD is a net surplus to May of \$5.389m compared to Council's budgeted result of a \$21.85m operating surplus.

#### Balance Sheet

The budgeted balance sheet is understated in net equity and Property, Plant & Equipment due to the impairment of infrastructure assets in the 2016/17 year after the 2017/18 Budget had been set. This is further understated due to the capital works for the current 2017/18 year not being posted to the balance sheet – this occurs after the end of the financial year period. All other balance sheet items are expected to be in-line to their original budgeted figures.

#### Statement of Cash flows

Cash balances are strong with \$24.4m of cash and investments held at the end of the month. This means all commitments can be met with cash, as and when required. Even with the carry forward of capital works and some unexpected expenses, Council is still forecasting a strong end of year cash position.

#### Statement of Capital Works

Council budgeted \$42.39m of capital works. This is a large increase on previous years to the amount of Capital works budgeted for Flood Recovery projects.

Actual expenditure of \$15.437m has occurred (36% of the budgeted amount).

#### Statement of Human Resources

The breakup between operating and capital salaries is variable for a large proportion of Council's workforce (Infrastructure Services in particular). Capital Expenditure is seasonal due to the majority of works occurring during the construction season. Overall spend was at 96% of the forecast at the end of the month.



## Legislation, Council Plan and Policy Impacts

### Council Plan

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

### Legislation

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

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

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

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

### Disclosure of Interests

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

## RECOMMENDATION

That the interim financial report for the period 1 July 2017 to 30 June 2018 be received.

## 10.10 Pedrina Park Hockey Pavilion

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Susannah Milne, Manager Community & Leisure Services  
**Attachments:** 5. Pedrina Park Hockey and multipurpose Pavilion Concept Plan

### Executive Summary

The purpose of this report is to seek Council's endorsement of the Pedrina Park Working Groups design and concept and the Southern Grampians Shire Council application to Sports and Recreation Victoria for the Pedrina Park Hockey and Multipurpose Pavilion under the 2018-2019 Community Sports Infrastructure Fund Minor Facilities and Female Friendly Facilities Fund streams.

### Discussion

#### Background

Through the 17-18 Council budget process Glenelg Regional Hockey Association (GRHA) made a submission to Council requesting commitment to assist in the development of a Clubhouse at Pedrina Park for the Hockey members and families.

'GRHA requests that SGSC commit an amount of \$100 000 in the 2017/18 budget to be put toward this facility in the 2018/19 financial year. With full costings being developed throughout the 17/18 financial year, this will give GRHA confidence that the development will proceed in the 2018/19 financial year. In addition, this will allow SGSC to have a large percentage of required funds already allocated prior to the 18/19 financial year. GRHA would be hoping to move to construction phase in spring/summer of 2018/19.'

Officers provided comments in relation to the budget submission and advised that there was an allocation of funds to complete a Leisure and Recreation Strategy, which would review current facilities and consult with all user groups to quantify current and future demand. The strategy would include a review of Pedrina Park Master plan and the Hockey Associations request would be considered as a part of this process. It was also noted that the requested funds were not to be spent till 2018/19, it was recommended that Council make a commitment that Officers provided an options analysis including funding options to be included within the Strategy which was to be presented to Council in the 2017/18 year in relation to Pedrina Park sports precinct.

In response to the budget submission by GRHA, Council resolved to 're-prioritise the Rockbank Road Bridge and the Gallery/Library Forecourt Renewal (budgeted at \$300,000 combined) to a later financial year to enable the inclusion of funding for Pedrina Park Hockey Club Rooms \$100,000, Balmoral Community Centre Complex \$100,000, Ansett Museum support and development planning \$50,000 and Emerging Priorities Fund increase \$50,000, subject to these projects meeting normal budgetary process such as funding submissions and business cases.'

#### Report

At the Ordinary Council Meeting on 22 November 2017, in response to Notice of Motion #7/17 Council resolved 'That Southern Grampians Shire Council immediately establish a Pedrina Park Hockey Pavilion Working Group including a Southern Grampians Shire Councillor, a Glenelg Regional Hockey Association representative, invitation extended to Hamilton Soccer Club representative and Southern Grampians Shire Council officer (s) to

develop plans and implement the 2017/18 budget commitment of \$100,000 for a Pedrina Park Hockey Pavilion.

Council further resolved that Councillor Dunkley be appointed as the Councillor Representative to the Pedrina Park Hockey Pavilion Working Group.

Pedrina Park Working Group members include:-

Councillor Dunkley

Wayne Vearing – Glenelg Regional Hockey Association (December 2017 – February 2018 past President)

Peter Musson – Glenelg Regional Hockey Association (February 2018 – present, current President)

Ralph Behrendt – Hamilton Soccer Association Representative (HAS- President)

Evelyn Arnold – Director Corporate & Community Services

Susannah Milne – Manager Community & Leisure Services

Melanie Starr – Manager Recreation

The working group have met on six (6) occasions to discuss the needs of the GRHA and the potential to incorporate facilities for HSA within the proposed club rooms. A number of designs and concepts been developed with architects and presented for the Group's consideration. In addition to the needs of GRHA and HSA the design requirements and strategic master plans of the respective peak hockey and soccer association were also considered. Council has been briefed on four (4) separate occasions by staff on behalf of the Working Group.

Advice and guidance on proposed concepts has been sought from Sports and Recreation Victoria on two separate occasions. SRV advised 'that any funding applications would need to be considered by Council from a strategic position including extracts from Council strategic planning documents; including their sport and recreation strategy.' (It should be noted that the Recreation and Leisure Strategy is currently under development.)

With regard to separate or shared/multi-use, SRV advised 'that funding guidelines across various programs refers to how a funding application demonstrate how a project "encourages development of multi-use, shared and co-located facilities"(CSIF, 2019-2020) with an outcome of focus of increasing participation.'

In light of the above information the Working Group agreed to focus their direction on a multipurpose/user pavilion that accommodated both GRHA and HSA needs and the representatives designed a draft design. The design considered SRV advice and funding guidelines, Recreation and Leisure Strategy consultation, Community accessibility and draft Pedrina Park Master Plan. On the 23<sup>rd</sup> May Council were updated on the draft design and gave in principle support to pursue grant funding.

The draft design has been drawn and costed by an Architect (attachment – Pedrina Park Hockey and multipurpose Pavilion Concept Plan), and external funding applications have been made to SRV for Minor Facilities (\$250,000) through the Community Sports and Infrastructure Fund and Female Friendly Facilities Fund (\$500,000). Both GRHA and HSA Committees have provided letters of support for the applications. The design submitted for funding is for a multipurpose/multifunctional pavilion which incorporates public toilets, social/kitchen facilities, storage, female/male amenities-change rooms, umpire facilities, first aid and sheltered viewing. The estimated cost for the pavilion is \$1.3 million.

The next steps is to fully design and scope this project with consideration of the draft Pedrina Park Master Plan incorporating location, connectivity, parking and future users of the site. Wider user group and community consultation will be essential as a part of this process and

will run concurrently with the finalisation of the Recreation and Leisure Strategy and master planning process.

The Working group is seeking formal endorsement of the design from Council as well as endorsement of the funding submissions made to SRV for funds to help build the pavilion.

### **Finance and Resource Implications**

There have been no finance implications in the development of this report.

The costs to date associated with the Working Group's design and SRV funding application is \$7,830 which was unbudgeted in the 2017/18 financial year.

If the funding applications are successful then there will be a further funding contribution required by Council to fund the remainder of the project beyond the funding amount received and previously committed funds.

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

The construction of the new Pedrina Park Hockey Pavilion is strategically supported by the Council Plan 2017 – 2021, Southern Grampians' Health and Wellbeing Plan 2017-2021, Community Inclusion Disability Action Plan 2017 – 2021 as well as aligning with a number of Football Federation Victoria (FFV) and also State Government policy on particular Sport and Recreation Victoria (SRV).

#### Council Plan 2017-2021

- 1.2 A healthy and vibrant Community
  - 1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities
  - 1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for young people.
- 3.1 Plan and provide for sustainable assets and infrastructure.
  - 3.1.3 Collaborate with State Government and Regional agencies to ensure coordinated provision of regional infrastructure.
  - 3.1.4 Develop the Shire's facilities, programs and services to increase usage.

#### Health and Wellbeing Plan 2017 – 2021

Improve our community's fair access to services improving health and wellbeing.

#### Community Inclusion Disability Action Plan 2017 – 2021

Promote inclusion and participation in the community

- 1.3 Advocate and support sporting clubs and organisations to continually improve 'inclusive recreation' participation practices.
  - Reduce barriers to accessing goods, services and facilities.
- 4.4 Recreation/Culture – Ensure that any future planning and development of infrastructure includes access and inclusion principles.

## **Risk Management**

The risks associated with this project and the Working Group's design is that it has been developed only with consideration of the needs of both GRHA and HSA and not the wider user group or community.

Early indication of the Recreation and Leisure Strategy has identified that a multi-sport complex that incorporates change rooms and public toilets is a priority in the master planning consultation.

It should be noted that without this wider consultation and community support the project may not be successful for the SRV grants applied for.

## **Environmental and Sustainable considerations**

The Working Group design concept considers a number of environmental and sustainable design principles.

## **Community Consultation**

As directed by the Notice of Motion, consultation has been limited to the GRHA and HSA. Officers sought representation from each organisation and they have acted on behalf and in liaison with their respective Committees and members.

As the Recreation and Leisure Strategy is being prepared concurrently, which will include the development of a Master Plan for Pedrina Park, it allows us to draw from this consultation to inform our decision making and guide/test the Working Group's thinking. The engagement process for the Strategy has involved undertaking considerable community engagement including user group, focus group, public, school group and sporting association consultations as well as group and individual surveys.

The consultation has identified that the three main priorities for users of Pedrina Park which are:

1. Multipurpose pavilion that provides amenities, change facilities and public toilets.
2. Watering and irrigation system to support the sustainability and quality of the playing surfaces.
3. Safe netball courts that meet playing standards.

With the development of the final draft strategy and Pedrina Park Master Plan, the community and user groups will be again invited to have their say on the development of Pedrina Park.

## **Disclosure of Interests**

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

**RECOMMENDATION**

That Council:

1. Endorse the Pedrina Park Working Group's design and concept for a Pedrina Park Multipurpose Pavilion to accommodate Hockey, Soccer and future sports and community groups.
2. Endorse the Southern Grampians Funding Applications made to Sports and Recreation Victoria for 2018 2019 grants:
  - a) Community Sports Infrastructure Fund -Minor Facilities Grant (\$250,000)
  - b) Female Friendly Facilities Fund(\$500,000)

## 10.11 Reprioritisation of 2018/19 Works Plan

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

### Executive Summary

In accordance with the Local Government Act 1989, Council adopted its Budget for 2018/19 on 27 June 2018. At this time, Council indicated that it would like to see some additional projects incorporated into the 2018/19 Works Plan and requested a report to be provided to the Ordinary Meeting of Council in August as to how this may be achieved.

### Discussion

At the Special Meeting of Council held on 27 June 2018 to adopt the 2018-2019 Annual Budget the resolution included the following:

“That based upon the submissions Council wishes to prioritise the following projects into the 2018/19 works plan:

- a) D Force Project;
- b) Cavendish Recreation Reserve Toilets; and
- c) Hamilton Show Grounds Master Plan

With officers providing a report of how this can be achieved provided to the Ordinary August Meeting of Council.”

This resolution was in response to budget submissions received as part of the community consultation process.

In order to prioritise these projects into the works plan, whilst ensuring Council maintains a nil cash impact for the 2018/19 financial year, the following approach is recommended;

Reprioritisation Request	Resourcing Recommendation
D Force ICE Challenge Group	Encourage and support the committee to complete an application un the Greater Grants Program.
Cavendish Recreation Reserve – Replacing Toilet and Amenities Facility	Confirm support and encourage the community to approach Council when other funding has been secured and a specific role for Council has been identified. Be that in-kind works or financial contribution
Hamilton Show Grounds Master Plan	Allocate \$7,500 from the emerging priorities fund to match the \$7,500 requested to complete the strategic plan.

### Financial and Resource Implications

The financial impact is a neutral budgetary affect as the projects now prioritised for coming years offset the projects to be included in the 2018-2019 Works Plan.

## Legislation, Council Plan and Policy Impacts

*The Local Government Act 1989.*

## Risk Management

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

## Environmental and Sustainability Considerations

Nil

## Community Consultation and Communication

Council undertook extensive community consultation prior to the invitation for budget submissions from the community. This resulted in the opportunity to respond and support community projects identified through that process.

## 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 support the submissions presented during the community consultation process for the 2018/19 budget in the following ways;

Reprioritisation Request	Resourcing Recommendation
D Force ICE Challenge Group	Encourage and support the committee to complete an application un the Greater Grants Program.
Cavendish Recreation Reserve – Replacing Toilet and Amenities Facility	Confirm support and encourage the community to approach Council when other funding has been secured and a specific role for Council has been identified. Be that in-kind works or financial contribution.
Hamilton Show Grounds Master Plan	Allocate \$7,500 from the emerging priorities fund to match the \$7,500 requested to complete the strategic plan.

Subject to these projects meeting normal budgetary processes such as funding submissions and business cases if applicable.



## 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.